

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 6.45pm on Tuesday 27th March 2018

PRESENT:	Councillor	Mrs M Tucker – Deputy Mayor
	“	Mrs S Allen
	“	Miss E A Betts
	“	I R Bradbury
	“	C Cardwell
	“	Mrs J Jeans
	“	M Ladd
	“	D Palmer
	“	J A Windell

Also present; the Town Clerk, and two members of the public.

6.45pm

Anglian Water – postponed from February 2018

Four representatives from Anglian Water attended to answer queries in relation to the pumping station and the A W infrastructure around Southwold. Council sought to understand the availability of capacity considering the new developments presently being built, and those included within the emerging Local Plan. Councillors expressed concern on behalf of residents regarding back up and flooding and the issues caused by flash floods/storm events. Discussion also took place about the reporting of problems experienced by residents. Anglian Water confirmed that any issue should be reported so that an overall log of incidents and complaints can be retained. Only by logging such information, will Anglian Water be able to pinpoint any repeat triggers and arrange priority inspections. The capacity of the sewage works and the issue of odours in Southwold were also discussed. The Golf Club have reported that their visitors suffer because of the smell and need reassurance that the matter is being investigated. Anglian Water explained that zonal charging is being implemented from 1st April 2018 and it is hoped that this will help establish cumulative effects and allow mitigating measures to be taken. Anglian Water also confirmed that they are working with the Brewery to understand their peak flows and thereby gather an overall picture of what is happening where and when in Southwold. WDC Ward Cllr Sue Allen advised that as Chair of Overview and Scrutiny, Alan Simpson from Anglian Water had been asked to attend the June WDC meeting to discuss the varying Anglian Water issues throughout Waveney.

AGENDA for Town Council meeting commencing at 7.30pm

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from Cllrs Doy and Horwood. Apologies were also received from the High Steward.
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda.
Cllr Allen declared a personal interest in items 5(a) and 5(b) as a member of WDC planning cttee,

Cllr Rowan Robinson declared a personal interest in agenda item 5(a) and (b) as a member of the Southwold & Reydon Society.

Cllr Jeans declared a personal interest in relation to the Southwold Hospital Site and Southwold and Waveney Valley Regeneration Society Ltd (Southgen).

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.
Nil.

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 Thursday 8th March 2018. **On the proposal of Cllr Palmer, seconded by Cllr Windell it was RESOLVED to approve the Minutes of 8th March 2018.**

4. **Public Section**

During each meeting the council will allow this period for public questions for a maximum of 10 minutes.

During this time, electors can put questions to the Chairman regarding matters on the agenda.

An elector must not speak for more than 3 minutes.

Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion. (see full Protocol for Public Participation in Council Meetings).

a) *To receive a report from Waveney District Councillors M Ladd and S Allen, Cllr Ladd and Cllr Allen will then take questions from councillors and electors.*

WDC Cllr Allen invited Council to provide up to 3 questions for Anglian Water's attendance at Overview & Scrutiny. WDC Cllr Allen also advised that the merger is taking place between Waveney District Council and Suffolk Coastal District Council and that working groups are being set up, and that the draft new Local Plan is available for consultation.

WDC Cllr Ladd advised that as part of the merger the number of Ward Councillors will reduce, and this will necessitate more parishes being within each new Ward boundary. This will affect both Southwold and Reydon who are likely to join with Walberswick, Blythburgh, Dunwich, Wenhaston as well as Hulver and Henstead and other rural parishes.

WDC Cllr Ladd also advised that he had attended the recent fishing conference.

b) *To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors.*

SCC Cllr Ladd advised that the school transport consultation had now been completed. With reference to highways, many of the potholes within Southwold had been filled this week. Members were encouraged to continue to report issues via the online reporting tool. Thanks were extended to Suffolk County Council Highways Team for their work during the adverse weather conditions.

c) *To receive report from police*

PCSO Benjamin Hedley-Lewis attended to introduce himself as the match-funded PCSO presently based at Southwold station and reporting into Halesworth. Ben advised that he spends approximately 90% of his shift time on foot patrol and drives along the harbour and the High Street at least once a day.

Suffolk Police Authority are aware of the fake £20 notes that have been used in the market towns over recent days and the PCSO has been to every shop in the High Street and has images of those who have tried to use them in Southwold and witnesses who have given statements. In view of the spate of burglaries that have occurred in recent months the meeting was advised that there are both marked and unmarked cars patrolling in the town.

With reference to parking matters the PCSO has emailed and spoken to all contractors who work in the town - educating them to park in the correct areas and to not park anti socially. Infringements will now be penalised. The PCSO confirmed that tickets will be given out in instances where vans are parked in unpermitted areas unless they are loading/unloading. Tickets have also been given out to unauthorised parking in the disabled bays. The PCSO advised that he has concerns about dangerous parking outside the Post Office and he will monitor this. Finally, the PCSO advised that he wants to encourage residents and members of the public to communicate with him and that he has therefore requested that a letterbox be provided for a community venue, to enable people to advise him of issues that are not considered of high priority and do not need an immediate response.

d) *The Chairman will receive comments from Southwold electors on matters on the agenda.*

There were no members of the public who wished to speak.

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

a) To receive the written report of the meetings of the Planning and Development Committee held on Tuesday 6th March 2018 and Tuesday 20th March 2018 (*see attached yellow papers*). *No recommendations.*

Received and noted.

b) To receive a verbal update from the 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 application for Rose Cottage is still being considered by the Committee who are awaiting extra information from the Planning Officers to assist them in their consideration of the application. A meeting with the WDC Planning Officers has been arranged by WDC Cllr Allen to provide the opportunity for all parties to discuss any concerns that they may have. It was noted that a respective application had been received for a business who now operates tables and chairs inside, and it was hoped that other premises would follow suit.

Cllr Windell advised that a resident had written to WDC to complain about the process for a planning application within Mill Lane. Response has been sent by WDC Chief Executive Officer to the resident. The STC Planning Committee had themselves recommended that WDC seek to decline this planning application.

Cllr Windell advised that the call-in process had been mentioned within the Chief Executive Officer's response. The Planning Committee are fully aware of the call-in process that is available to both themselves and members of the public and the fact that such requests need to be made via the Ward Members. The Planning Committee have previously been advised that call in requests should be lightly used. WDC Cllr Ladd suggested that the Ward Members be contacted if the Planning Committee had any concerns about a planning application and wished to discuss whether a call in be appropriate so that the Ward Members could discuss the request with the senior planning team at Waveney who themselves have a rigorous process of assessing applications which are subsequently permitted for call in. Concern was also expressed that the response to the resident had not been copied to the Town Council and that the Ward Members and Town Councillors were therefore unaware of its contents until after it had been sent.

- c) To receive the written report from the Leisure and Environment Committee meeting REP 1/2018 held on 19th March 2018 (*see attached green papers*). *Recommendations; in relation to single use plastics, and Royal wedding commemorative mugs.*
Single Use plastic free town initiative - It is recommended that the Town Council promotes the phasing out of single use plastics throughout the town and work with stakeholders to increase awareness of the alternatives.

Cllr Allen put forward the recommendation and advised that she would speak with the Chamber and businesses to firm up a framework should Council approve. It was felt that the Town Council should lead by example on this issue wherever practical. **On the proposal of Cllr Windell, seconded by Cllr Palmer it was agreed with one abstention to approve this recommendation.**

Royal Wedding commemorative mugs - Norfolk China Ltd will be producing commemorative mugs for the Royal Wedding on 19th May 2018 and it is recommended that Council purchases one for each child at the Primary School as per previous Royal occasions. Cost £2.59 each. Max £250 to be allocated. On the proposal of Cllr Allen, seconded by Cllr Ladd it was agreed by a majority of 6 in favour and 4 abstain to approve this recommendation.

The Leisure & Environment Committee were asked to consider creating a map of the venues where defibrillators were available and to consider where any more may be required. SCC Cllr Ladd advised that if there was a need for more defibrillators the Town Council could approach him to allocate some of his budget to this project.

Cllr Allen provided members with an example of the marsh map boards that have been drafted following full consultation with stakeholders. It was noted that the town crest had been used to show the involvement of the Town Council and the words Southwold Town Council need to also be added.

- d) Joint Harbour cttee – to receive a verbal update.
Cllr Windell advised that Andy Gallant and Andy Jarvis would informally be meeting with Councillors to answer questions about the possible harbour structure. Cllr

Windell reminded members that with the impending merger of Waveney District Council and Suffolk Coastal, a resolution to the harbour structure was important to achieve.

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

- a) To receive the written reports of the Highways and Footpaths Working Group held on 16th March 2018 Rep H and F 1/2018 and the Parking Review Task and Finish group meetings held on 16th March 2018 and 20th March 2018. *(see grey papers attached). Recommendation in relation to Godyll Road car park.*

Initial Recommendation

That Southwold Town Council request 3 private contractors to tender to develop and operate Godyll Road car park on a pay and display basis, with charging to commence by 1st June 2018. On the proposal of Cllr Tucker, seconded by Cllr Allen it was recommended that Council consider this recommendation.

Discussion took place regarding the research and work that the Parking Review Group had been undertaking over the past 3 years and the information that had led to this recommendation.

Members suggested that 1st June would seem to be an aspirational date and that there would be a need to coordinate with the Common Trust to achieve the full aims of the parking review. Concern was expressed by some members about the lack of provision for parking for employees and permanent residents within the Godyll Road car park. Members of the Parking Review Group explained that the proposed resolution refers only to the Godyll Road car park and that the solution for the overall parking strategy relies also on partners and other stakeholders including the Common Trust to provide appropriate outcomes to cover the needs of all those who use the parking spaces within the town. Cllr Tucker advised that the Common Trust would need to separately consider their own position with regards to allocation of parking spaces/for whom/and if any would be chargeable but that discussions had taken place with the Chair of the Common Trust about the research that had already taken place and the information that would still be required to take this matter forward further.

An amendment was proposed to the initial recommendation - the amended resolution being **“That Southwold Town Council request 3 private contractors to tender to develop and operate the Southwold Town Council and Southwold Common Trust parking areas in Southwold, in agreement with the Common Trustees, on a pay and display basis, to include permits.**

Further discussion took place and the initial recommendation put to members. There were no members in support of the original recommendation.

Amended RESOLUTION On the proposal of Cllr Ladd seconded by Cllr Palmer it was agreed by a majority of 9 in favour and 2 against “That Southwold Town Council request 3 private contractors to tender to develop and operate the Southwold Town Council and Southwold Common Trust parking areas in Southwold, in agreement with the Common Trustees, on a pay and display basis, to include permits.

- b) Neighbourhood Plan Task and Finish Group – To receive the verbal report of the N Plan meeting of 23rd March 2018. *No recommendation.*
This matter is to be taken forward to the next meeting.
- c) Landlords working Group – To receive the written report of the Landlords working group meeting of 20th March 2018 (*see attached white papers*).

Written report received and noted. Cllr Ladd advised members that it is hoped the Town Hall works will start in September which will align with the work on the Market Place properties. The Town Clerk will liaise with the Swan Hotel with regards access to the rear of the Town Hall building. Members were advised that quotes for work at the Town Hall are likely to show approximately an 8% uplift on costs since the last estimate was provided.

7. **Mayors Organisation/ Charity Update.**
Spring Ball – 24th March 2018.

8. **Financial Matters**

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for March 2018 (*circulated to members*).

On the proposal of Cllr Bradbury, seconded by Cllr Windell, it was unanimously RESOLVED to approve the Accounts for Payment.

- b) *Finance and Governance Cttee* – To receive the report of the Finance and Governance Cttee meeting held on Monday 19th March 2018 REP Fin 3.18 (*see attached blue papers*). *Recommendations in relation to donation, fidelity cover and policies.*

***Donations* – Request received from PCSO to purchase a community letterbox that could be placed in a convenient location for residents and members of the public to have another means of being able to use to notify matters of non-urgent concern to the local police. This system apparently works well in other locations. The Cttee recommend that £150 be allocated for this resource.**

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

***Fidelity Insurance* – As per STC governance practices, the fidelity cover is constantly monitored to ensure that cover is increased as balances increase. It is recommended that the RFO be permitted to increase fidelity cover as appropriate to cover balances held.**

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

***Policies*; The Finance and Governance cttee would recommend that the Safeguarding, Child Protection, Health and Safety, Equality and Diversity, Donation Applications policies be adopted enblock.**

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

9.30pm – all agreed to continue to 9.45pm.

9. **To receive update from Town Mayor of events/meetings attended including:**
Volunteers Event – 10th March 2018
Commonwealth Day – 12th March 2018
Paul Denny Funeral – 20th March 2018
Spring Ball – 24th March 2018.
10. **Council Meetings/Events April 2018**
Annual Town Meeting – Monday 23rd April 2018 at 7pm. Guest speakers Suffolk Police Authority.
11. **To receive reports from the Town Council representatives on other bodies/organisations, and of meetings attended by councillors:**
 - a) Blyth Estuary Partnership – no meeting held.
 - b) Allotment Holders – written report received.
 - c) Southwold Hospital – Cllr Windell advised that grants are being applied for as completion has now taken place for the purchase of the building. It is hoped that building works will start September/October 2018.
 - d) Harbour Users – next meeting 11th April 2018.
 - e) Recreational Development Council – no report.
12. **Correspondence:** to note the following items;
 - a) Parish voice on the local plan – meeting 29th March 2018
 - b) SPS Heritage training for Town and Parish Councils – 20th March 2018
13. **Town Council Strategy – Strategy 5 to promote and maintain the independent character of the High Street - May 2016.**
Strategy 5 states ‘*Be ready to develop Town Council owned sites and purchase business investment property for improved investment income*’ Council to notify property agents/landlords of its interest in acquiring sites within Southwold.
This matter to be taken forward to a future meeting.
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.

Members were advised of the date and time of the funeral for Charlie Mills.

Members were advised of the arrangements for the St George’s Day celebrations by the Scouts to which the Mayor has been invited.
15. **Date of next Town Council Meeting:**
Tuesday 24th April 2018 at 7.30 pm at Methodist Church Hall.
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;

- a) Town Council Property - *To consider Landlords Report Conf 2.18 and recommendations in relation to 21 Market Place.*
On the proposal of Cllr Ladd, seconded by Cllr Windell and agreed by all to approve the recommendation in relation to 21 Market Place as per Conf Report 2.18.
- b) Employment matters – *to note applications received for temporary staff position.*
Council were advised that an extra member of staff had been taken on through an employment agency for a temporary period of 3 months.
- c) Finance and Governance Cttee – *To consider Fin and Gov Cttee conf report 3.18 and recommendations in relation to overtime.*
On the proposal of Cllr Betts, seconded by Cllr Windell, it was agreed by all to approve the recommendation in relation overtime as contained within the Conf Report 3.18
- d) Police and Fire Station site – to receive verbal update.
SCC Cllr Ladd advised that he was still optimistic about the future of the site.

TOWN MAYOR 27th March 2018