

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 26th June 2018

PRESENT:	Councillor	M Rowan Robinson – Town Mayor
	“	Miss E A Betts
	“	I R Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	M Ladd
	“	D Palmer
	“	J A Windell

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

AGENDA for Town Council meeting commencing at 7.30pm

1. **Apologies:** *To receive apologies for absence.* Apologies for absence were received from the Cllrs Horwood, Jeans and Tucker.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Nil.
 - 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 29th May 2018.
On the proposal of Cllr Windell, seconded by Cllr Bradbury it was RESOLVED to approve the Minutes of 29th May 2018.
4. **Public Participation**
 - a) *To receive a report from Waveney District Councillors M Ladd.*
Cllr Ladd will then take questions from councillors and electors.
WDC Cllr Ladd confirmed that the by-election for Southwold would take place on 12th July 2018.
WDC Cllr Ladd advised that he had attended a Boundary Commission consultation at which local parishes were also present. There had been some confusion amongst parishes as to the consultation purpose – many incorrectly believing that it was related to parish boundaries rather than WDC/SCDC electoral ward boundaries.

WDC Cllr Ladd advised that he had spent a day with the WDC Housing Team to understand the methodology used within the Local Lettings Policy and the research that takes place before a property is offered to a prospective tenant. Registers of interest for Duncan's Yard and Green Lane sites will soon commence and WDC are arranging a drop-in session in Southwold on 5th September to enable people to lodge interest in these properties. The Town Council will receive a briefing on the process prior to 5th September.

Questions to WDC Cllr Ladd:

Cllr Palmer asked WDC Cllr Ladd to ask the WDC Overview & Scrutiny Committee for more certainty on Anglian Water's planned actions following their recent meeting with Anglian Water. WDC Cllr Ladd advised that Alison Cackett is the new Chair of Overview & Scrutiny and he would contact her for this information.

Cllr Windell asked about the timetable for the WDC/SCDC merger. WDC Cllr Ladd advised that the merger has been approved and the results of the Boundary Commission consultation on Ward boundaries is awaited. Councillors for the new East Suffolk Council will be appointed following the elections on 2nd May 2019.

Cllr Doy asked WDC Cllr Ladd for further information about the recent press articles on the non-payment of taxes by second homes/holiday homes proprietors. WDC Cllr Ladd advised that local MP had provided a detailed response, and this was read to the meeting. The Town Mayor advised anyone who had evidence of any properties on which the correct level of tax was not being paid to provide this evidence to WDC so that they could consider each case individually.

- 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 35 parents had attended the home to school transport discussion/debate. There is an understanding that the Endeavour Card should be retained, and the matter has now been called in at SCC to go before the Scrutiny Committee.

SCC Cllr Ladd advised that, as already circulated to members, the highways resources and reporting structure is being revisited by SCC in the wake of criticism about the present process.

There were no questions for SCC Cllr Ladd.

- c) *To receive comments from Southwold electors on matters on the agenda (each elector will be allowed a maximum of 3 minutes).*

A resident asked about the timescales for the planning application at Station Yard. It was confirmed that a planning application had been submitted and that all affected tenants had been individually contacted and updated about the process and that public meetings and consultations had previously been held in relation to this development as well as those consultations from the wider context of the Neighbourhood Plan process.

A member of the public asked for clarification about the merger of WDC and SCDC – this was provided.

5. To receive reports from Committees:

- a) *To receive the written report of the meeting of the Planning and Development Committee meetings held on Tuesday 5th June 2018 and Tuesday 19th June (see yellow papers attached). No recommendations.*
Cllr Windell advised that the application for East Cliff had been the most complex application of these meetings.
- 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. No recommendations.* It is understood that WDC have now recruited a new Enforcement Officer. Cllr Windell advised that matters relating to enforcement are now being considered by the Planning Committee and being highlighted to WDC. A member advised that there had been complaints regarding tables and chairs that had been placed on the edge of the pavement by the Farmhouse Bakery. The Town Clerk confirmed that she had visited the site earlier that day and the tables and chairs in question had already been removed.
- c) *To receive the written report REP 2.18 of the meeting of the Leisure and Environment Committee meeting of 11th June 2018. No recommendations.*
Cllr Rowan Robinson advised members that it was the wish of the L&E Committee to finish off projects started by the late Cllr Sue Allen.

The new play equipment at Tibbys Green had been installed and an “opening ceremony” had taken place with the school children present along with the Town Mayor and representatives from Cllr Horwood’s family. With regards to the cycle rack at the back of the Town Hall, Cllr Bradbury and Cllr Ladd had met Nick Attfield from Adnams to update him on the plans. This project is moving forward.

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

- a) *Neighbourhood Plan Task and Finish Group – to receive verbal update from Group Chairman.* The Town Mayor advised that the Neighbourhood Plan final draft is close to completion with 2/3 policies presently being finished off together with the non-policy actions which are being finalised. As per previous Town Council approval, the remaining Character Area Assessments are being drawn up. The final Neighbourhood Plan draft document will go out to public consultation and to those stakeholders as defined in the Neighbourhood Plan regulations.
- b) *Highways and Footpaths working group and Parking Review sub group – no meeting held. To receive verbal update from Group Chairman.* No update.
- c) *Landlords working group – no meeting held. To receive verbal update from Group Chairman.* Re Station Yard - Cllr Ladd advised that the 4 tenants whose properties are included within the remodelling had been offered the opportunity to meet with himself and the Town Clerk again, so that they could be updated on the scheme and the potential timescales. One of the tenants did not take up this invitation (Clancys), and one of the tenants did not attend on the day (Finch Motors). Cllr Ladd also advised that the Millennium Foundation have written to the Town Council to advise that in principle some parking spaces in the Millennium Foundation car park on Station Road can be allocated for Station Yard use.
Cllr Ladd advised that the Stage 1 bid for the CCF monies has been submitted with both Felixstowe and Leiston Coastal Community Teams also submitting funding applications for their respective towns.

Re other property works - The works in relation to the Town Hall and Market Place properties are likely to be scheduled for September/October 2018.

Re divestment- Cllr Ladd advised that the Town Clerk and himself had attended a meeting at WDC with Kerry Blair to pursue the items of divestment that the Town Council had set out in a letter of January 2018. Update from WDC to be diarised for October 2018.

d) *Community Shuttle Task and Finish Group – no meeting held. To receive verbal update from Group Chairman.* Cllr Bradbury advised that as no Government decision had been made on the proposed new regulations for community transport vehicles the status quo would continue until further notice.

7. **Single Use Plastics Policy** – *to consider draft Policy* – Cllr Cardwell introduced the draft policy that had been forwarded to members. During discussion members requested that polystyrene be added to the policy including fish and chip containers. Cllr Cardwell advised that the document would need to be reworded to ensure consistency throughout with the addition of ‘food outlets’ to include those who supply items in polystyrene. Cllr Cardwell confirmed that the draft had been based on models from other Councils. Members then discussed whether the policy could be rolled out to business tenants of Council properties asking that they consider adopting the policy themselves. Cllr Windell suggested that this matter could also be considered by the Common Trust to ensure that the aims are widely endorsed.
Resolution – to circulate the revised draft policy to include polystyrene. Members considered whether the paper should be circulated with the amended inclusion of polystyrene as above – 4 in favour and 4 against. Cllr Cardwell was thanked for drawing up the draft and, with the Town Mayor using a casting vote, Cllr Cardwell was asked to revise the Policy as per the comments above and to bring this back to the next Town Council meeting in a revised format with the Agenda item to be “to agree the policy”.

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

Events attended.

Charter Lunch – 31st May 2018

Tibbys Green Official opening of new equipment – 7th June 2018

Southwold, Reydon & District Constitutional Club Opening of Refurbished Hall – 8th June 2018

OVO Womens Cycle Tour – 13th June 2018

St Barnabas AGM – 25th June 2018

The Town Mayor advised that he had attended the Loft AGM earlier this evening. The funds raised by the previous Town Mayor, Cllr Horwood, were presented to the Loft on his behalf. The Loft were extremely grateful for the sums raised and will be contacting Cllr Horwood direct to express their gratitude.

Forthcoming Events

St Edmundsbury Sunset Ceremony – 28th June 2018

St Felix School Parents Day – 30th June 2018

OVO Energy Tour – 1st July 2018

NSPCC Annual Reception – 2nd July 2018

SOS Parliamentary Reception – 12th July 2018

Felixstowe Reception – 18th July 2018
Women on Wheels Event – 22nd July 2018

9. **Town Mayor organisations - 2018/19.**

To receive details of the organisations to be specifically supported by the Town Mayor for 2018/19. The Town Mayor advised that the Spring Ball has been booked for Saturday 16th March 2019. Band and venue have been arranged. An astronomy event has provisionally been arranged to take place at the Golf Club on Wednesday 12th September 2018. More details to follow.

10. **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.

d) *Harbour Users – report had been circulated.* Cllr Bradbury advised that the matter of finance has been settled by the diligence of a harbour user and that the finances now show that the harbour can ‘stand on its own two feet’. Cllr Rowan Robinson asked for clarification over paragraph 2 of the report provided - Cllr Bradbury advised that the report was a verbatim report of the discussion held. Comment was made that the report appears to sound negative. Cllr Bradbury advised that the report reflected the mood of the harbour users who wish the decision made in March 2015 to be progressed. Cllr Windell advised that, following the stakeholder meetings which took place at the Town Hall in December 2017 and the general consultation which took place in January 2018, the Town Council is awaiting details from WDC for a future meeting to discuss the harbour further.

11. **Brambles Nursery – To receive correspondence and update.** Cllr Ladd advised that he had attended two meetings at which a parents’ group were also present. It had been suggested that the parents form a steering group to continue discussions. Cllr Ladd advised that he had spoken to the Chief Executive of the PLA to ask whether the nursery could continue over the summer. It was understood that should the PLA withdraw, discussions were also taking place with other providers. Members were advised that until the PLA had decided about their future in Reydon, Suffolk County Council could not take any action. The Town Mayor extended his thanks to Cllr Ladd for his efforts in trying to keep this important resource open. Members were also asked to note the positive contribution of Reydon Parish Council, the Governor of the primary school and the parents.

12. **Correspondence:**

- a) Annual report from Dr Therese Coffey MP
- b) Scottish Power Renewables
- c) Sizewell C Update June 2018
- d) Statement of persons nominated as a Town Councillor for Southwold
- e) AONB update May 2018
- f) SNT Newsletter June 2018

13. **Financial Matters (See Cream Papers)**

- a) *To receive the Accounts for Payment for June 2018. On the proposal of Cllr Bradbury, seconded by Cllr Betts it was agreed by all to approve the Accounts for Payment for June.*

b) To receive the minutes of the Finance and Governance cttee meeting held 19th June 2018 REP 6.18. Recommendations relating to; CIL monies – repair of railway track Cil monies – Cil monies of £13,026 have been received 2018/19. It is recommended that Whiterod Surfacing Ltd be contracted to undertake the repair work to the area of the old railway track as per their quote of June 2018. Discussion took place as to the recommendation to use Whiterod Surfacing Ltd (as opposed to Waveney Norse). Cllr Windell advised that the Norse work would not be as comprehensive as that of Whiterod Surfacing for the costs proposed. On the recommendation of Cllr Betts, seconded by Cllr Windell it was unanimously RESOLVED to approve the recommendation that that Whiterod Surfacing Ltd be contracted to undertake the repair work to the area of the old railway track as per their quote of June 2018

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.

Nil.

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

Tuesday 24th July 2018 at 7.30pm at the Methodist Church Hall.

16. **Exclusion of Public and Press:** Pursuant to section 1 (2) of the Public Bodied (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) Staffing - To receive verbal update from Employment working group.

On the proposal of Cllr Rowan Robinson, seconded by Cllr Cardwell it was unanimously resolved to extend the temporary admin support resource to the end of September 2018. Finance to be allocated from admin reserves. Town Clerk to be line manager.

TOWN MAYOR 14th August 2018