

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7pm on Tuesday 24th April 2018

PRESENT:	Councillor	Mrs M Tucker – Deputy Mayor
	“	Mrs S Allen (arrived 7.30pm)
	“	Miss E A Betts
	“	I R Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	Mrs J Jeans
	“	M Ladd (arrived 7.30pm)
	“	D Palmer
	“	M Rowan Robinson
	“	J A Windell

Also present; the High Steward and the Town Clerk.

7pm

Cathy Ryan and Mindy Mortimer attended to explain the Dementia Services which is now being provided from the Sole Bay Health Centre and the role that councils can take to make local towns dementia friendly. Mindy Mortimer has been taken on as an Admiral nurse. The Admiral Nurse role is a 2-year role funded by Dementia UK which supports the Sole Bay Health Centre and will support the care homes such as Oaklands, St Barnabas and Pitches View. Cathy Ryan advised that she like the initiative to be supported by the Town Council and for Councillors to attend dementia friendly training. A project steering group will be put together by the Dementia Team and this will include at least one person living with dementia. Thanks were extended to Cathy and Mindy for attending.

AGENDA for Town Council meeting commencing at 7.30pm

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from the Town Mayor Cllr M Horwood.
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 Doy declared a personal interest in agenda item 5(a) and (b) as a member of the Southwold & Reydon Society.
 - b) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
Cllr Windell declared a Disclosable Pecuniary Interest in relation to the former Red Cross Hut.

Cllr Jeans declared a Disclosable Pecuniary Interest in relation to the Southwold Hospital Site and the former Red Cross Hut.

- 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 Tuesday 27th March 2018. **On the proposal of Cllr Palmer, seconded by Cllr Cardwell it was RESOLVED to approve the Minutes of 27th 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 advised that the merger with Suffolk Coastal is going ahead and that the first merged Council meeting of all 90 Councillors will be taking place next week. WDC Cllr Ladd advised that the new Ward, which will include Southwold, is to be called "Blyth Estuary". A draft map of the boundaries was shown to the meeting.

Questions to WDC Ward Councillors:

The Ward Councillors were asked about the Blyth Estuary Ward. WDC Cllr Ladd advised that there will be 2 Ward Councillors as at present and that the elections will take place in May 2019. The Wards had been assessed by allocating an approximately similar number of residents for each Ward member and the "Blyth Estuary Ward" has been calculated as having sufficient residents for 2 Ward members.

- 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 he had just attended the unveiling of the new fire appliance at Wrentham which is the only one of its type in the whole country. The provision of this vehicle came about as a response to the consultation about the intended closure of the Wrentham Fire Station.

SCC Cllr Ladd advised that an email will be forwarded to all members regarding the SCC action taken on potholes.

Questions to SCC Ward Member:

SCC Cllr Ladd was asked about the traffic lights outside the new development of Lords Terrace and the impact that these were having on local businesses and when the restrictions would be removed. SCC Cllr Ladd offered to speak to the site manager to find out when the highways works were likely to be finished and inform councillors.

- c) *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 3rd April 2018 and Tuesday 17th April 2018 (*see attached yellow papers*). *No recommendations.*

Cllr Windell advised members about the application for 3 houses on the corner of North Road. The parking of cars was regarded as a concern for this application as was the scale of the building. The application for 21 North Road was felt to be out of character with the street scene.

Cllr Windell advised that due to the input from Cllr Allen, regular meetings had been established with the Planning Officers and the first of these has taken place at which members were advised that a full time enforcement officer had been employed.

Questions to the Committee:

Cllr Doy advised that the planning application for the 3 houses on the corner of North Road is concerning for the Trustees of the Millennium Hall as these residential properties will be close to the boundary of the Millennium Hall – and there were concerns from the Trustees about potential complaints from residents about the use of the hall.

Cllr Allen asked why the Planning Committee had not raised any objections on the planning application which included the demolition of a garage. Cllr Jeans advised that the replacement is a better fit for the Conservation Area and a condition has been requested from WDC to ensure that the garage be used for “ancillary use only”

- 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.

See (a) above.

- c) Leisure and Environment Committee meeting – no meeting held.

- d) Joint Harbour cttee – to receive a verbal update.

Cllr Windell advised members of the presentation that had been provided from WDC on its research regarding governance for the harbour for the future. Cllr Windell confirmed that he will be asking for a public meeting to be held by WDC at the appropriate time.

Cllr Palmer suggested that there would need to be a time when both the Town Council and Waveney District Council choose a preference for the governance of the harbour. Cllr Palmer confirmed that the risk to the flood walls does seem to have been taken onboard by WDC. The harbour road outside the Harbour Inn flooded to some degree on over 20 occasions in 2017. Cllr Palmer suggested that this raises the question of who should be responsible for protecting land and buildings in the area.

Cllr Allen advised that the Blyth Estuary Group are in the process of providing a position paper about the risks of flooding in this area. Cllr Windell confirmed that this was one of the driving forces to find a management system that will be effective in the future. WDC seems to have taken on board that such matters as detailed above do need to be considered as part of any new governing process. It was suggested to members that it would be important to advise the public that the position of ownership of the harbour is not part of the matters being discussed under potential future governance.

Cllr Bradbury suggested that as the Joint Harbour Committee had not met for many months, any reference to this Committee could be deleted from future agenda items.

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

a) To receive the written reports of the Highways and Footpaths Working Group – Nil.

b) Neighbourhood Plan Task and Finish Group – to receive update.

Cllr Rowan Robinson advised members that the Group have sent their latest draft to the Consultant for comment. It was acknowledged that a Neighbourhood Plan would add weight to both the Station Yard project and the Police/Fire Station project.

c) Landlords working Group – To receive the written report of the Landlords working group meeting of 17th April 2018 REP 3.18 (*see attached mauve papers*).

Cllr Ladd advised that the bins on the pier car park had been destroyed by fire for the third time in recent months. As this is the third occasion the Clerk was requested to ask for a police and fire investigation. Members noted that it would be important for the Common Trust to consider the possibility of Norse having access to the previous household waste site for storage of bins in the future.

Cllr Allen advised that Ingleton Wood are preparing the planning application for the Station Road project and that WDC planners have been advised to expect this within the next few months.

7. **Mayors Organisation/ Charity Update.**

Spring Ball – 24th March 2018 – members noted that approximately £2,000 had been made at the Spring Ball and thanks were expressed to all those who had helped make the occasion such a success.

8. **Waveney New Local Plan** – Consider Town Council response to the consultation to 24th May 2018.

Cllr Jeans advised that she will provide a draft written report for Council to consider. It was suggested that the Southwold employment area will need to be corrected – Cllr Bradbury suggested that contact be made with Desi Reed to ask how to bring this matter forward. Members were advised that the Neighbourhood Plan Working Group has tried

to ensure that the emerging Neighbourhood Plan is consistent with the emerging Local Plan.

9. **Financial Matters**

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for April 2018 (*circulated to members*). On the proposal of Cllr Bradbury, seconded by Cllr Betts it was agreed by all to approve the Accounts for Payment for April.
- c) *Finance and Governance Cttee* – To receive the report of the Finance and Governance Cttee meeting held on Monday 12th April 2018 REP Fin 4.18 (*see attached blue papers*). *Recommendations in relation to GDPR policies, DPO appointment, Year end management accounts including Balances and reserves, Year end Audit forms, National living wage, Section 137 limits.*

Recommendations arising from report;

- a) **Year end close down took place. Council to note Balances and reserves as attached.**
Council duly noted the reserves and balances as annotated.
- b) **Council to consider donation of £1000 to the Arts Festival.**
On the proposal of Cllr Betts, seconded by Cllr Windell it was agreed by all to approve the recommendation of £1,000 donation to Southwold Arts Festival.
- c) **Section 137 expenditure 2018-19 – The Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of Section 137(4)(a) of the Local Government Act 1972 for 2018-19 is £7.86 per elector. Council duly noted the information.**
- d) **National Living Wage – from 1st April 2018 the National Living Wage will increase from £7.50 to £7.83 per hour and this information was noted. Council duly noted this information.**
- e) **Year-end audit information – To note receipt of the year end Audit documentation and requirements. Council duly noted.**
- f) **Appointment of DPO –It is recommended that the Town Clerk along with the Chair of the Finance & Governance Committee consider this further and appoint a DPO that will fulfil the requirements of Southwold Town Council – cost will be a maximum of £3,000 per annum.**
Lengthy discussion regarding the appointment of a DPO and whether Council had any choice to not appoint a DPO. Members were advised that it was a necessity to appoint a DPO and the pre-requisites for those who could be appointed. **After a lengthy discussion it was agreed on the proposal of Cllr Ladd, seconded by Cllr Bradbury that the Town Clerk and the Chair of Finance be given delegated power as described in the resolution above to appoint a DPO who could carry out the procedures required in a cost-effective manner.**

New policies required for GDPR: see attached.

- i) Information Security Incident Policy
- ii) Removable Media Policy
- iii) Third Party Use of Council Resources Policy
- iv) Information Protection Policy

It is recommended that the Town Council approve these policies with immediate effect.

On the proposal of Cllr Betts, seconded by Cllr Windell it was agreed by a majority of 10 in favour and 1 abstain to approve the policies as detailed above.

For discussion and consideration – *That the Deputy Mayor has the preceding year to prepare for the role of Town Mayor, to gradually learn about the role and responsibilities, to ‘learn the ropes,’ and to assist the Town Mayor with the events for which invitations have been received.*

This would provide an opportunity for internal succession planning which would be of benefit for both the Town and the Town Council.

Note the Deputy Mayor would still need to be elected to the role of Town Mayor in the appropriate manner.

Lengthy discussion took place regarding the role of Deputy Mayor and the advantages and disadvantages of having a Deputy Mayor who has been Town Mayor, and/or a Deputy Mayor who learns the role in preparation for becoming a Town Mayor. A number of members advised that they would wish to stay with the tradition as has been in place for many years, whilst others felt that there may be an opportunity to amend the role in view of the workload of the Town Mayor and of the Town Council. Members felt that the roles and responsibilities of each needed to be detailed and understood and the opportunity for succession planning considered.

In response to an enquiry from Cllr Cardwell the Clerk advised that Cllr Horwood would for reasons of ill health not be seeking a second term of office as Town Mayor. The High Steward suggested that in view of the complexities surrounding the discussion the matter could perhaps be dealt with by full Council at a separate meeting from other Council matters.

Members suggested that in view of the elections in 2019, and the absence of the Town Mayor from tonight’s meeting, that further debate continue at a date to be agreed.

- 10. **Coastal Community Fund** – to receive update on Final project and application details. See item 16 on Agenda.
- 11. **To receive update from Town Mayor of events/meetings attended including:**
Lions Club Charter Celebration – 14th April 2018
St George’s Day Parade – 22nd April 2018
- 12. **Council Meetings/Events April/May 2018**
Annual Town Meeting – Monday 23rd April 2018 at 7pm. Guest speakers Suffolk Police Authority. Methodist Church Hall.

May 14th 2018 – Annual Meeting of Southwold Town Council

May 29th 2018 – Town Council meeting

13. **To receive reports from the Town Council representatives on other bodies/organisations, and of meetings attended by councillors:**
- a) Blyth Estuary Partnership – members were advised that the next meeting is on 30th April 2018.
 - b) Southwold Hospital – Cllr Windell provided an update and advised that the Group has received a grant which has enabled research resources to be financed.
 - c) Harbour Users – Cllr Bradbury advised that a report would be forwarded to all members.
14. **Correspondence:** to note the following items;
- a) Request from Museum to keep Tudor Cannon for a further 12 or 24 months – **on the proposal of Cllr Bradbury, seconded by Cllr Cardwell it was agreed by all that an extension be permitted for 24 months.**
 - b) letter from British Red Cross – noted.
 - c) AONB March newsletter – noted.
 - d) Letter from SCC re traffic regulation orders as part of CPE – to be considered by the Highways working group – Cllr Ladd advised that he has asked for consultation with those on the Hospital working group with regards to the eradication of the existing ambulance bays.
15. **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.
- Cllr Doy advised that Mr Huggins has offered the Council a plant that is too big for his garden. Members suggested that contact be made with the Common Trust who may have a suitable location.
16. **Coastal Community Fund** – to receive update on Final project and application details. Cllr Ladd advised members that on behalf of the Coastal Community Team a funding application had been put together for approximately £1 million which needs to be submitted by 30th April 2018. In view of the major projects within the application being ones led by the Town Council, it was suggested that the funding application should be made in the name of the Town Council. **On the proposal of Cllr Jeans, seconded by Cllr Windell it was unanimously agreed that the funding application be submitted in the name of the Town Council, by 30th April 2018.**
17. **Date of next Town Council Meeting:**
Annual Town Council meeting – Monday 14th May 2018 at 7.00 pm at Methodist Church Hall.
18. **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) **Citizen of the Year 2018** – to receive nominations. Members received nominations and a vote was taken. Citizen of the Year decided by a majority vote.

b) **Town Council Property** - *To consider Landlords Report Conf 3.18 and recommendations in relation to 9A Hurren Terrace, Strickland Place property strategy, Water Tower, and previous Red Cross site.*

Recommendations proposed in the Landlords Report Conf 3.18 approved.

_____ TOWN MAYOR 14th May 2018