



## **NOTICE**

**You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 30<sup>th</sup> September 2025 at 6.30pm at the Town Hall**

**Signed** *L. S. Beavan*

**Dated 22<sup>nd</sup> September 2025**

## **AGENDA**

To receive letter of resignation from Cllr Flunder as Town Mayor

1. **To Elect a Chair/ Mayor of Southwold Town Council for remainder of 2025.2026.**
2. **Apologies:** To receive and approve apologies for absence.
3. **Declarations of interest:**
  - a) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
  - b) To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda.
  - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
  - d) To note that the Register of Interests of all Members is to be updated with changes as they occur.
4. **Minutes:** To approve and sign the Minutes of the Town Council meetings held on Tuesday 29<sup>th</sup> July 2025.
5. **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.
  - b) To receive a report from Suffolk CC Ward Councillor M Ladd.  
Cllr Ladd will then take questions from Councillors and electors.
  - c) To receive comments from Southwold electors on matters on the agenda.
6. **To receive reports from Committees and Working Groups:**
  - a) To receive the reports of the meetings of the Planning and Development Committee meetings – to receive reports from meetings held 19<sup>th</sup> August, 9<sup>th</sup> September and 23<sup>rd</sup> September 2025. *Cllr Temple*
  - b) Landlords Cttee – To receive the reports of the meetings of the Landlords Committee meetings – to receive reports from meetings held 30<sup>th</sup> July, 28<sup>th</sup>

August and 25<sup>th</sup> September 2025. *To consider recommendations in relation expenditure and budget. Cllr Gladwell. \*\**

- c) Leisure and Environment Cttee – To receive the reports of the meetings of the Leisure and Environment Committee meetings – to receive reports from meetings held 31<sup>st</sup> July, and 25<sup>th</sup> September 2025. *To consider recommendations Cllr Goldsmith.*
- c) Roads Cttee – To receive report and recommendations from meeting held 28<sup>th</sup> August 2025. *To consider recommendations - Cllr Beavan*
- d) Comms working group – To receive notes from the meeting held on 31<sup>st</sup> July 2025. *To consider recommendations - Cllr Miller*
- e) Employment working group - To receive notes from the meeting held on 17<sup>th</sup> September 2025. *To consider recommendations in relation to policies and HR/ H and S services - Cllr Redington\*\**
- f) NSIP working Group - National Energy Projects – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Sealink DCO - *Cllr Davy*
- g) LGR working group – to receive updates from various meeting held – including with ESC re asset transfers on 30<sup>th</sup> July, and with all District Councils re best practices. - *Cllr Jarvis*

7. **Business Group**

To receive feedback from meeting with MP re Business rates.

To receive update on Southwold business association/group - including survey.

To note Business networking programme and surgeries being provided by Menta as part of the business association programme.

8. **Wi Fi Provision**– To note concerns of businesses/ residents regarding Wi-fi provision.

9. **Fire Station Site** – to receive update – *Cllr Beavan*

10. **Financial Matters - Audit and Governance**

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for September 2025 (*circulated to members*).
- b) *To receive and consider* management accounts/ budget/ and balance sheet for month end August 2025
- c) *AGAR 2024 .2025* – To receive completion of external Audit for 2024.2025 and note recommendations/ actions required are Nil.
- d) *To receive report and recommendations of Finance and Governance Cttee* meeting held on 29<sup>th</sup> September 2025 – *To consider recommendations including donation requests, NALC Pay award 2025, policy updates – Cllr Jarvis.*

11. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**

- a) SAG
- b) Summer Theatre
- c) Light Up Southwold

12. **Sole Trustee** – to consider whether the council would consider, in principle, being a sole trustee of The Common Southwold if requested to be.
13. **Deputy Town Mayor updates including:**  
V J Day – service on Gun Hill – 15<sup>th</sup> August 2025  
Tour of Britain cycle event – 2<sup>nd</sup> September 2025
- Plus upcoming events**  
Beccles Civic Service – 19<sup>th</sup> October 2025 at 10.30am  
Ipswich Civic Service – 19<sup>th</sup> October 2025 at 3.30pm  
Mid Suffolk District Council Civic Service – 26<sup>th</sup> October 2025 at 2pm
14. **Councillor updates**  
Meeting with Suffolk High Sheriff – *Cllr Wells*.  
Battle of Britain Parade and Service Bury St Edmunds – *Cllr Wells*
15. **Forthcoming Events for councillors**  
URC – Harvest Festival – 12<sup>th</sup> October 2025 at 10.30am  
Remembrance Parade – Town Hall – 9<sup>th</sup> November 2025  
Armistice Day – Laying of Crosses – 11<sup>th</sup> November 2025  
St Edmunds Day – St Edmunds Church – 20<sup>th</sup> November 2025  
Light Up Southwold – 29<sup>th</sup> November 2025.  
Businesses Christmas reception – Town Hall – 11<sup>th</sup> December 2025
16. **Date of next Town Council Meeting:**  
Tuesday 28<sup>th</sup> October 2025 at 6.30pm

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

17. **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\*\* and Strickland Place property update.

PLEASE NOTE THAT ALL TOWN COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.

## **SOUTHWOLD TOWN COUNCIL**

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 29<sup>th</sup> July 2025.**

PRESENT:	Councillor
	“ D Beavan
	“ P Davy
	“ V Gladwell
	“ P Goldsmith (Deputy Mayor)
	“ C Hurr
	“ R Jarvis
	“ M Palmer
	“ J Miller
	“ V Redington
	“ Temple
	“ M Wells

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

1. a) **Apologies:**  
*To note/approve apologies for absence.* Apologies for absence were received from Cllr Flunder. Accepted.
2. **Declarations of interest:**
  - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*  
Cllrs Gladwell and Redington-1 and 3 Strickland Place.
  - b) *To receive Declarations of Other Registerable Interests / Non registrable interest regarding the agenda.* Cllr Davy re 1 Strickland Place.
  - d) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.
  - e) *To note that the Register of Interests of all Members is to be completed within 28 days of the election and updated thereafter with changes as they occur.* Noted.
3. **Minutes:** To approve and sign the Minutes of the Town Council meetings held on Tuesday 24<sup>th</sup> June 2025, and Tuesday 8<sup>th</sup> July 2025.  
**It was Proposed by Cllr Temple, seconded by Cllr Jarvis and agreed by all to approve the minutes of 24<sup>th</sup> June 2025 and 8<sup>th</sup> July 2025.**
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 Ward Cllr Beavan advised that;  
An update from Asset Management had been sent to all councillors regarding pest control along the prom. All boxes are anchored and locked, and dogs should be on a lead on the prom so should not be close to the bait boxes.

The Beach Huts north of the pier are back on the prom. Thanks had been extended to the ESC comms team for keeping people updated.

Harbour – there are presently some manpower issues. The overall Development Programme will be progressed during September. There is also a plan in place regarding the outstanding leases for premises at the harbour.

Lionlink at Walberswick – ESC Cllr Beavan has suggested that it might be possible to run some infrastructure up the side of the harbour – instead of going through Walberswick beach. Hope to have a meeting with National Grid to discuss this option. This could be beneficial for the works needed on the harbour wall.

LGR is ongoing. SCC is preferring 1 unitary, whilst the Districts support 3 unitaries with Ipswich/Bury St Edmunds/Lowestoft as preferred options (which would still enable local councillors to look after local communities).

Tour of Britain Stage 1 is ending in Southwold.

#### *Questions to ESC Cllr Beavan*

Under LGR - Which of the 3 areas would Southwold be in? ESC Cllr Beavan advised that this would be Lowestoft which would cover the areas Lowestoft – Woodbridge – Stowmarket.

Pest control – Mention was made that the existing bait boxes are not bolted to the floor. Cllr Beavan asked that locations be advised to him, and he will report it back to ESC. If contractor is aware of the areas being an issue they will be able to concentrate on the right areas.

- b) *To receive a report from Suffolk CC Ward Councillor M Ladd.*  
*Cllr Ladd will then take questions from Councillors and electors.*

Ward Cllr Ladd advised that;

Road Traffic Survey is taking place along Pier Avenue 15<sup>th</sup> August – 22<sup>nd</sup> August 2025.

Pothole prevention programme is ongoing with the “dragon patcher” which is able to cover 3 times more than previous equipment.

Suffolk Libraries – the transfer back to SCC is being reviewed by Scrutiny Cttee in November.

SCC has a strategy to prevent violence to women and girls – and have now got a programme to provide such support.

SCC – LGR survey is open until 4<sup>th</sup> August 2025.

“Gull Wing” Bridge has won a design award.

#### *Questions to SCC Cllr Ladd*

Fire Station Site. SCC Cllr Ladd advised that Hastoe and SCC are trying to sort an arrangement (deadline has been given by SCC). ESC Cllr Beavan advised that Hastoe told ESC that they have made arrangements with SCC, as ESC would like affordable homes on the site. SCC Cllr Ladd advised that the legal team at SCC are dealing with the offer on the table.

Members mentioned that if the answer from SCC is that the Hastoe offer is not progressing, then STC will need to know whether to prepare an option paper.

*SCC Cllr Ladd left the meeting at 7pm.*

- 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 – to receive report from meeting held 8<sup>th</sup> July 2025.  
Minutes Noted.

*To consider the following planning applications;*

*DC/25/2233/FUL – Replace two existing single glazed wooden windows with new wooden double-glazed windows at 27A High Street.*

**No objections as its like for like. Proposed by Cllr Temple, seconded by Cllr Gladwell. All agreed.**

*DC/25/2181/FUL – Erection of a 3.24m long fence adjacent to pavement of Pier Avenue – fence to be 1.6m high. At 24 Pier Avenue.*

Not in the Conservation Area. But is subject to Neighbourhood Plan and needs a sympathetic design. It was considered that this application is not in keeping with the area, nor within aims of SWD 6 as it breaks up the street scene and is not consistent with neighbours. **Propose objection on grounds of SWD6 Neighbourhood Plan design. Proposed by Cllr Temple, seconded by Cllr Gladwell. All agreed.**

Discussion took place about the town council policy regarding responses to ESC for tables and chairs along the High Street. The STC policy is to ask for a minimum of 2m pavement width. Cllr Beavan advised that he would like the council to consider a policy stating a min. pavement width of 1.5m. Agreed that the policy be placed on the next Planning Committee agenda for consideration.

- b) Landlords Cttee – No meeting held – 30<sup>th</sup> July next meeting.
- c) Leisure and Environment Cttee - No meeting held – 31<sup>st</sup> July next meeting.  
Members were asked to encourage volunteers to assist with enquiries at TIC over school summer holidays. Volunteers' diary is kept at Town Hall so members to ask volunteers to contact Town Hall.
- d) Roads Cttee – To receive report and recommendations from meeting held 23<sup>rd</sup> July 2025.  
Cllr Beavan advised that the 20mph application for the High Street is nearly there but that costs may escalate – await final costs from SCC. SCC is finding out about the build outs in relation to updated government guidance. Cllr Beavan advised that the cttee is not recommending going ahead with TROs due to costs of £13k.

**6. 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.*

- a) **NSIP working Group - National Energy Projects** – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project -. Sealink DCO

Cllr Davy advised that STC is now a member of East Suffolk Community Energy Partnership.

Sizewell C is now fully funded and can go ahead.

Sealink – have re-opened the DCO representations to mid-August. Over 5000 representations to date.

Seas - have funded everything they need at present so STC to hold onto the agreed donation for the time being.

Lionlink – DCO will go in sometime in 2026.

Windfarms – do have permissions but have not started yet.

7. **LGR** – to receive updates.

Cllr Jarvis advised that there is nothing to add from ESC/SCC. But as a town council we need to recognise that the counties/districts are not in agreement.

Government is in a dilemma due to the non-agreement so there could be some chaos ahead. The original timescales are presently being adhered to.

The Finance Committee is meeting representatives from ESC tomorrow about potential asset transfers, starting off with the asset transfer list of 1974 as a basis for consideration.

8. **Financial Matters - Audit and Governance**

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for July 2025 (*circulated to members*). To note that with no meeting scheduled for August, contractual payments will be made as required, and other payments as per standing orders. **On the proposal of Cllr Jarvis, seconded by Cllr Temple it was agreed by all to approve the Accounts for Payment for July 2025. All agreed.**

- b) *To receive and consider* management accounts/ budget/ and balance sheet for June 2025. Cllr Jarvis advised that it is hoped that the balance sheet will improve if we get a sale on 1 Strickland Place which will also enable council to progress with the Town Hall.

- c) *To receive report and recommendations of Finance and Governance Cttee* meetings held on 26<sup>th</sup> June and 14<sup>th</sup> July 2025 – recommendations including donation requests, and signatories. – see recommendations.

**CCLA – old signatories to be withdrawn. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**

**Add Cllr Goldsmith to CCLA and Lloyds Bank. Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed.**

CCLA is being sold to Jupiter Asset Management who have lower credit rating than CCLA. But Cllr Jarvis has attended a seminar with CCLA/Jupiter and CCLA will retain their AAA rating.

**Light Up Southwold - £1000 donation request proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed**

**Southgen - £1320 donation. Proposed by Cllr Jarvis, seconded by Cllr Davy.  
Agreed by a majority with 1 abstain.**

ESC Ward Cllr Beavan has also provided £1k to this project from Locality Funding.

**9. Deputy Town Mayor updates including:**

Opening of Men's Shed – thanks were extended to Cllr Ladd, Cllr Wells and the team.  
Cllr Wells advised that the group hopes to invite wider membership from now on.  
Cllr Goldsmith asked whether the Mens Shed would consider repairs to benches?  
Cllr Wells advised that they could do such a project.

Scout Group AGM – Cllr Goldsmith advised that there was very good work being done there.

**10. Councillor updates**

ESC Chair and clerks meeting – Cllr Davy and the town clerk attended on 8<sup>th</sup> July 2025  
Chris Bally chaired the meeting at which there was much discussions around LGR.  
Cllr Davy advised that many towns have many more issues than we do i.e. those dealing with NSIPS. Towns are also dealing with civic events and LGR asset mapping.

Cllr Goldsmith advised that STC has a duty to carry on the traditions of the town, and that these are very important and are what makes Southwold different/special.

**11. Forthcoming Events**

V J Day – service on Gun Hill – 15<sup>th</sup> August at 11am – all to attend where possible.  
Tour of Britain cycle event – 2<sup>nd</sup> September 2025 – North Parade being the finish of Stage1 of the tour.

**12. Other matters to note**

It was mentioned that the smell from pumping station has been bad recently. Clerk to contact Anglian Water and advise them of the issue.  
Shop on corner by Hub - is water leaking onto the wooden panels – Town Clerk to find out if this is on the report list.  
Discussion re ASB going on in/around St Edmunds Road/Tibbys Green etc.  
It was mentioned that there had been another burglary at Mrs T's.

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

Tuesday 30<sup>th</sup> September 2025 at 6.30pm (*unless one is required on 26<sup>th</sup> Aug*)

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

**14. 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.

Station Road Courtyard. There has been a request for table/chairs outside a unit and whether the town council would be prepared to give a licence for these. Discussion re tables/chairs. Members felt that the space should be retained for communal use.



Therefore no individual tables/chairs to be permitted. Landlords Committee to come back with a policy for council to consider and approve.

*Cllrs Gladwell and Redington left the meeting.*

1 Strickland Place - property update provided regarding viewings and offers received.

3 Strickland Place – Letter received regarding the type of title purchased and whether this could be altered. It was agreed by all that the title needs to be retained as at present. This aligns with the other properties in this vicinity.

There being no further business the meeting closed at 8pm.

Signed .....

Dated .....



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 19<sup>th</sup> August 2025 at 6pm.**

Present; Cllrs; Temple, Gladwell, Hurr, Palmer, Wells. Also, the Town Clerk.

## **1 - Apologies:**

To receive and approve apologies for absence. Apologies for absence were received from Cllrs Flunder and Goldsmith.

## **2 - Declarations of interest:**

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Nil.
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

**3. To approve minutes of meeting of 8<sup>th</sup> July 2025.** Approved by all.

## **4 - To receive comments from the public on matters on the agenda**

*(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).*

**5. Planning Matters:** a. To determine the Town Council response to the following applications: *See below for details of applications.*

**DC/25/3037/FUL – Westholme, Godyll Road** – Members commented that the application does not affect the street view. Some members voiced concerns about the design as it seemed too big and overbearing. Extension seems to be a garden room; the application does not create a vision of a house of that period. Particularly the dormer which does not look right for an Edwardian house, specifically because of the materials chosen.

Members agreed as follows.

***Southwold N Plan SWD6 design applies. It was acknowledged that the alterations required do not affect the street view. However, it was noted that the design for the dormer windows is not in keeping with the age or design of the Edwardian property.***

***As part of the Conservation area, the cttee would request that more traditional materials are used for the dormers, which will improve design, and ‘maximise the opportunities to improve the quality of design’***

**DC/25/2098/FUL – 1 Station Road** – no comment from STC.

**DC/25/3009/FUL – 27 Marlborough Road –**

It was Agreed to respond as follows;

**The property is within the Conservation Area, and as stated in the Southwold Neighbourhood Plan and Local Plan Design guidelines, the opportunity should be taken to improve the aspect within the CA setting. The Town Council would therefore suggest that the opportunity be taken to restore original material of timber at this property - especially on the front elevations, to be in accordance with N Plan SWD6 Design.**

#### Trees

**DC/25/3057/TCA – The Boathouse, 4 Ferry Road – Noted.**

**b. ESC decisions – see list.**

**c. Applications to ESC Committee. Nil**

**d. Any Planning Inspectorate Appeals Lodged.** Coach House in progress.

**e. Any licence applications/decisions to consider;**

**Pavement Licences** – The cttee had been asked to consider its policy requirements for the width of pavements as this apparently is now not as per the ESC policy. ESC will accept applications for widths around 1.5m and sometimes less depending on the business case. However,

*Section 3.2 of [Inclusive Mobility](#) - gives advice on the needs of particular pavement users sets out a range of recommended widths which would be required, depending on the needs of particular pavement users.*

***Section 4.2 of Inclusive Mobility sets out that footways and footpaths should be as wide as practicable, but under normal circumstances a width of 2000mm is the minimum that should be provided, as this allows enough space for two wheelchair users to pass, even if they are using larger electric mobility scooters. Local authorities should take a proportionate approach if this is not feasible due to physical constraints. A minimum width of 1500mm could be regarded as the minimum acceptable distance between two obstacles under most circumstances, as this should enable a wheelchair user and a walker to pass each other.***

After full discussion the cttee recommends that;

The STC policy remains as per Section 4.2 of Inclusive Mobility Guidelines i.e. ***‘Section 4.2 of Inclusive Mobility sets out that footways and footpaths should be as wide as practicable, but under normal circumstances a width of 2000mm is the minimum that should be provided, as this allows enough space for two wheelchair users to pass’***

The STC Policy will reflect that each application will be looked at on its merits and will note that there may be special circumstances when 1.5m might be acceptable, in which case STC will state this in their reply to ESC Licensing.

**f. Any consultations to consider. Nil**

**g. Other Matters:**

**21 Church Street** – ESC to be advised that wooden windows have not been installed as per the recent application.

**6 - Date of next Planning and Development Committee Meeting:** Tuesday 9<sup>th</sup> September 2025 at 6pm.

Signed ..... Dated .....

**Recommendation - Pavement Licensing for Tables and Chairs;**

The STC policy to reflect Section 4.2 of Inclusive Mobility Guidelines i.e. *‘Section 4.2 of Inclusive Mobility sets out that footways and footpaths should be as wide as practicable, but under normal circumstances a width of 2000mm is the minimum that should be provided, as this allows enough space for two wheelchair users to pass’*

The STC Policy will reflect that each application will be looked at on its merits and will note that there may be special circumstances when 1.5m might be acceptable, in which case STC will state this in their reply to ESC Licensing.



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 9<sup>th</sup> September 2025 at 6pm.**

Present; Cllrs; Temple, Gladwell, Hurr, Wells. Also, the Town Clerk.

## **1 - Apologies:**

To receive and approve apologies for absence. Apologies for absence were received from Cllrs Flunder, Palmer and Goldsmith.

## **2 - Declarations of interest:**

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Cllr Wells declared an interest as Commodore of the Model Yacht Assoc with regards to the planning application for the Boating Lake.
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

**3. To approve minutes of meeting of 19<sup>th</sup> August 2025.** Approved by all.

## **4 - To receive comments from the public on matters on the agenda**

*(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes). Nil*

**5. Planning Matters:** a. To determine the Town Council response to the following applications: *See below for details of applications.*

**DC/25/32325/FUL – Seacroft, 18 East Cliff, Southwold – new French doors replacing patio doors. and new dustbin store and associated works.**

After full discussion there were no objections to this application.

**DC/25/0849/Ful – re consultation – Boating Lake Southwold – retention of temporary toilet building, replacement steps and gate, replacement boundary fence, and new flue.**

No comment as this involves STC tenanted land.

b. ESC decisions – *see attached*. Decisions noted. Members noted that the fence application on Pier Ave had been refused by ESC. Members noted that the fence had been erected. ESC to be advised.

c. Applications to ESC Committee. *Nil*

d. Any Planning Inspectorate Appeals Lodged.

**The Coach House Park Lane Southwold Suffolk IP18 6HL**

**Ref. No: AP/25/0018/REFUSE | Received: Wed 14 May 2025 | Status: Appeal In Progress**

- e. Any licence applications/decisions to consider; *Nil*

**NINE DELI – Station Yard Unit 2 Southwold**

**Supply of alcohol (on and off premises) – 08:00 – 23:00 Monday to Sunday**

**Late Night Refreshment (Indoors and Outdoors) - New Years Eve 23:00 01:00**

Event on New Years Eve – there were no objections to this request.

Full discussion about the supply of alcohol on and off the premises request. Members noted that the location is in a predominantly residential area and that although council do try and support all businesses, consideration also needs to be given to the possibility of anti-social behaviour and the quiet enjoyment of the area by others. Members agreed that it would seem reasonable to ask to restrict this application to 10pm on a daily basis.

**Farmhouse Bakery pavement licence** – awaiting decision.

- f. Any consultations to consider. *Nil*

- g. ESC Enforcement action updates; 77 High Street and 21 Church Street.

- h. Other planning matters

Bay Hotel – there has been no change of use application submitted.

Adnams – have been in contact re the chairs outside the Lord Nelson and whether STC would support a pavement application to ESC to retain these. Members advised that as these are situated on the pavement and that the 'road' is a dead end and is lightly used by vehicles, they would be pleased to support an application to ESC as an exception to the STC policy.

5. **Date of next Planning and Development Committee Meeting:**

Tuesday 23<sup>rd</sup> September 2025 at 6pm.



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 23rd September 2025 at 6pm.**

Present; Cllrs; Temple, Gladwell, Flunder, Wells. Also, the Town Clerk, and 2 members of the public.

## **1 - Apologies:**

To receive and approve apologies for absence. Apologies for absence were received from Cllrs Hurr and Palme.

## **2- Declarations of interest:**

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil.
- b. To receive any declarations of Other Registerable Interests regarding the agenda.  
Cllr Gladwell and Cllr Flunder declared an interest in relation to the application for Woodley's Dc/25/1867/FUL.
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

**3. To approve minutes of meeting of 9<sup>TH</sup> September 2025.** Approved by all.

## **4 - To receive comments from the public on matters on the agenda**

*(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).*

A member of the public attended to discuss the premises licence application for Nine Deli and spoke to support the request for an 11pm deadline as this would allow people to come into the premises at 9.30pm to eat, and would allow alcohol to still be served. Members were advised that no previous anti-social behaviour issues had been raised for other premises licences in the name of Nine Deli. The premises presently closes at 6pm – but there is a desire to open later in the summer months.

*The Chair of the cttee suggested that the agenda item in relation to the licence application be brought forward so that it can be dealt with whilst the member of the public was present.*

## **5e) Licence applications**

NINE DELI – Station Yard Unit 2 Southwold - Supply of alcohol (on and off premises) – 08:00 – 23:00 Monday to Sunday

Members were reminded that the Town Council has responded to the application requesting a 10pm deadline - see previous minutes. Members confirmed that there should be a 10pm deadline for this application.

The ESC licence hearing will be held at ESC offices in Melton on 1<sup>st</sup> October 2025 at 2pm. No member of the cttee is able to attend.

#### **4 - To receive comments from the public on matters on the agenda CONT'D**

A member of the public attended to speak about the Woodley's planning application. They advised that they have noted that the revised application does confirm that vehicles will be kept within the boundary of the property during construction, as requested by STC. However, the member of the public advised that they considered that; the swimming pool is still too close to neighbours, the heavy use of the track at the rear of Strickland Place will affect neighbours and damage to the track will be severe, and the property is still too large.

**5. Planning Matters:** a. To determine the Town Council response to the following applications: See below for details of applications.

*DC/25/1867/FUL*

*Proposal: Demolition of an existing chalet bungalow and construction of a 1.5 storey replacement dwelling and associated garage, swimming pool and external works. Address: Woodleys, The Common, Southwold, Suffolk, IP18 6HR*

The Chair advised members that he had been advised that the property had previously been considered of 'architectural merit.'

Members discussed the application and were of the view that minimal changes had been made. In addition, it was noted that a sewer ran across the land. The application mentions that PVC windows are to be used – which are not considered to be acceptable in a conservation area.

Members reviewed the previous response to ESC, and it was confirmed by all that this was still an appropriate response for the revised application, as the previous concerns had not been addressed. A sentence to be added re the sewer concerns and about the windows. ESC to be recommended to REFUSE.

*DC/25/2801/FUL and DC/25/2802/LBC*

*Proposal: The partial internal remodelling of a kitchen/dining area and the replacement of existing glazed window and doors with full height glazed doors. Address: Tittlemouse, 6 Queens Road, Southwold, Suffolk, IP18 6HG*

There were no objections to this application.

*DC/25/3209/FUL and DC/25/3210/FUL*

*Proposal: Replacement of 5no windows and 1no French Door address: 19 Church Street, Southwold, Suffolk, IP18 6JG,*

There were no objections to this application.

*DC/25/3239/FUL*

*Proposal: Conversion of existing bar and restaurant to Studio Accommodation. address: Blyth Hotel, Station Road, Southwold, Suffolk, IP18 6AY*

There were no objections to this application.



DC/25/3353/TCA

*Proposal: 3no. London Plane (Located in courtyard at Cellar and Kitchen) - Prune back to original pleached shape address: Adnams Cellar & Kitchen, 4 Drayman Square, Southwold, Suffolk, IP18 6GB*

Noted.

b. ESC decisions – *see attached*.

c. Applications to ESC Committee. Next meeting 29<sup>th</sup> September – no agenda available at present. It was noted that the application for rear of 17 Market Place may go to the October ESC Planning cttee meeting.

d. Any Planning Inspectorate Appeals Lodged.

**The Coach House Park Lane Southwold Suffolk IP18 6HL**

Ref. No: AP/25/0018/REFUSE | Received: Wed 14 May 2025 | Status: Appeal in Progress. It is understood that the inspectors will be undertaking a site visit and will be speaking to neighbours.

e. Any licence applications/decisions to consider;  
NINE DELI – Station Yard Unit 2 Southwold - see above.

Farmhouse Bakery pavement licence – awaiting decision. Noted.

f. Any consultations to consider.

Neighbourhood Planning 'How to go about it' guide is a process document designed to help town and parish councils and associated Neighbourhood Plan groups, navigate the full Neighbourhood Planning process in a cohesive step-by-step guide.

The consultation is open from Wednesday 3<sup>rd</sup> September to **5pm on Wednesday 15<sup>th</sup> October 2025**. Responses should be sent to [PlanningPolicy@eastsuffolk.gov.uk](mailto:PlanningPolicy@eastsuffolk.gov.uk)

g. ESC Enforcement action updates;  
24 Pier Avenue Southwold- ENF/25/0328/DEV  
21 Church Street – ENF/25/0304/COND  
77 High Street – ENF/25/0283/DEV

6. **Date of next Planning and Development Committee Meeting:**

Tuesday 7<sup>th</sup> October 2025 at 6pm.



**Draft Minutes of Southwold Town Council Landlords Committee meeting held 30<sup>th</sup> July 2025 at 9.00am at Town Hall Southwold.**

**Rep LL 05.25**

**Present** – Cllrs Gladwell (Chair), Goldsmith, Miller, Redington, Wells.  
The Town Clerk was also present.

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from Cllr S Flunder.
2. **Declarations of interest:**
  - a. *To receive any declarations of Non registerable Interest regarding the agenda.* Nil
  - b. *To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interests regarding the agenda.* Nil
  - c. *To receive any request for dispensations regarding the agenda.* Nil
3. **To receive comments from public.**  
Nil
4. **Minutes/ notes of the previous meeting** – Minutes of meetings held June 2025 had been approved by all.
5. **Update on repairs and planned works 2025.26 including tenants' maintenance requests for consideration including; \*\*\* See landlords summary update July 2025 for full details.**  
Cllr Wells will be meeting with the Allotment Assoc regarding the car park spaces signs. Hub operators will be updated.  
  
21 Market Place – it was noted that the window sills are becoming rotten – lease to be looked at to assess responsibility.  
23/25 Market Place – works required – see quote below  
11 Station Rd works re loft insulation – completed July 2025  
Flat 21 a painting of front door – in progress  
Unit 9a Hurren Terrace – works booked in for September 2025  
Old commercial gas meter – Under arch Station Rd – being done end of July 2025
6. **Tenders**  
The tender for the Gable end works at Hurren Terrace has been completed and Mixbrow has been appointed.  
Tenants will be updated when the starting date becomes confirmed – present date is 8<sup>th</sup> September.
7. **Landlord's responsibilities** – see full spreadsheet re fire risk assessments etc.
8. **Insurers visit and insurance valuation update** – The insurers agents visited to consider the risk on our empty properties. A few recommendations have been received which are incorporated within the full spreadsheet attached.  
Works required at each property and the necessary timescales have been organised/ scheduled.

9. **Budget/ Quote for works to consider.**

**Door Locks – all Hurren Terrace – to comply with new fire regulations – i.e. should be turn locks not key locks inside main exit doors to residential properties. Full cost of replacement locks - £912 plus Vat - Recommend approve.**

**25 Market Place – Quote for works to downpipes/ clay air bricks/ replacement gutters – Total cost £3584 – Recommend Approve.**

10. **Full council - Strategic considerations –**

**Town Hall – professional team – additional quotes being obtained.**

**Water Tower – variety of repair work required as listed on schedule. Option analysis / business plan being formulated for council to consider options. NPS assessing rental rates for each option.**

Discussion about tendering for the repair works.

Contractors such as Gilbert Builders, John Lytton Builders, to be considered in addition to contractors previously used such as C and D, Lexden, Mixbrow etc.

Discussion about chimney vent which Building Inspector had referred to at Water Tower – drone footage does not seem to show a chimney and nor do old photos. However, there are fire places on some of the floors – where did these vent to?

**Red Cross Hut – clerk has resent the community facility data to the planning officer and asked for a response. Ward Cllr has offered to assist with comms with ESC if required.**

11. **Other matters including land ownership queries**

Request received from NINE DELI to place picnic tables /chairs outside their unit in the Hub courtyard. Full discussion about the use of the courtyard and whether such tables/ chairs would be acceptable. It was agreed by all that the principle of the courtyard is to be a community space for use by others/ events/ markets at weekends etc, and that it therefore seems preferable to keep the courtyard clear of other furniture.

Members noted that there are already benches/ chairs in the community space and considered that these should be sufficient.

12. **Date of next meeting – TBC**

**\*\*\*Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item below.**

13. **Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.*

Legal Advice

Tender for works

**Recommendations**

**Budget/ Quote for works to consider.**

**Door Locks – all Hurren Terrace – to comply with new fire regulations – i.e. should be turn locks not key locks inside main exit doors to residential properties. Full cost of replacement locks - £912 plus Vat -**

**25 Market Place – Quote for works to downpipes/ clay air bricks/ replacement gutters – Total cost £3584 –**

# Draft minutes of the meeting of the Leisure and Environment Committee held on Thursday 31<sup>st</sup> July 2025 at 10.30am at the Town Hall

Signed

*L. J. Beaver*

Dated 24<sup>th</sup> July 2025

## Agenda for the meeting of SOUTHWOLD TOWN COUNCIL LEISURE AND ENVIRONMENT COMMITTEE.

### AGENDA

Item	Subject	Details
1	Present	Cllrs; Goldsmith, Miller, Palmer, Redington and Wells
2	Apologies and Declarations of Interest	Apologies from Cllr Flunder
3	Minutes of the previous meeting	To note the minutes of the previous meeting - received by council.
4	Standing Orders- public section.	<i>Nil</i>
5	Environmental matters –	<ul style="list-style-type: none"> <li>Garden areas - Ferry Rd Garden / garden area on Station Rd /Links Garden - these are now all being looked after by Glen Moore. Electricity Green – grass is cut by Vertas with volunteers tending to the borders etc.</li> <li>Esc – Bulbs offer – STC has submitted an application.</li> <li>Sustainable Development Fund and the Community and Conservation Fund – Suffolk Coast and Heaths grants Jan 2026 – Timescales noted.</li> <li>Work by ESC along prom/ cliff – discussion about use of resources. Has Esc got a tracked mower to use on this area ?? Other areas also use goats – anywhere on the ESC area?</li> <li>ESC Areas along North Parade – discussion about how to get the gardens looking colourful again. Could these be transferred to STC? Would STC be able to get sufficient volunteers to help to look after these areas? Or would STC be able to raise funding to pay for the areas to be looked after? Meeting being held with ESC in due course to discuss asset transfers.</li> </ul>
6	Ongoing Leisure and Other matters	<ul style="list-style-type: none"> <li>Town Sign repairs – it would seem that the sign is now beyond repair. Quotes for a new sign are being obtained. It was suggested that the design be kept as previously.</li> <li>'Box Up' for Klondyke – this is still with legal at ESC. There appears to be a difficulty because it will be on STC land rather than ESC Land.</li> <li>Grass Seeding at Klondyke – this to be carried out by volunteers – potentially on the Spruce Up Southwold date in September</li> <li>Keeping Southwold looking tidy - next volunteers date is 28<sup>th</sup> September 2025.</li> <li>Defib – BT Ferry Rd phone box – situation to be ascertained with BT as there appears to be no need for a defib at that location.</li> <li>Play area updates. Various works being carried out on the play areas. Assets officer has attended the play area inspection course. Tibbys Green – the work required from the previous inspection is under way but not completed. Klondyke adult gym equipment needs repair but some of the components are no longer available and therefore some of the equipment might need removing.</li> </ul>

		<ul style="list-style-type: none"> <li>Town Trails – walking routes – Marketing officer has worked with ESC to both update some existing trails and create a museum trail for Go Jauntly</li> <li>Bins on prom – letter box style bins have been replaced with wheelie bins.</li> </ul>
7	<b>Finance – budget – quotes</b>	<p>Budget 2025 – 2026 – update – as per the attached.</p> <p>Tour of Britain events grant - up to £1000 can be applied for by towns within the tour route. STC will apply for the grant for a pump / maintenance unit to be fitted within the cycle store.</p> <p>Events Growth Grant scheme – Sizewell Tourism Fund – will support organisers of new events outside of the main season to get the event off the ground, so long as they align with ESC economic and tourism strategies as well as being sustainable and have long term viability. They could also support events to grow, or be new spin off events, but the events must have a min expected footfall of 500 people.</p> <p>ESC – Visitor Economy Support Scheme – ESC has allocated each town a max of £10k – applications end Jan 2026 to increase footfall by enhancing the visitor experience throughout the town.</p>
8	<b>Events To consider</b>	<ul style="list-style-type: none"> <li>VJ Day 80<sup>th</sup> Anniversary – 15<sup>th</sup> August 2025 – service to take place on Gun Hill</li> <li>Tour of Britain – 2<sup>nd</sup> September 2025 – liaise with Tour organisers and British Cycling to promote the end of the event being in Southwold.</li> </ul> <p>2026 dates – Civic service 14<sup>th</sup> June 2026. This is unlikely to be the same date as the Arts Festival service.</p>
9	<b>Date of next meeting</b>	25 <sup>th</sup> September 2025

PLEASE NOTE THAT ALL L AND E MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.

# Draft Minutes of the Roads Committee meeting held Thursday 28<sup>th</sup> August 2025 at 10.30 am the Town Hall.



Present Cllrs; Beavan (Chair) Jarvis, Hurr, Davy, Palmer.

Also present; SCC ward Cllr Ladd (ML), SCC Highways officer J Kerridge (JK), and Town Clerk.

1. To receive apologies for absence. Nil
2. Declarations of interest:
  - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
  - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Nil
3. Minutes from July meeting - as presented at full council. Noted
4. Public section - for members to speak on matters relating to the agenda items under consideration. Max of 15 minutes will be given to this section. Discussions at the discretion of the Chair of the Cttee. Nil
5. Update from SCC Ward Cllr Ladd and Jo Kerridge re local Highways matters, including;
  - *High Street 20mph Application receive update on progress and costs.*  
Members were advised that SCC had considered the 20mph application at their meeting on 26<sup>th</sup> August but that the outcome is not yet known. ML will chase and advise the town clerk.
  - *High Street Build outs/ courtesy crossings– confirm SCC approval and costs.*  
Members were advised that a road safety audit will need to be carried out. JK to find out the timescales and costs of the scheme and advise the town clerk.  
Discussion about the length of time that this is taking – ML advised that SCC has to follow national policies on highways matters as well as SCC ones. ML advised that there is a process for every project involving a highway and these have to be worked through. However, it is hoped that this project will go through in the New Year/ Easter 2026.
  - *East Cliff – parking spaces/ road resurfacing – receive update.*  
The small piece of road outside the houses has been reported and will be done in due course.
  - *East Cliff – consideration of double yellows – update*  
ML advised that putting double yellow on only the seaward side of East Cliff could cause issues, as the other side would remain single yellow and might encourage people to park there more, and that this could be dangerous.
  - *Pier Ave mini roundabout – concerns re speeding*  
ML had been contacted – no further action required.
  - *Mights Bridge*  
A resident had contacted M L about a noise heard from the bridge when crossing it by car. JK to ask the bridge inspectors to have a look to see if anything had moved on the bridge.

- *Potters Bridge Inspection*  
JK to find out timescales for the inspection.
6. Update from ESC Ward Cllr Beavan on ESC parking matters;
- *Parking enforcement – frequency in Southwold.*  
ESC has advised that the parking enforcers were in the town for an average of 12 hrs 9 mins a week during July (this has to cover all car parks and onstreet parking areas). This should be increased during August.
  - *ESC Parking machines and payment options*  
Complaints are being received about the inability of people to pay at the machines – either due to poor wi fi and not being able to download the parking app, or because they do not offer a cash alternative. The situation regarding poor wi fi in the town to be placed on the town council agenda.
  - *Mobile Homes parking close to seafront.*  
Discussion about any issues caused so far this year. The caravans and mobile homes should be parking at the caravan site. There are also spaces in the ESC Pier car park. There is a pilot taking place in Felixstowe re camper vans.  
It was suggested that, as part of LGR, perhaps some ESC land could be requested, and additional parking facilities provided for mobile homes.
7. Other matters including;
- *Signage* – Cllr Davy and the town clerk had met and confirmed the signage to be requested from SCC.
  - *Plug in Suffolk – lease agreement.* The lease agreement has been considered by Mills and Reeve solicitors on behalf of the town council. Discussion about the report, in which there were a number of items which the solicitors were suggesting should be altered. Members suggested that if solicitors needed to be involved to ensure the lease was made acceptable, their fees would not be covered by the net income being obtained from Plug in Suffolk as this is very low, and that therefore it might not be viable to go ahead.
- Solicitor report to be sent to all members of the cttee prior to the next meeting in order that a decision can be made at next meeting as to whether to go ahead with Plug in Suffolk or to seek another provider.
- *Denes used for parking over Bank Holiday weekend – Complaints received.*  
The denes had been used for parking over the bank holiday weekend – vehicles had entered the ESC land as there is a lack of fencing/ gates/ no parking signs. It was noted by all that the Denes need to be protected to prevent erosion and that ESC should be encouraged to take preventative measures to make sure that this cannot reoccur.
  - *CIL Monies* – STC has received some ESC Cil funding for the Roads projects, but it was noted that Reydon P C will get significantly more than STC due to the number of houses being built – yet Southwold will take much of the volume for people shopping here and needing to park. ML advised that the Millenium Trust will be able to fund more spaces in their car park should Hastoe take on the fire station site, as they are going to pay the Trust for some spaces that they need for their housing scheme.

Date of next meeting. Thursday 9<sup>th</sup> October 2025 at 10.30am





## **Comms working group notes from meeting 31<sup>st</sup> July 2025**

**Present – Cllr Miller and Town Clerk**

**Apologies received from Cllr Flunder and Cllr Goldsmith.**

**Communication Strategy** – was reviewed – all aspects are being considered on a regular basis. Strategy to be kept updated as new opportunities occur.

**Media outlets** - Radio Stations have been added to media outlets to comms plan – keep radio stations informed of STC projects / events etc.

**Meet your Councillor** – Cllr Miller is attending Tourist Information premises on High Street on a monthly basis for ‘meet your councillor’ . Dates will continue to be promoted.

Consider other local authority councillors/ officers to attend to assist with specific information/ signposting which residents might benefit from.

**Annual Parish Meeting – April 2026** – consider format for next year.

**Newsletter** – hard copy hand delivered March 2025 – It was considered that half yearly is sufficient. Next one to be created around December. Again, to be hand delivered.

**Visit Southwold website** – apprentice has taken on this aspect as part of their role, including the social media channels linked to Visit Southwold. QR Code is available to download the website.

Promotion of the website to also take place at STC / Common Trust parking areas. It has also been suggested that a Southwold postcard be produced which includes the QR code – to be taken to L and E cttee.

**Digital information** – has worked well at the TIC. Consider whether to place one at Town Hall. Improved signage to be placed at the one in Craftco to confirm how to use it.

**Shining Light Award** – again to be awarded at the Charter Lunch 2026. Guidelines/ terms and conditions etc to be considered in January 2026 so that the award can be launched on 1<sup>st</sup> March with a closing date of 30<sup>th</sup> April.

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

South Wold Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2025

and recorded as minute reference:

MIB 2 REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

www.southwoldtown.com



## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY  
Southwold Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	2355463	2012612	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120573	118551	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2136517	417162	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	111974	123759	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	32257	31726	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2455710	1065179	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2012612	1327661	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2249079	1304780	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5378375	9730605	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1050000	750000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 23/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2025

as recorded in minute reference:

MINUTE REFERENCE 3214

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Southwold Town Council- SF0345**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

21/09/2025