

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 28th May 2024.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	D Beavan
	“	Mrs V Gladwell
	“	Mrs P Goldsmith
	“	R Jarvis
	“	Dr J Miller
	“	M Palmer
	“	Mrs V Redington
	“	R Temple
	“	M Wells

Also present: The High Steward, SCC Cllr M Ladd, the Town Clerk and 1 member of the public.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from Cllr Davy. Noted. Members were advised that Cllr J Sutton had tendered his resignation.
2. **Declarations of interest:**
 - a. *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Nil.
 - b. *To receive Declarations of Other Registerable Interests regarding the agenda.* Cllrs Beavan, Flunder and Gladwell re harbour discussions.
 - c. *To receive Declarations of Non-Registerable Interests regarding the agenda.* Nil.
 - d. *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.
 - e. *To note to update the Register of Interests with changes as they occur.* Noted.
3. **Minutes:** (i) To approve and sign the Minutes of the Town Council meetings held on Tuesday 30th April 2024, and the Annual Meeting of the Town Council held on Tuesday 7th May 2024.
On the proposal of Cllr Goldsmith, seconded by Cllr Wells it was RESOLVED by all to approve the Minutes of the Town Council meetings held on Tuesday 30th April 2024, and the Annual Meeting of the Town Council held on Tuesday 7th May 2024. All agreed.
4. **Public Forum:** *(15 minutes will be allocated overall for this section- subject to Town Mayor discretion).*
 - a) *To receive a report from East Suffolk Ward Councillor D Beavan ESC Cllr Beavan will then take questions from Councillors and electors.*
ESC Cllr Beavan advised that ESC Annual meeting had been held. Chair and Vice Chair have been elected. Members are launching a campaign for clean streets - encouraging others to litter pick/plant flowers/bulb planting etc.
Re marine traffic – LionLink have a boat surveying the seabed.

Potters Bridge – Environment Agency and landowner should be clearing but this has not been done which is against the agreement with them both.

ESC Cllr Beavan wants Natural England to put the bund above the bridge to keep bitterns – this will be saline now. With warmer weather it will not breach again until at least September.

ESC Cllr Beavan thanked county highways for clearing the ditches.

b) To receive report from Suffolk County Councillor M Ladd SCC Cllr Ladd will then take questions from Councillors and electors. See SCC annual report attached.

SCC Cllr Ladd congratulated Cllr Flunder on his second term as Mayor.

The new Chair and new Deputy of SCC have now been appointed.

SCC is now in pre-election period from 3rd June 2024.

Devolution consultation has just closed but as this is within purdah the decision making has been paused.

At a recent SCC meeting “debate not hate” was unanimously passed to address rise in abuse of Councillors.

New Suffolk business board established to take over from LEP – Mark Pendlington is the Chair.

2 roads in Southwold are to be resurfaced – York Road and Pier Avenue. These are now scheduled for 24th June 2024.

Cllr Flunder asked a question to SCC Cllr Ladd. Regarding front of town, the hoardings by Old Fire Station do not look presentable– can they be cleaned/cleared? SCC Cllr Ladd will ask SCC about renewing/cleaning them.

c) To receive comments from Southwold electors on matters on the agenda. Nil.

5. **To receive reports from Committees and Working Groups:**

a) To receive the report of the meeting of the Planning and Development Committee meetings held 7th May 2024 – see Minutes

Verbal report from meeting 28th May 202 – no items to bring to STC.

b) Landlords Cttee – To receive verbal report and recommendations regarding properties from Landlords Cttee meeting 23rd May 2024. Recommendations circulated. Verbal report provided by Cllr Flunder.

See Recommendations;

*Gallery Thea – would like to paint their shop frontage brightly. It was suggested that this be approved subject to terms of planning/ lease – with delegated authority to Landlords cttee to liase with tenant. **Proposed by Cllr Goldsmith, seconded by Cllr Miller and agreed by all.***

Vacant properties -proposals

*Flat above 21 Market Place – to place with East Suffolk lettings. **Proposed by Cllr Goldsmith, seconded by Cllr Wells. Agreed by all.***

7 Hurren Terrace – to advertise with a local agent – agency commissions being obtained from Flick and Durrants. **Proposed by Cllr Goldsmith, seconded by Cllr Wells. Agreed by all.**

1 Hurren Terrace – to leave vacant until Gable End works completed. **All agreed.**

Repair works.

1 Hurren Terrace – repair/ EPC upgrades – quote from Lexden’s approx. £10k to carry out spec. required. **Proposed by Cllr Wells, seconded by Cllr Gladwell. Agreed by all.** Cllr Beavan asked that, regarding EPC, STC look at going above Building Control regulations as these are minimum specifications.

Under Arch at Station Road – get 2nd quote (First quote = £3503 plus VAT) It was suggested that the decision be delegated to Landlords Cttee to decide which quote. **Proposed by Cllr Goldsmith, seconded by Cllr Wells. Agreed by all.**

Workshop – works to guttering etc to prevent Water ingress – accept C and D quote of £1248.62 plus Vat. **Proposed by Cllr Goldsmith, seconded by Cllr Redington, and agreed by all.**

Purchase of Digital Information Point – which can be linked to new website for new property on High Street - total costs of approx. £3k. £1500 grant received from ESC. **Proposed by Cllr Wells, seconded by Cllr Jarvis. Agreed by all.**

Boating Lake –permission required from STC for temporary toilets **Proposed by Cllr Palmer, seconded by Cllr Wells. Agreed by all.**

Water Tower – prospective tenant would now like 3rd floor as well as first and second. But third floor access will also be granted to STC if required. Rent for third floor £3500pa to be added as extra rental sum. **Agreed by all.**

c) Leisure and Environment Cttee – Next Meeting Tuesday 11th June 2024 9am.

d) Roads Cttee – To receive report and recommendations regarding roads/transport from meeting held on Wednesday 15th May 2024. See full report.

North Parade – bylaw being researched. Looking at bylaw rules/regulations possible weight limit? Possible restriction of camper vans only? ESC will need to confirm what else their grant funding could be spent on.

e) Comms Working Group – To receive report and recommendations from meeting held on Tuesday 14th May 2024.

See report. Councillor surgeries – rota of councillors. Cllr Temple advised that councillor surgeries have been tried before but with little take up.

Annual Town Meeting 2025 – consider format and location.

- f) *NSIP working group – To receive verbal report from NSIP working group.*
Cllr Miller advised that no meeting held since April.
- g) *Harbour Task and Finish Group – to receive verbal report;*
- i) *STC response to harbour consultation – Cllr Jarvis responded on the STC harbour options as per Council discussions.*
 - ii) *response to ESC re additional camping field area – to Confidential.*
 - iii) *To consider response to HMO consultation – to June 2024 Deadline noted – Harbour working group to draft a response for approval by all.*
6. **Model Code of Conduct:** *To confirm the re-adoption of the LGA Model Code of Conduct. Proposed by Cllr Jarvis, seconded by Cllr Goldsmith. Agreed by all.*
7. **To confirm Town Council Representatives on Committees, Task and Finish Groups, and outside bodies for 2024/25**
- i. To confirm Town Council Representatives on Committees, Task and Finish groups and outside bodies for 2024/25 – see spreadsheet attached. **Cllr Miller offered to go on Landlords Committee. Agreed by all. Cllr Wells offered to go on Roads Committee. Agreed by all.**
 - ii. To consider whether the Terms of Reference of the above are still appropriate or need updating. **Agreed by all that the T of R are appropriate.**
 - iii. To consider whether any new Committees/ Task and Finish Groups are required and if so their Terms of Reference. **See below.**
8. **Station Road** –EPC was not available on Friday so could not complete but are hopeful to take practical completion on Thursday 30th May 2024.
9. **Financial Matters – Audit And Governance**
- a) Financial Officer: to re-appoint the Clerk as the Council’s Responsible Financial Officer for 2024/25. **Proposed by Cllr Jarvis, seconded by Cllr Goldsmith. All agreed.**
 - b) To confirm and adopt the General Power of Competence
To resolve that the Council meets the conditions of eligibility set out in the Schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, thereby enabling it to use the General Power of Competence. This will remain valid until the annual meeting following the next ordinary election in May 2027. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. Proposed by Cllr Jarvis, seconded by Cllr Goldsmith. All agreed.
 - c) To confirm Model Publication Scheme 2024. **Proposed by Cllr Wells, seconded by Cllr Beavan. Agreed by all.**
 - d) To confirm Investment Strategy 2024.2025. Cllr Jarvis advised that the STC Reserves Policy compliments this policy. **Proposed by Cllr Jarvis, seconded by Cllr Goldsmith. Agreed by all.**

10. **Financial Matters**

a) *Accounts for Payment* – To receive and confirm the Accounts for Payment for May 2024 (*circulated to members*).

On the proposal of Cllr Jarvis, seconded by Cllr Wells it was agreed by all to approve the Accounts for Payment for May 2024. All agreed.

b) *To receive report and recommendations of Finance and Governance Cttee Meeting held on Wednesday 22nd May 2024 FIN Rep FG 04.24. See Financial and strategy recommendations*

ref 7ii) and 7 iii) above. Cllr Jarvis spoke about managing resilience within the community. Cllr Beavan spoke about Flood Board which includes Reydon and Walberswick. Cllr Beavan acknowledged that the Flood Board has not been active lately so would suggest an STC Committee/ task and finish group to compliment the Flood Board.

Discussion about using the NSIP task and finish group to also carry out work around Community Resilience. Proposed by Cllr Jarvis, seconded by Cllr Redington. All agreed.

- **Electric Vehicle Chargers** – overstay fee to be charged to encourage motorists to move car once fully charged. Advice to be taken from Anglia Car Charging as to costs of overstay charge after 2 hours. **Agreed by all.**
- **Digital Information Point** – see recommendation from Landlords Cttee – supported by Finance cttee. **Agreed by all.**
- **Tibbys Green Play area repairs** required for Health and Safety – East Suffolk Services £6790.08 is + VAT which incorporates the VAT for all aspects required to undertake the works. From L and E designated budget. **Agreed by all.**
- Note – that grant applications are likely to be needed to be made this year to purchase replacement equipment for Tibbys Green.
- **CCTV Policy** –Covers the CCTV at Town Hall and Mights Bridge. **Proposed by Cllr Wells, seconded by Cllr Goldsmith. All agreed**
- **NALC NEW FINANCIAL** standing orders – to be considered at a future F and G meeting. Noted.
- **Donation request received From Light Up Southwold.** Recommend that £1k be allocated to Light Up Southwold 2024. **Agreed by all.**

c) *To confirm delegated budget of £25k for Leisure and Environment Committee for 2024/25 as per Town Council Budget.*

Proposed by Cllr Jarvis, seconded by Cllr Wells. All agreed.

11. **Standing Orders:**

To re-confirm the Town Council’s Standing Orders for 2024/25 (as updated February 2024) and to re-confirm the Financial Standing Orders for 2024/25 (as updated February 2024). (*NOTE Financial Standing Orders to be reviewed by Finance Cttee as per Nalc new Model*).

Proposed by Cllr Beavan, seconded by Cllr Jarvis. Agreed by all.

12. **Sealing of Documents 24/25:** to authorise the Clerk to seal legal and civic documents. **Noted and agreed by all.**

13. **GDPR** – to confirm that Council and Councillors are aware of their responsibilities and obligations in relation to collecting, using and protecting personal information in accordance with provisions of GDPR and Data Protection Act 2018. To consider and approve the GDPR risk assessment as reviewed.

Noted and agreed by all.

14. **Town Mayor updates including**

a) Events attended

Ipswich Guided Walk & Curry Dinner – 5th May 2024

Aldeburgh Civic Service – Sunday 19th May 2024

Presentation of Charter Fair money to Southwold Primary School pupils – Tuesday 21st May 2024.

Opening of Lions Fete – Sunday 26th May 2024.

b) Upcoming events for councillors

Opening of Charter Fair – 11.45am. 30th May 2024 Charter Lunch – Thursday 30th May 2024 12pm

Commemoration Service for 80th Anniversary of D-Day – Thursday 6th June 2024 7pm at St Edmunds Church.

Civic Songs of Praise – Sunday 23rd June 2024 11am

c) Suffolk Day Proclamation – Friday 21st June 2024. Armed Forces Day – 29th June 2024.

d) Town Mayor to advise members of the personal themes for their Mayoral Year. Citizen of the Year award to be considered for presentation at Charter Lunch/ annual parish meeting in future.

15. **Date of next Town Council Meeting:** Tuesday 25th June 2024. Time TBC. Marianne Fellowes would like to speak about NSIPS before the council meeting formally starts. time to be arranged.

Some items from this agenda might need to be considered within a confidential session as below.

16. **Exclusion of Public and Press if required during discussions:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it might need to be resolved, due to the confidential nature of the business to be transacted, for the public and press leave the meeting during consideration of the following. Any matters, including those above as required. Purchase of property asse

The paper and recommendations from the finance cttee was considered.

Entrance to town – discussion. It was suggested that the council writes to both land owners to register an interest to deliver some affordable housing for the community. Agreed by all with a view to try and encourage development as one site.

Rent arrears – Noted. No further action at present time.

There being no further business the meeting closed at 8.50pm.

Signed

Dated