

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 29<sup>th</sup> May 2018**

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

Also present; 2 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 Betts and Horwood.
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Rowan Robinson advised that he no longer has a personal interest to declare as he has resigned as President from 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.

Cllr Ladd declared a personal interest in items 5(a) and 5(b) as a member of WDC Planning Committee.
  - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*

Cllr Jeans declared a Disclosable Pecuniary Interest in relation to Agenda item 17.
  - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*

Cllr Jeans requested dispensation to present the paper for Agenda item 17 but not to take part in discussions, nor vote. The application for this dispensation has been approved.
  - 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 Monday 14<sup>th</sup> May 2018.

There was one alteration – alter Mrs M C Tucker (Town Mayor) to Mrs M C Tucker (Deputy Mayor)

**On the proposal of Cllr Windell, seconded by Cllr Palmer it was RESOLVED to approve the Minutes of 14<sup>th</sup> May 2018 with this alteration.**

**4. Public Participation**

- a) *To receive a report from Waveney District Councillor M Ladd.*  
*Cllr Ladd will then take questions from councillors and electors*  
WDC Cllr Ladd advised that there will be a by-election for the WDC councillor vacancy created by the death of Sue Allen.

*Questions to WDC Cllr Ladd:*

Cllr Jeans referred to the employment section of the WDC Local Lettings Policy. This presently refers to people who are “employed in Southwold.” Cllr Jeans suggested that perhaps this should be amended to include Reydon, as for example, the Adnams Distribution Centre is in Reydon. WDC Cllr Ladd advised that he would take this matter to WDC and would keep the Town Council updated.

- 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 new Leader of SCC is Matthew Hicks, and that Mary Evans is the Deputy Leader. There has been a change to Cabinet Members and the new Cabinet includes SCC Cllr James Reeder.

Congratulations were extended to SCC Cllr Ladd for becoming Chairman of SCC for 2018/19.

- 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).*  
There were no questions from members of the public.

**5. To receive reports from Committees: (See Yellow papers) Pages 4 - 9**

- a) *To receive the written report of the meeting of the Planning and Development Committee meetings held on Tuesday 8<sup>th</sup> May 2018 and Tuesday 22<sup>nd</sup> May 2018* (see yellow papers attached).

*No recommendations.*

Report received and noted.

- 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.*

Report received and noted.

Cllr Windell advised that the Town Council Planning Committee are trying a new approach with WDC and an example was provided of 10 East Cliff whereby instead of making lengthy comments about the design/plan submitted, a drawing has been sent to the Planning Officer at WDC indicating a design that would meet with STC Planning Committee approval.

d) To receive the report of the meeting of the Leisure and Environment Committee.  
*No meeting held.*

6. **To receive reports from Working Groups/Task and Finish Groups. (See Peach papers)** **Pages 10-15**

a) Neighbourhood Plan Task and Finish Group – see report attached. Recommendation in relation to funding the remaining Character Area Assessments.

Cllr Jeans voiced support for the recommendation advising that the Character Area Assessments form part of the work on the policy of design and are therefore integral to the Neighbourhood Plan itself. Cllr Bradbury suggested that the Neighbourhood Plan had not progressed over the past 12 months in relation to CAA's and wished it to be noted that the consultant had advised that the CAA's do not need to be as elaborate as those that have already been completed which would enable the Plan to be completed sooner. Discussion continued regarding the outstanding CAA's. It was confirmed that as the N Plan group wished all CAA's to be available as part of the Neighbourhood Plan, then this work would need to be completed prior to any public consultation.

**Proposal**

**To avoid further delay and to engage the consultant immediately in the absence of a response to the Locality funding application, the N Plan group request that the Town Council allocate a sum of £7500 for the completion of the Character Area Assessments. This sum to be allocated from the Town Council N Plan budget 2018/19 of £6000, with the excess to be allocated from General Reserves. These monies to be repaid should the Locality Grant funding application be successful.**

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Windell the resolution was passed on a majority of 8 in favour and 1 against.**

b) Highways and Footpaths working group and Parking Review sub group – see report attached. Recommendation in relation to use of a consultant.

**Initial Proposal**

**That the Town Council allocates up to £1750 from the Town Strategy budget for 2018/19 for a third-party adviser to consider the tender received and advise on an appropriate way forward including the objectives above. This to be undertaken in conjunction with the Common Trust and to include permits as per Minutes of 27<sup>th</sup> March 2018.**

Cllr Tucker advised that on receipt of the one tender, she had spoken to the Chair of the Common Trust and that both were concerned with the difficulty of analysing the tender as there were no comparative tenders to compare with. Cllr Tucker advised that the consultant who has been taken on by WDC re CPE has previously offered to provide advice and guidance to the Town Council with regards to the Town Council parking project. Cllr Tucker advised that professional advice would be vital for consideration of the tender by the Town Council.

On the proposal of Cllr Tucker, seconded by Cllr Jeans the initial proposal above was put forward for approval.

An amended proposal, proposed by Cllr Ladd and seconded by Cllr Palmer, was put forwards as follows;

- a) **That the Town Council allocates up to £1750 from the Town Strategy budget for 2018/19 for a third-party adviser (consultant) to consider the tender received and advise on an appropriate way forward on the objectives above** (above refers to the objectives in the parking tender review paper), and a separate resolution proposed by Cllr Ladd and seconded by Cllr Palmer as follows;
- b) **That the Chair of Southwold Town Council parking review group, the Chair of Southwold Common Trust and the Town Mayor meet with the consultant and report back to the next meeting of full Council and the Common Trust.**

Members considered that objectivity would be required and that the use of a consultant would be a vital part of the process. Disappointment was expressed at the receipt of only one tender. Clarification was sought of the costing of £1750.00. Cllr Windell as Chair of the Common Trust confirmed that the Common Trust would be asked to match fund this sum as the work undertaken by the consultant would be on behalf of both the Town Council and the Common Trust. Clarity was sought over the objectives for the consultant, and confirmation that permits were included as part of the analysis. This was confirmed. Discussion also took place about the possible timing of a public meeting as part of the parking review process.

#### **Final resolution**

**On the proposal of Cllr Ladd, seconded by Cllr Palmer it was unanimously RESOLVED (a) that the Town Council allocates up to £1750 from the Town Strategy budget for 2018/19 for a third party adviser (consultant) to consider the tender received and advise on an appropriate way forward on the objectives above and (b) that the Chair of Southwold Town Council parking review group, the Chair of Southwold Common Trust, and the Town Mayor meet with the consultant and report back to the next meeting of full Council and the Common Trust.**

- c) Landlords working group – see non-confidential REP 5.18 (attached) including Recommendation in relation to; storage of deeds and documents.

**It is recommended that the Town Council asks Mills & Reeve Solicitors to formally retain all original land and property documentation on behalf of Southwold Town Council for safe keeping.**

**On the proposal of Cllr Ladd, seconded by Cllr Windell it was unanimously RESOLVED to approve the recommendation above.**

The Town Clerk advised that there is a trespasser in a caravan on a Town Council site on Blyth Road and the Police will be visiting the site to ask the visitor to move on. Town Clerk to liaise with Nick Durrant re future rent for the site.

- d) Community Shuttle – see briefing note for update. Council to confirm points 1-3 inclusive.

Cllr Cardwell presented the paper relating the community shuttle. Discussion took place regarding the wrapping of the bus and when this is expected to happen. With regards to the information contained within the paper, Cllr Ladd advised that he had previously offered to be a Trustee of the potential new organisation, but if a Trust is now not to be required then he would withdraw as a potential Trustee and withdraw from the Task and Finish Group.

Council confirmed that until further information is available, the current arrangements for the administration of the scheme remain in place and that the matter will be reviewed when the outcome of the consultation process is known, and the Government has published its intended legislative framework.

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

**Pages 16–24**

- a) Local Government Boundary Review presentation 21<sup>st</sup> June 2018 6pm – 8pm  
Riverside Lowestoft.
- b) NALC – update on GDPR.
- c) SNT Newsletter May 2018.
- d) Travel Advice re OVO Women’s Tour 13<sup>th</sup> June 2018 – residents have received letters regarding the parking restrictions on the day. The letter advises that parking will be available at the pier car park, but this will not be provided free of charge by WDC. Cllr Ladd advised that the Millennium Trust will be advising residents of the option of parking in their car park at no cost.
- e) Invitation for governors for Southwold Primary School – it was suggested that Councillors approach the Primary School direct if they should be interested in taking up a position as a governor.
- f) Lowestoft Records Office Update – see correspondence.
- g) E mail re Cashpoint availability in the town. Council noted the difficulties being experienced when the cashpoints are not available but noted that there are other ways that cash could be provided i.e. cash back at local shops and at the Post Office. It was suggested that the Town Council write to both Barclays Bank Plc and the Co-op to highlight the problems caused when their machines are out of action and to ask for confirmation that demand in peak period would be planned for accordingly.

Agenda items 11 and 12 taken as the next items on the Agenda.

11. **To confirm membership of Committees/Working groups/ Task and Finish and other groups for 2018/19 (See Orange papers).**

**Page 26-29**

To fill vacancies and confirm membership of committees/working groups/task and finish groups for 2018/19.

The membership report was received, and vacancies and resignations noted. It was agreed that those wishing to take up the vacancies be approved en bloc with membership as per the attached:

There were no members forthcoming to fill one vacancy on the Planning & Development Committee nor one vacancy on the Leisure & Environment Committee. It was suggested that the new Councillor be asked to fill these vacancies.

12. **To confirm Town Council Representatives on outside bodies for 2018/19 (See Orange papers).**

**Page 30**

To fill vacancies and confirm membership of Town Council Representatives on outside bodies for 2018/19. The representatives were confirmed as attached:

It was suggested that prior to the election in May 2019, the Finance & Governance Committee consider membership of the Committees/Working Groups/Task & Finish Groups and the Council representatives, in order to consider how to ensure stability within the groups whilst at the same time providing opportunities for members to learn about the work of each group.

Agenda item 17 was taken as the next Agenda item.

17. **WDC Community Infrastructure Levy Consultation** **Pages 88-89**

To consider projects to submit to WDC which meet the criteria of the WDC Regulations. (See paper attached) Recommendation re Southwold Library.

Cllr Jeans presented the paper with regards to the submission of a Southwold Library for WDC CIL money funding. Cllr Jeans then took questions from Councillors.

*Cllr Jeans left the meeting.*

The Town Mayor asked Members whether they had any other project that they would wish to put forward for WDC CIL money. There were no other projects put forward. **On the proposal of Cllr Palmer, seconded by Cllr Windell it was RESOLVED by a majority of 4 in favour, 1 against and 3 abstain that the Town Council submit a funding request for Southwold Library as part of the WDC CIL monies.**

*Cllr Jeans returned to the meeting.*

The remaining Agenda items were taken in agenda order.

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

*Events attended.*

Aldeburgh Civic Parade – 20<sup>th</sup> May 2018

Bungay Awards Evening – 22<sup>nd</sup> May 2018

Charter Money to Primary School – 25<sup>th</sup> May 2018

Celebration of Southwold Hospital Event – 26<sup>th</sup> May 2018

Civic Sunday 27<sup>th</sup> May 2018

Opening of Lions Fete – Monday 28<sup>th</sup> May 2018

*Forthcoming Events*

Charter Lunch – 31<sup>st</sup> May 2018

Tibbys Green Official opening of new equipment – 7<sup>th</sup> June 2018

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

OVO Women's Cycle Tour – 13<sup>th</sup> June 2018

9. **Town Mayor organisations - 2018/19.** (See Yellow papers) **Page 25**

To receive details of the organisations to be specifically supported by the Town Mayor for 2018/19.

The Town Mayor presented information about the organisations that he would be supporting during his mayoral year.

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.*

No written reports received.

Cllr Palmer confirmed that following the last council meeting, the April Harbour Users Report has been circulated to Councillors. Cllr Palmer advised Members that he had also attended the April Harbour Users meeting and that half of the meeting had involved robust conversations about the governance issues and the ownership issues of Southwold harbour.

Cllr Ladd suggested that the Town Council could write to WDC to express the concerns advised by the Harbour Users, or alternatively to suggest that the Harbour Users write directly to WDC. **On the proposal of Cllr Rowan Robinson, seconded by Cllr Windell it was unanimously agreed that the Town Council write to WDC regarding the 3 issues that the Harbour Users had highlighted being; road surface, South Training Arm, and Motor Homes overnight.**

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

Pages 31-63

a) To receive the Accounts for Payment for May 2018.

**On the proposal of Cllr Bradbury, seconded by Cllr Windell it was agreed by all to approve the Accounts for Payment for May.**

b) Financial Officer: to re-appoint the Clerk as the Council's Responsible Financial Officer for 2018/19.

**On the proposal of Cllr Palmer, seconded by Cllr Ladd it was unanimously agreed to re-appoint the Clerk as the Council's Responsible Financial Officer for 2018/19**

c) Risk Assessment: To receive Risk Assessment for 2018/19 (papers 33-36).

**On the proposal of Cllr Palmer, seconded by Cllr Ladd it was unanimously agreed to receive and confirm the Risk Assessment for 2018/19.**

d) Internal Auditor

i. To confirm that SALC are an effective internal auditor for Town Council audit requirements.

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Ladd it was unanimously agreed to confirm that SALC are an effective internal auditor for Town Council audit requirements.**

ii. To appoint SALC as the internal auditor for 2018/19.

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Ladd it was unanimously agreed to appoint SALC as the internal auditor for 2018 /19.**

iii. To confirm that Internal Controls are appropriate and effective for Council purposes Reviews minutes as previous in F and G cttee.

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Ladd it was unanimously agreed to confirm that Internal Controls are appropriate and effective for Council purposes Reviews minutes as previous in F and G cttee.**

iv. To receive and note the SALC internal audit report for 2017/18 and the Annual Internal Audit Report 2017/18 on the AGAR (pages 37-44)

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Ladd it was unanimously agreed to receive and note The SALC internal audit report for 2017/18.**

- v. To Resolve to adopt the Action Plan arising from the internal audit report. (page 45)

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Ladd it was RESOLVED unanimously to readopt the Reserves Policy.**

e) Accounts 2017/18:

- i) To receive and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31<sup>st</sup> March 2018. (Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record and note the yes/no answers in Section 1) and provide permission for the Chairman of this meeting to sign these accordingly.

(page 46)

**On the proposal of Cllr Ladd, seconded by Cllr Bradbury it was unanimously RESOLVED to receive and approve Section 1 of the Annual Governance Statement of the Annual Return to the Audit Commission, for the year ended 31<sup>st</sup> March 2018. The Town Council RESOLVED that the appropriate answers in boxes 1 – 8 inclusive were yes, and that the answer in Section 9 was N/A.**

- ii) To consider and approve Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2018 and provide permission for the Chairman of this meeting to sign these accordingly. (page 47)

**On the recommendation of Cllr Ladd, seconded by Cllr Bradbury and unanimously agreed, it was RESOLVED to confirm Section 2, the Statement of Accounts of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2018 and to provide permission for these to be signed off accordingly.**

- iii) To note that informal whole council budget session will be held 6<sup>th</sup> June 2018 to discuss accounts of the financial year end 2017/18 and implications for budget 2018/19 and future years.

Noted.

- f) To note that Fidelity Guarantee Insurance covers balances and cashflow and will be regularly reviewed.

Noted.

- g) To Resolve to re-adopt the Reserves Policy (pages 48-51)

**On the proposal of Cllr Ladd, seconded by Cllr Bradbury it was RESOLVED unanimously to readopt the Reserves Policy for 2018/19.**

- h) To Resolve to renew the General Power of Competence for Southwold Town Council.

*To Resolve that; Southwold Town Council hereby confirms the General Power of Competence. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.*

**On the proposal of Cllr Ladd, seconded by Cllr Bradbury it was unanimously RESOLVED to renew the General Power of Competence for Southwold Town Council. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk**



- i) To receive the minutes of the Finance and Governance cttee meeting held 9<sup>th</sup> May 2018 REP 5.18. (pages 52-63)  
Recommendations relating to; Internal audit terms of reference, CIL monies, Salary Awards, GDPR Privacy policy and DPO.

**Terms of Reference of SALC Internal Audit as per the attached. Terms of Reference approved by the cttee and recommended for approval by Town Council.**

**On the proposal of Cllr Bradbury, seconded by Cllr Windell it was unanimously agreed to approve the Terms of Reference of SALC Internal Audit 2018/19.**

CIL – consultation received from WDC regarding putting forward suggestions for projects which comply with their SECT 123 listing which the Town Council may like to put forward – eligible projects to be considered by Full Council. Provision/ retention of library – see separate written report. See recommendation and resolution above.

**CIL – Town Council CIL contribution of £13025.79 is due from the old service station site. The Finance and Governance cttee would recommend that due to its present condition, this sum be allocated to improvements in the footpath/cycle path which is at the end of the old railway track and leads to the Bailey Bridge.**

**Cllr Windell clarified the work required. Cllr Windell confirmed that various contractors would be asked to quote for the works. On the proposal of Cllr Windell, seconded by Cllr Ladd it was unanimously RESOLVED to approve this recommendation.**

*On the proposal of Cllr Rowan Robinson, seconded by Cllr Windell it was RESOLVED on a majority of 6 in favour, 2 against and 1 abstain to continue the meeting for a further 15 minutes.*

**National Salary Award - It is recommended that the new pay scales referred to in the NALC briefing of 18<sup>th</sup> April 2018 be applied to the Town Clerk and the Secretary retrospectively from 1<sup>st</sup> April 2018.**

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

**GDPR - It is recommended that the Privacy Policy as provided be adopted by Southwold Town Council.**

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

**GDPR Data Protection Officer - In view of the above good practice recommendation re DPO it is recommended that Local Council Public Advisory Service be appointed as DPO at a total cost of £500 pa. This would provide a**

'lighter touch' than the service previously considered and would ensure best practice is still being implemented.

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

14. **Model Code of Conduct:** to confirm the Model Code of Conduct as set out in the Local Authorities (Model Code of Conduct) Order 2007 including clause 12(2) and to reaffirm the Suffolk local Code of Conduct as adopted 29<sup>th</sup> July 2014.

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

15. **Standing Orders:** (see Grey papers) **Pages 64-87**  
to adopt the revised (revisions from NALC Model) Town Council's Standing Orders for 2018/2019 and to re-confirm the Financial Standing Orders for 2018/19 (financial documents as agreed by Council 8<sup>th</sup> March 2018).  
**On the proposal of Cllr Rowan Robinson, second by Cllr Bradbury it was unanimously agreed to adopt the revised (revisions from NALC Model) Town Council's Standing Orders for 2018/2019 and to re-confirm the Financial Standing Orders for 2018/19 (financial documents as agreed by Council 8<sup>th</sup> March 2018).**

16. **Sealing of Documents 18/19:** to authorise the Clerk to seal legal and civic documents.  
**On the proposal of Cllr Bradbury, second by Cllr Cardwell it was unanimously agreed to authorise the Clerk to seal legal and civic documents.**

18. **Councillor Vacancy** – Notification of one vacancy placed in public domain. Noted.

19. **GDPR update** – Council training undertaken 22<sup>nd</sup> May 2018. Data Audit action plan being progressed. **It is recommended that LCPAS be appointed as advisory DPO at a total cost of £500 as per Finance and Governance paper above. On the proposal of Cllr Bradbury, second by Cllr Cardwell it was unanimously agreed that LCPAS be appointed as advisory DPO at a total cost of £500 as per Finance and Governance paper above.**

20. **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.

Council were notified that sealed bids are becoming standard practice amongst estate agents within the town.

21. **Date of next Town Council Meeting:**  
Tuesday 26<sup>th</sup> June at 7.30pm at the Methodist Church Hall.

There being no further business the meeting closed at 9.45pm

\_\_\_\_\_ TOWN MAYOR 26<sup>th</sup> June 2018

DRAFT