

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 26<sup>th</sup> March 2019**

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

Also present: 6 members of the public, the High Steward and the Town Clerk.

1. **Apologies:** *To receive apologies for absence.* There were no apologies for absence.
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Cardwell declared a Personal Interest re Suffolk Constabulary.

Cllr Flunder declared a Personal Interest re Southwold harbour as Vice Chairman of Harbour Users Association, (ii) has a stage and hut on the River Blyth, (ii) member of the Southwold Haven Port Stakeholders Group, (iv) member of Blyth Estuary Partnership.

Cllr Beavan declared a Personal Interest re Southwold harbour as WDC representative on Southwold Harbour, (ii) member of Blyth Estuary Partnership, (iii) Vice Chairman of Southwold Haven Port Stakeholders Group.

Cllr Palmer declared a personal Interest re Southwold harbour as a member of the Joint Harbour Committee, (ii) member of Southwold Sailing Club, (iii) on Blyth Estuary Partnership.

Cllr Ladd declared a Personal Interest as a Board Member of the AONB.
  - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*

Nil.
  - 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 Meeting of the Town Council held on Tuesday 26<sup>th</sup> February 2019.* On the proposal of Cllr Windell, seconded by Cllr Palmer it was unanimously agreed to approve the Minutes of the meeting of Tuesday 26<sup>th</sup> February 2019.

#### 4. **Public Participation**

- a) *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).*

A member of the public asked for an update on the boating lake project/timescales. The meeting was advised that following the success of the Coastal Revival Fund grant application a consultant is being appointed to undertake the options/ feasibility study.

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

***Pages 12-18***

- a) *To receive the written report of the meeting of the Planning and Development Committee meetings held on Tuesday 5<sup>th</sup> March 2019 and Tuesday 19<sup>th</sup> March 2019. No recommendations (See Yellow papers)  
It was agreed by all to take the report as read.*
- 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 the Planning Committee had been extremely busy over the past year receiving 6 – 8 applications to consider per meeting. However, over the last few weeks the number of applications has dropped, and it was suggested that this may be a reflection of the housing market.*
- b) *L and E Cttee – To receive the written report of the Leisure and Environment Cttee meeting held on 11<sup>th</sup> March 2019. L and E Rep 2/2019.  
No recommendations.*

Cllr Rowan-Robinson presented the written report of the Leisure and Environment Cttee meeting held on 11<sup>th</sup> March 2019. Specific mention was made with regard to the cannons which are presently at Harbour Marine Services. Update on progress to be obtained. In relation to the bus shelter on Might's Road/corner of Pier Avenue, there have been 6 responses to date via social media with regards to whether a replacement should be put in the same place or on the opposite side of the road. At present the majority seem in favour of the police station side of the road. Discussion took place regarding the bus shelter and whether there was a potential to have a bus shelter on both sides of the road. It was felt that if a shelter was to go on the police station side of the road then this may need to wait until this area has been developed. Cllr Windell advised that he would be willing to carry out a survey about a bus shelter and to seek the views of parents and young people. Cllr Rowan-Robinson also confirmed that he would ask the L&E Committee to assess the cost of having 2 bus shelters. After further discussion it was considered that it would be ideal to consult, but that a replacement bus shelter on the same site could be provided straight away. Cllr Beavan commended the Town Mayor for using Next-door for the initial consultation about the bus shelter.

**On the proposal of Cllr Windell, seconded by Cllr Palmer it was agreed by all to replace the existing shelter and to then consult on whether there was a need for another one on the opposite side of the road. Agreed by all.**

Specific mention was made of the community litter pick and poppy seeding taking place on 6<sup>th</sup> April.

Cllr Jeans commented that the dyke alongside the campsite had been cleaned but that plastic had been left around the site. Cllr Flunder advised that the harbour master

organised the clearance of the dyke and that such issues should therefore be referred to him.

6. **To receive reports from Working Groups/Task and Finish Groups.** *Page 19*

a) *Neighbourhood Plan Task and Finish Group - see notes of meeting of 15<sup>th</sup> March 2019. No recommendations.*

Cllr Rowan-Robinson presented the report and advised that it was hoped that there would be a referendum on the Southwold Neighbourhood Plan by the year end.

b) *Highways and Footpaths working group /parking group – to receive verbal update re Parking* – Cllr Tucker provided a verbal report on the parking work that had taken place and advised Council that a full summary report of the work completed over the past 4 years would be collated and provided for a future meeting.

*To receive verbal report from visit to SCC Highways Halesworth – Cllr Bradbury provided a verbal report on the visit to SCC Highways by himself, the Town Clerk, Cllr Ladd and Cllr Flunder.*

The meeting was advised that much of the discussion had concerned the repair of potholes and the procedure that SCC Highways use to priorities their actions. The potholes in Mill Lane do not presently meet the critical criteria required for immediate repair which means that they are number 13,643 on the priority list. SCC Highways are considering thermal patching as an alternative to the existing system and a new trial is presently taking place. SCC Highways have confirmed that they would seek to trial this along Mill Lane. It was agreed that a link from the SCC Highways reporting tool should be made available on the Town Council website. With regards to new/ amendments to TROs, there is a list at SCC of those awaiting action in Southwold, and any further requests will be added to this list.

c) *Landlords working group – no meeting held*

7. **Southwold Harbour Lands**

*To note resolution from simultaneous joint meeting of Southwold Town Council and Waveney District Council Cabinet held on 15<sup>th</sup> March 2019.*

The Town Mayor updated those present on the meetings that had taken place over the past months, concluding with the Joint Committee meeting on 15<sup>th</sup> March 2019 at which the recommendations with regard to Southwold Harbour and the creation of a Harbour Management Committee had been passed unanimously by both Waveney District Council and Southwold Town Council.

Cllr Windell provided thanks to the members of the Joint Committee for all the years of research work that had taken place, and which had led up to the meeting on 15<sup>th</sup> March 2019.

8. **Financial Matters**

*Pages 20-26*

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for March 2019 (*circulated to members*). **On the proposal of Cllr Bradbury, seconded by Cllr Palmer it was RESOLVED by all to approve the Accounts for Payment for March 2019.**

- b) To receive written report Fin 3/2019 of Finance and Governance Meeting held Monday 18<sup>th</sup> March 2019. **To consider and if agreed approve the following; Recommendations relating to Town Council Chamber redecoration and carpet, camping field income, Cyber and Crime Insurance addition, Social Media Policy for councillors.**

*Town Council Chamber – quotes for decorating. It is recommended that the quote for £3304.70 be approved.*

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

*Town Council Chamber Carpet – repair flooring, fit new underlay and carpet for whole of chamber - £7676.39. (Insurance payment received £5450). It is recommended that this quote be approved for the flooring.*

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

*Crime and Cyber Insurance - In view of the possibility of breaches and the potential damage to reputation, it is recommended that to reduce risk cover is placed for Crime and Cyber insurance., It is recommended that the minimum level of cover is taken at the present time at a premium of £250 per annum.*

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

*Social Media Policy - It is recommended that the revised social media policy for councillors, as provided within the F and G report, be adopted by Southwold Town Council and reviewed again in 12 months.*

Discussion took place regarding the Policy. Cllr Rowan-Robinson advised that the sudden explosion of social media provides difficulties for all councils. It was suggested that the present media policy does cover several aspects of the new policy but there was a need to tighten the policy to ensure that the relevant aspects of the Code of Conduct were respected when on social media. Discussion then took place regarding the enforcement mechanism as it was acknowledged that there were very few circumstances under which Councillors could be removed from office. It is understood that Local Government is adapting its policies in view of the heightened use of social media to provide more stringent penalties for behaviour which is both within and outside the code of conduct and it was suggested that Finance and Governance review the policy again once any new national policy is provided. It was suggested that Council consider providing a package of material in relation to media/press/social media which provides a cohesive policy as endorsed by the Town Council.

**On the proposal of Cllr Windell, seconded by Cllr Bradbury it was agreed by 11 in favour and 1 abstention to approve the social media policy as provided.**

*Camping Field - It is recommended that the Finance and Governance cttee request an initial meeting with the District Council to discuss income from this field.*

Discussion took place regarding this recommendation. Cllr Palmer advised that he support the proposal to initiate discussions with the District Council on this matter rather than demanding rent at this stage. Cllr Flunder advised that within the District

Council 2008 audit, rent of some £26,000 had been mentioned and with inflation this would now be approximately £36,000. Cllr Cardwell advised that to demand actual rent now would be a substantive change to the recommendation being proposed.

Cllr Jeans advised that she support discussion/negotiation. Cllr Windell advised that since 2006 the Town Council has not made any demands on the District Council regarding this piece of land and that it would therefore be inappropriate to “demand” any rent at the present time as this could be deemed as unreasonable, but rather that conversations and negotiations take place with East Suffolk District Council. Cllr Beavan advised that he support Cllr Flunder’s viewpoint of asking for actual rent (but not back rent). Cllr Ladd advised that if the Town Council were to write a letter asking for rent, East Suffolk are likely to just send a letter in response and that to enable a dialogue to take place, a meeting should be held first so that discussions could take place between both parties. Cllr Flunder advised that monies are due to the Town Council from this field as the Town Council are the landowners and that any request should be made in a firm way (but not for back rent).

Cllr Ladd advised that he like to amend the original recommendation to read *It is recommended that the that the Town Council request an initial meeting with the District Council to discuss income from this field.* Cllr Palmer seconded this proposal.

It was proposed by the Town Mayor that the words ‘rental income’ be included – seconded by Cllr Palmer.

**Recommendation proposed by Cllr Rowan-Robinson, seconded by Cllr Palmer - that ‘the Town Clerk write to East Suffolk District Council on behalf of the Town Council to request an initial meeting with the District Council to discuss rental income from this camping field’. 11 in favour, 1 against.**

9. **Town Spring Ball – 16<sup>th</sup> March 2019 and Town Mayor Sports Day Event Monday 6<sup>th</sup> May 2019**

The Town Mayor thanked all those who attended, and those who helped to make the arrangements for the Spring Ball.

The Town Mayor advised that a sports day event is being organised by the RDC for Monday 6<sup>th</sup> May 2019. The public liability insurance requirement is presently causing some concern to the RDC and they will contact the Town Hall to discuss further. Cllr Flunder advised that over 10 sports groups will be present at the event and that arrangements are going well. Press release and poster advertising the event will be organised by the RDC.

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

***Pages 27-30***

*For consideration and agreement of a response if appropriate.*

a) *Police reports* – received and noted.

b) *Local Policing Volunteer update* – Cllr Cardwell explained that due to a lack of clarity about the boundaries of the role he had stood down from the role of Local Policing Volunteer. Cllr Cardwell advised that whilst undertaking the role, he had issued approximately 200 advisory notices about the parking restrictions on the High Street and on North Parade. After complaints by members of the public to the Police, the Police Headquarters at Martlesham have advised that these advisory notices could no longer be issued.

Cllr Cardwell advised that within Southwold there are 205 stretches of road which would need monitoring and that one PCSO cannot do this alone. Cllr Cardwell advised that the SLA for the PCSO should be readily referred to, to ensure that the priorities of the actual PCSO undertaking the role reflects what the Council requires. The Town Mayor extended his thanks to Cllr Cardwell for the work that he had undertaken as a civilian LPV.

Cllr Bradbury advised that the PCSO does undertake other work than solely traffic/parking i.e. awareness of counterfeit notes was a recent issue within the High Street. Cllr Bradbury also advised that he had concerns about the support being offered to LPV's, as they do not get provided with stab jackets, radios, mobile phones etc.

It was suggested that a meeting be held with the Police to discuss the requirements of the Town Council as set out in the SLA, to ensure that the work being undertaken by the PCSO met with Council expectations. The meeting to be open to all Town Councillors. Cllr Tucker to Chair.

c) *DPA application* – no update.

d) *Letter from British Weights and Measures Assoc* – noted.

e) *Halesworth SNT newsletter 2019* – noted.

f) *AONB – Feb 2019 report* – members were asked to note that there were some possible grants for community groups detailed within the newsletter. L&E to consider for Ferry Road footpath/marshes etc.

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) *Millennium Foundation AGM held 25<sup>th</sup> March 2019. Vacancy for Town Council representative.*

Cllr Ladd advised that the Stella Peskett Millennium Hall is very well used, and its income just covers the expenses. The planning application for the car park has received planning consent but there are many conditions attached to the approval. The Millennium Foundation have spent over £10,000 on surveyors and planning fees to date. A Leader application is being submitted for the funding for the visitor centre and Sheila Moss King has been appointed by the Foundation Trustees to submit the Leader funding application. The income of the Foundation is approximately £50,000 which principally comes from lighthouse tours which were down 7% on last year due to the hot summer. The present Trustees on the Millennium Foundation consist of 4 community Trustees and 4 nominated Council Trustees. Trustee Sue Doy is presently a Council nominated Trustee whose term expired November 2018. Cllr Betts is also a Council nominated Trustee whose term of office expired in November 2018. Council were asked to consider the extension of both Cllr Betts and Cllr Doy's trusteeship for a further 4 years. Council to also note that there is a vacancy for a Town Council Trustee. On the proposal of Cllr Cardwell, seconded by Cllr Palmer, Cllr Simon Flunder was proposed as a new Trustee. On the proposal of Cllr Jeans, seconded by Cllr Palmer, Cllr Windell was proposed as a new Trustee. There were therefore 4 Council nominations for 3 places. It was unanimously agreed to decide on the 3 trusteeships by virtue of a

secret ballot. Following the ballot, Council **confirmed the selection of Cllr Flunder Cllr Doy and Cllr Betts as the council nominated trustees to these vacancies.**

Cllr Jeans asked if the Town Council could have a copy of the Constitution to provide to the nominated Town Council Trustees and this was agreed. Cllr Ladd advised that the Millennium Foundation was originally formed to enable some council land to be placed into a Trust – a transaction which subsequently was carried out, but that the Foundation would welcome a review of the structure/constitution.

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

*Events attended.*

Arts Festival Launch – 4<sup>th</sup> March 2019

Rotary Club Annual Charter Night Dinner – 9<sup>th</sup> March 2019

Andrew Matthews Trust AGM – 13<sup>th</sup> March 2019

Annual Town meeting – Monday 14<sup>th</sup> March 2019. Lisa Chambers Guest speaker re Suffolk Energy Coast.

*Future Events*

Southwold & Reydon Society Excellence Awards – 10<sup>th</sup> April 2019

Chairman of SCC Reception – 9<sup>th</sup> May 2019

13. **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.

14. **Date of next Town Council Meeting:**

Tuesday 30<sup>th</sup> April 2019 at the Methodist Church Hall at 7.30pm

*It was agreed by all to extend the council meeting as per standing orders by a further 20 minutes to enable the agenda business to be concluded.*

15. **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 – Recommendations re; Tenancy agreements*

*7 Hurren Terrace. Professional and legal advice noted. Town Clerk to continue the procedures as required.*

*Station Yard tenancies – Tenants to be contacted with the offer of a further meeting.*

*The Town Clerk left the meeting.*

*See Personnel report of 1<sup>st</sup> February 2019. Recommendations re Town clerk grade structure. Detailed paper on the background, process, findings and recommendations of the Personnel group had been provided to all members which included comparative evidence from equivalent posts within the Market Towns, and the structure responsibilities and scope of the clerk's role. Members welcomed the description and person specification and discussion took place regarding placement within the Nalc scales. **It was agreed with***

**11 in favour and 1 against that the post of Clerk and RFO be graded to LC4 SCP 46 with effect from 1<sup>st</sup> April 2019.**

*Personnel matters – See Confid Finance Report 3/2019 re NALC nationally agreed pay scales 2019/20. To be considered at a future meeting.*

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TOWN MAYOR 26<sup>th</sup> March 2019

DRAFT