

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 29th January 2019

PRESENT:	Councillor	Rowan-Robinson (Town Mayor)
	“	D Beavan
	“	Miss A Betts
	“	I Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	S Flunder
	“	M Ladd
	“	Mrs M Tucker
	“	W Windell

Also present: 3 members of the public, the High Steward and the Town Clerk.

1. **Apologies:** *To receive apologies for absence.* Apologies for absence were received from Cllrs Jeans and Palmer.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Cardwell declared a Personal Interest re Suffolk Constabulary.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllr Windell declared a Disclosable Pecuniary Interest re Red Cross Hut.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*
Not applicable.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*
Noted.
3. **Minutes:** (i) To approve and sign the minutes of the Meetings of the Town Council held on Tuesday 11th December 2018. **On the proposal of Cllr Windell, seconded by Cllr Bradbury it was agreed by all to approve the Minutes of the meeting held on Tuesday 11th December 2018.**
4. **Public Participation**
 - a) To receive a report from Waveney District Ward Councillors; Cllr D Beavan and Cllr M Ladd. To include; Cllr Beavan update on meeting with Anglian Water/ Environment Agency re water quality, and Cllr Ladd update on Coastal Community Funding application and Duncan’s Yard.

Cllr Beavan advised the meeting of the following; (a) his Motion to WDC to write to the Police & Crime Commissioner with regards to the sale price of the police station site had been passed, (b) himself and WDC Cllr Ladd will be discussing the local lettings policy. Cllr Beavan advised that he would like to see a 1 year employment criteria and that those who had been given “notice to quit” from another landlord

should be given priority, (c) the matter of blood tests at the Health Centre may become an issue, (d) regarding the enquiry from Cllr Tucker at the previous meeting the WDC income from car parks in 2018 was £317,000. Cllr Beavan asked for clarity from Cllr Tucker of the other matters that she required information about.

WDC Cllr Beavan also updated members about the meeting with Anglian Water to which himself, Cllr Flunder, Cllr Rowan- Robinson and Cllr Ladd had attended. Cllr Beavan advised that this had been a very good meeting. There have been 2 high readings taken when doing the water samples, but these appear to be one-offs – and could be from bacteria i.e. seaweed. The tests take place on a weekly basis, but the data used is done on a 4-year rolling average. It therefore takes a number of years to restore the average reading to excellent. With regards to the Anglian Water plant itself, Cllr Beavan advised that it will be sterilised next year, and this would hopefully ensure that there will be no e-coli present within the readings. Cllr Beavan advised that he had concerns about the sampling technique, as only one sample is taken each time. It would be advisable to take more than one to provide an accurate reading. Cllr Beavan is considering asking for more tests to be carried out on a weekly basis.

WDC Cllr Ladd advised that the Anglian Water meeting was very good but noted that there was still a need to ensure that the general public were aware that the water is “good” and is safe for bathers.

With regards to the coastal community fund application, the second-round information has been submitted and Town Council should expect to hear towards the end of March. The business plan for the project, as commissioned by the Town Council, will be presented once it has been completed (hopefully end of February/beginning of March).

WDC Cllr Ladd advised that the Duncan’s Yard housing has been allocated and that 100% of the allocation has gone to local “connections” although it should be noted that 50% of successful applicants were already “adequately housed” (but these could include people moving from an older property to a newer one). The properties at Green Lane are due to be on Home Choice very soon and some people did not apply for Duncan’s Yard as they are waiting for these to come online,

WDC Cllr Ladd advised that he is the member for ‘REAF’ which stands for Resurgence of East Anglia Fishing. REAF have received funding to carry out a feasibility study with the aim of restoring the fishing industry in East Anglia.

b) To receive report from Suffolk County Councillor M Ladd.

With regards to the Bailey Bridge, this had been open before Christmas. SCC Cllr Ladd advised that there are posts either end of the bridge stating “no cycling” but the posts are mainly there to prevent utility companies taking their vehicles over the bridge.

SCC Cllr Ladd advised that negotiations between Hastoe and SCC are ongoing with regards to the fire station site – although Hastoe advise that SCC are presently being accommodating re the negotiations. The Police Authority however has different best

value requirements for the sale of the police site and at the moment they are seeking a sale at full market price.

- c) To receive comments from Southwold electors on matters on the agenda (each *elector will be allowed a maximum of 3 minutes*).
(10 minutes will be allocated overall for this section- subject to Town Mayor discretion).

There were no comments from electors.

5. **To receive reports from Committees:**

- a) *To receive the written report of the meeting of the Planning and Development Committees meeting held on Tuesday 8th January 2019 and Tuesday 22nd January 2019. No recommendations.* It was agreed by all to receive and note the Minutes.
- b) *To receive a verbal update from Planning and Development Committee on any further planning/development matters to be brought to the attention of the Council.*
Cllr Windell advised that prior to Christmas there had been a number of complaints about street furniture/tables and chairs. Consequently, the Planning Committee met with an Officer of SCC on this issue. The Officer has provided draft letters that have been drawn up by SCC that could be handed out to offending premises. SCC are willing to discuss the matter further, especially in regard to whether the Town Council would like to be (a) an advisory party to the letters, or (b) whether Council would wish to undertake a more formal licensing of street furniture. The latter could not be in place for 2019 but is something for the Council to think about for the future. SCC would be the enforcement partner if the Town Council wished to provide licences. Members were advised that Beccles Town Council have reported the same issues as Southwold and are considering the same options. SCC asked that Southwold Town Council liaise with Beccles Town Council to ensure consistency in approach.
- c) *To receive written report L and E REP 1/ 19 from the Leisure and Environment Committee meeting of 14th January 2019. No recommendations.* Cllr Rowan-Robinson expanded on the matters included within the report.

6. **To receive reports from Working Groups/Task and Finish Groups.**

- a) Neighbourhood Plan Task and Finish Group – *no meeting held.*
- b) Highways and Footpaths working group – to receive written report of meeting held on 11th January 2019. Cllr Tucker expanded on some of the matters within the report.
- c) Landlords working group – to receive L/L Rep 1/2019 written report of meeting of 21st January 2019. **(See Mauve Papers). Recommendation; Town Council Chamber to be brought back into use.**
On the proposal of Cllr Ladd, seconded by Cllr Windell it was unanimously agreed to **arrange new carpet and redecoration of Town Council Chamber to enable room to be brought back into use by May 2019.**

Cllr Flunder reminded the Landlords Group of the request to update the property repair schedule.

7. **Consultation on Southwold Harbour**

Consultation to 1st March 2019. To note consultation dates and to receive update

Cllr Windell advised that approximately 100 people had attended the 2 public meetings to date and that a further consultation is to be held on the 6th February 2019 at 6.30pm at St Edmunds Hall. Volunteers will also be seeking views of people on (a) the High Street and (b) the harbour/Blackshore before the end of the consultation. Individual Councillors were asked to urge members of the public to respond to the consultation.

Cllr Tucker asked about the volunteers undertaking the survey and the need for them to be uniform in the way they approach people and the questions that they ask.

Cllr Beavan advised that WDC Overview & Scrutiny Committee will be considering matters relating to Southwold harbour at its meeting on 7th February 2019. Cllr Beavan was asked whether the consultation itself was one of the things that the Overview & Scrutiny were to consider. Cllr Beavan advised that the consultation and other matters will be included in the committee's discussions. Cllr Ladd clarified that the terms of reference of the Overview & Scrutiny Committee were such that they consider "process" as opposed to outcomes.

8. **Annual Town Meeting** – Monday 18th March 2019 – *Suggestions for guest speaker.*

It was suggested that a presentation about Sizewell C may be popular. Cllr Ladd suggested that Lisa Chandler had provided a very good presentation to both WDC and Suffolk Coastal about the Energy Coast including Southwold and that this provided a very good and objective overview. It was suggested that Lisa Chandler could be invited as a guest speaker to the Annual Town Meeting. The presentation would consider issues along the whole of this coast and including matters re the infrastructure and investment required i.e. the four-village bypass.

It was agreed by all that the Town Clerk would contact Lisa Chandler direct to request her availability.

9. **Financial Matters**

Pages 23-34

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for January 2019 (*circulated to members*).

On the proposal of Cllr Bradbury, seconded by Cllr Betts it was RESOLVED by all to approve the Accounts for Payment for January 2019.

Cllr Bradbury suggested that at a future meeting the Finance Committee could consider the professional/consultancy/legal fees and bring back any suggestions as appropriate to the Town Council.

b) *Budget 2019/20* – To receive and agree the Town Council Budget for 2019/20. *papers attached.*

Revenue budget and Capital budget had been provided to members, detailing on a line by line basis the proposed income and expenditure for 2019/20 including reserves. The budget is a live document and will be updated regularly.

On the proposal of Cllr Windell, seconded by Cllr Betts it was agreed by all to approve the budget for 2019/20 as in the supporting papers. Revenue expenditure £148,450 to be funded by Revenue Income (which is subject to precept funding approval below, and potential use of reserves). Capital expenditure £242,000. Capital income £242,000.

Cllr Flunder suggested that an income raising revenue opportunity may be “tourist tax” and asked that the Finance Committee consider this further. Discussion took place regarding tourist tax and whether town and parish councils would have any jurisdiction in relation to this matter.

- c) *Precept 2019/20 – To agree Precept for 2019/20. papers attached.
Further to approval of budget for 2019/20 it is recommended that a precept of £120,000 be levied for the financial year 2019/20.*

On the recommendation of Cllr Windell, seconded by Cllr Bradbury it was agreed with 9 in favour and 1 against to levy a precept of £120,000 for the financial year 2019/20.

- d) *To receive written report of Finance and Governance Meeting held Wednesday 23rd January 2019.*

Recommendations relating to; a) Donation to Arts Festival, b) Renewal of staff policies; Disciplinary rules, Electronic information and communication, Equal opportunities, Grievance. C) Procedures for election of Town Mayor and Deputy Town Mayor 2019.

- a) *Donation request - Request received from Arts Festival for contribution to new flags / flagpoles for the town as the present poles are in such a poor condition that they cannot be repaired or used in 2019.*

It is proposed that the Town Council provide a donation up to £1250 towards the full costs.

On the proposal of Cllr Betts, seconded by Cllr Windell it was unanimously agreed to approve the recommendation.

- b) *Staff Policies; Disciplinary rules, Electronic information and communication, Equal opportunities, Grievance. The cttee reviewed the policies. The policies were compared to the SALC model policies and are still current. It recommended that the policies be approved.*

On the proposal of Cllr Betts, seconded by Cllr Windell it was unanimously agreed to approve the policies.

It was also agreed that if any further staff policies were to be considered, the Finance & Governance Committee to ask them to be considered by the Employment Working Group as well especially those that are new or require significant changes.

- c) *Procedure for the election of Mayor / Deputy Mayor. Full Council to be asked to consider and, if deemed appropriate, to approve the procedures attached for the 2019 election.*

Discussion took place regarding the proposed process and whether nominees should be given the opportunity to speak. Cllr Windell clarified that it has always

been the role of the proposer to state why they are nominating someone, and that people may find it embarrassing if they were to be asked to “promote” themselves.

On the proposal of Cllr Betts, seconded by Cllr Windell it was unanimously agreed to adopt the draft policy dated January 2019 entitled “PROCEDURE FOR ELECTION OF MAYOR/DEPUTY MAYOR”

10. **Correspondence: (See White papers)**

For consideration and agreement of a response if appropriate.

a) *Police reports – December 2018/ January 2019 Noted*

b) *Local Policing Volunteer – Cllr Cardwell.*

Cllr Cardwell advised that the radio scheme that had been put in place with businesses before Christmas, is now no longer required and the scheme will not continue. With regards to the LPV role Cllr Cardwell advised that the boundaries of the role are still being explored and still need refining. With regards to the advisory notices being placed on car windscreens in relation to on street parking time limits, Cllr Cardwell advised that the Town Clerk had received 2 complaints prior to Christmas and the PCSO had received 5. On the request of the police this process has been paused and a meeting is being arranged to discuss the matter further.

Cllr Doy advised that the town was gridlocked on both New Year’s Eve and New Year’s Day.

Cllr Windell advised that there was concern about the parking issues related to people coming into town to watch fireworks on New Year’s Eve. The fireworks themselves have now become an unsupervised display, as they are made up of individual firework parties and this year bonfires were held on the beach. Mr Cardwell was asked to discuss this matter further with the local PCSO.

Cllr Ladd confirmed that the fireworks on New Year’s Eve have now become such an event that the police should consider more policing/security in the town on that evening. Town Clerk to write to the police accordingly.

c) *Consultation on the business rates treatment of self-catering accommodation Cllr Jeans had provided a copy of the response to the consultation and this was noted.*

d) *Southwold And Reydon Community Emergency Plan - 2 Cllr volunteers requested – Cllr Bradbury presented the matter and advised that 2 volunteers would be required to assist 2 Reydon Parish Councillors.*

e) *Safer Neighbourhood Team Report – noted.*

f) *Suffolk Minerals and Waste Local Plan notice of submission. Noted.*

g) *Key dates and information regarding Town council elections 2nd May 2019. The Town Clerk highlighted the key dates for those present.*

11. **To receive reports from the Town Council representatives on Other bodies/organisations, of meetings attended:**

Reports to be provided in written format and circulated to members prior to the meeting unless time allows for a verbal report to be given, subject to the Chairs discretion.

- a) *BEP* – Cllr Bradbury provided the report.
- b) *Allotment Association* – Cllr Doy provided the report. Cllr Doy advised that work has started on the car park. Volunteers from the Allotment Association will assist the L & E Committee with the poppy planting. There is one allotment plot vacant at the present time and one person on the waiting list.
- c) *Sizewell* – Cllr Bradbury presented the report. Cllr Bradbury and Cllr Rowan-Robinson will consider comments from Councillors and draft a response for the consultation. Cllr Ladd advised that there is much lobbying to Central Government for infrastructure upgrades i.e. upgrade of the A12. The consultation response will be considered by the Town Council at its next meeting. Cllr Ladd offered to provide a copy of the East Suffolk Response.

12. To receive update from Town Mayor of events attended/ matters to report including;

Events attended.

Lowestoft TC Drinks Reception – 20th December 2018

Ipswich Mayor’s Civic Service – 20th January 2019

Future Events

13. Town Mayor organisations - 2018/19.

To receive details of the events specifically being held to support the Town Mayor’s chosen projects/organisations for 2018/19.

Spring Ball - 16th March 2019

It’s a Knockout – 6th May 2019

14. Urgent Business: *to act upon any matter of a non-financial urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Town Council with the consent of the Town Mayor previously obtained.*

The Town Mayor updated those present with regards to the announcement of the cessation of the number 88 and number 90 bus services. SCC Cllr Ladd advised that the county have subsidised these services for a number of years. The Cabinet are looking into the possibility of community transport, whereby members of the public could be picked up from rural parishes and taken to a main bus stop to get a connecting bus to their destination.

It was agreed by all to write to the bus company to express disappointment at the loss of the services.

15. Date of next Town Council Meeting:

Tuesday 26th February 2019 at the Methodist Church Hall at 7.30pm

16. Exclusion of Public and Press: *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following;*

Property matters - See confidential Landlords report and recommendations Rep L/L1/2019.

Recommendations;

- a) Quotes for works for Damp repairs at 21 Market Place, 13 Station Road and 1 Hurren Terrace. **On the proposal of Cllr Ladd, seconded by Cllr Windell it was unanimously agreed to approve recommendation in LL 1/2019 re undertaking of the works on these properties as above.**
- b) Quotes for works for general repairs 11 Station Road. **On the proposal of Cllr Ladd, seconded by Cllr Windell it was unanimously agreed to approve recommendation in LL 1/2019 re undertaking of the works on this property as above.**
- c) General repairs - 2 Strickland Place. **On the proposal of Cllr Ladd, seconded by Cllr Windell it was unanimously agreed to approve recommendation in LL 1/2019 re undertaking of the works on this property as above.**
- d) Tenders received for works on Market Place properties. **On the proposal of Cllr Ladd, seconded by Cllr Windell it was unanimously agreed to approve recommendation in LL 1/2019 re the tender for undertaking of the works on these properties as above.**

Cllr Windell left the meeting

- e) Lease renewal on Red Cross Hut
On the proposal of Cllr Ladd, seconded by Cllr Tucker it was agreed on a majority of 6 in favour and 2 against to approve the recommendation in LL 1/2019 item 7 re the Heads of Terms for a new lease. (Note Other motions were proposed but failed).

Personnel matters – no matters to report.

There being no further business the meeting closed at 9.15pm.

TOWN MAYOR 26th February 2019