

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 25th June 2019

PRESENT:	Councillor	I Bradbury – Town Mayor
	“	D Beavan
	“	Miss A Betts
	“	Mrs S M Doy
	“	Mrs P Goldsmith
	“	Mrs J Jeans
	“	Ms J Jordan
	“	M Ladd
	“	M Rowan-Robinson
	“	J A Windell

Also present; 5 members of the public, and the Town Clerk.

AGENDA for Town Council meeting commencing at 7.30pm

Welcome to ‘Theatre on the Coast’ - presentation and opportunity for questions.

Presentation by Matthew Townsend. The meeting was advised that there are 29 people employed in putting on the events over the 9 weeks of the summer theatre – and 2 paid internship staff. 63 performances are put on over the 7 week run – an opportunity for 14400 people to see the productions and for which an ideal would be 62% overall capacity.

1. **Apologies:** *To receive apologies for absence.*
Apologies for absence were received from the Cllr Flunder and Cllr Tucker. Apologies were also received from the High Steward.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Nil.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Nil.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*
Nil.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*
The Town Mayor reminded members of their legal requirements to complete a Register of Interest online.
3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Monday 28th May 2019.
On the proposal of Cllr Windell, seconded by Cllr Rowan-Robinson it was unanimously RESOLVED to approve the Minutes of 28th May 2019.

4. **Public Forum**

a) *To receive a report from East Suffolk Councillor D Beavan.*

Cllr Beavan will then take questions from councillors and electors (maximum 5 minutes).

Cllr Beavan advised that the music demo in relation to the licence request at the pier was successful and that members of the public were now comfortable with the potential noise levels. Sole Bay Care Home has donated a wheelchair to be held at the Pier following an incident there the previous week.

Cllr Beavan advised that as the ESC Sole Bay Care rep he is attending their Dementia training.

Cllr Beavan advised that tenants are now moving into Duncans Yard properties. However, in view of the delays ESC Overview and Scrutiny Cttee will be asked to consider these delays.

With regards to the Town Council – having had receipt of the necessary licences a temporary pump has now been fixed to the groynes for water provision to the Boating Lake.

Questions from members to ESC Cllr Beavan:

A question was raised as to whether there are vacancies at Duncans Yard - Cllr Beavan advised that there are presently 7 vacancies.

A question was raised as to why people are still not successful through Gateway to Homechoice - Cllr Beavan advised that people adequately housed but paying private rent will not be high on list of priorities within the scheme but that he would like to get this 'subprime' requirement considered too.

Questions from members of the public to ESC Cllr Beavan:

Nil

b) *To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors (maximum 5 minutes).*

SCC Cllr Ladd advised that SCC accounts 18/19 show an overspend of £4.4m within a total budget of £405m. 70-75% of the budget is spent on children and adult services. SCC will use some of their reserves to balance the accounts.

SCC have decided to stop printing bus timetables as the bus companies do print their own. This will produce savings of £132k. There will also be some lightly used services dropped over the next few months.

SCC kerbing on South Green should be started soon.

An Electric charging point within a kerb has been requested by a resident but SCC are not yet agreeing to kerb charging, - such policies are being constantly reviewed.

Gravel Pits – SCC Cllr Ladd advised that he has supported the Reydon PC view on this matter.

Questions from Members to SCC Cllr Ladd:

Cllr Windell asked re Electric Charging points as some residents are now placing them on their walls. SCC Cllr Ladd advised that SCC wish to wait to see how technology adapts prior to considering how best to install kerbing charging points.

Questions from Members of the public to SCC Cllr Ladd:

There were no matters from any members of the public.

- 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).*

A member of the public advised that the website needs to correctly reflect the venue for tonight's meeting.

Public participation closed.

4. To receive reports from Committees: (See Yellow papers)

- a) *To receive the written report of the meeting of the Planning and Development Committee meetings held on 4th June and 18th June 2019*

(see yellow papers attached). No recommendations

Thanks were extended by the Town Mayor for the work carried out by Cllr Windell as chair of the planning cttee over the past 12 years.

Cllr Jeans advised that as the new chair of the P and D cttee she would be focusing on the quality of the Town Council responses to ESC on the planning applications being received, and will be arranging for design training to be provided by Paul Bradley.

Re no 21 North Road – this was referred to ESC by the Town Council as a matter for enforcement. ESC has suggested to the applicant that a VOC planning application be submitted and STC will be seeking to mitigate damage to the street scene. The outcome may be a compromise but should provide a better design. STC will write to ESC to highlight concerns about the planning process.

The minutes of the meetings of 4th and 18th June were 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*

Cllr Windell advised that there had been concerns for a number of years regarding the planning process. Cllr Beavan voiced concern that CAD drawings/ GPS drawings were not a requirement of the planning process. Members suggested that building control/enforcement should have a better enforcement process to enable them to check buildings as they are constructed and to highlight concerns at an early stage.

- c) *To receive the written report of the meeting of the Leisure and Environment Committee meeting dated 14th June 2019. No recommendations* **Pages 24-27**

Cllr Rowan Robinson provided the report for members highlighting that the sport and leisure leaflet is now on the website.

- d) *To receive the written report of the Landlords Committee meeting held 10th June 2019. No recommendations.* **Pages 28-30**

To receive a verbal report re the Landlords cttee meeting held on 24th June 2019 (*pending written report*).

Cllr Windell presented the report and an update.

- e) *To receive the written report of the Highways and Footpaths cttee – no meeting held.*

Members were advised that Mark Nichols will be the Southwold Highways contact at SCC.

5. **Task and Finish Groups**

a) *To receive the written report of the parking management task and finish group -no meeting held.*

b) *To receive the written report of the neighbourhood plan task and finish group – no meeting held.*

Regulation 14 consultation is due to start soon. Cllr Jeans confirmed that the policies needed to be in place as soon as possible to assist the P and D cttee responses.

Southwold Harbour Lands Joint Cttee - Public meeting 5th July 2019 Stella Peskett Hall.

To appoint STC representative to jt cttee – 1 vacancy.

Members were advised that the ESC reps on the cttee are; Cllrs Brooks, Ritchie, Revell and Rudd.

STC members are presently Cllrs Bradbury, Jeans and Windell. There is 1 vacancy.

Nominations for the vacancy were requested.

Cllr Beavan, Cllr Ladd and Cllr Rowan-Robinson were nominated and seconded. The 3 nominees set out to members their reasons for standing for the cttee.

The Town Clerk read to members the relevant part of the standing orders which set out the voting procedure.

2 rounds of voting took place as there was no member with an absolute majority in round one of the voting.

The second round of the voting consisted of nominees Cllr Ladd and Cllr Rowan-Robinson. Cllr Ladd was elected with 5 votes to 4 votes.

8. **Southwold Community Shuttle Bus** - see paper attached.

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Recommendation re consideration of alternative governance structure to ensure sustainability of the service. See paper provided.

Cllr Beavan advised that it may be possible to move forward with a CIC in order to provide a more sustainable service for the longer term.

On the recommendation of Cllr Beavan, seconded by Cllr Windell it was unanimously agreed that Southwold Town Council would appoint 2 representatives to the Task and Finish group to explore ways to set up a Community Interest Company / alternative governance structure for the Southwold and Reydon Community Shuttle Service – with the aim that the CIC would become the licensee of the Southwold and Reydon Community Shuttle Service and take over the operation of the service presently administered by STC.

It was agreed by all that Cllrs Beavan and Jordan be the 2 representatives on the task and Finish Group.

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

Pages 32-37

- a) To receive the Accounts for Payment for June 2019. **On the proposal of Cllr Betts seconded by Cllr Windell it was agreed by all to APPROVE the accounts for payment for June 2019.**
- b) To receive the minutes of the Finance and Governance cttee meeting held 13th June 2019 Rep 5.2019
Recommendations relating to; interest bearing investment, Online banking, financial standing orders, NALC 2019/20 pay scales, policies for child protection, lone worker, social media for employees.

Cllr Betts provided the report and recommendations;

It is recommended that the F and G cttee be provided delegated authority to invest some of the balance of the capital sale, to a max of £800k, in an improved interest-bearing account or cash bond, for a maximum of 1 year. In line with the council present investment policy this would ensure that monies are achieving a suitable rate of return but at minimal risk.

Discussion took place regarding leaving the monies in a 3 or 6 month maximum facility (rather than 12 months) to ensure that it could be available if required in the shorter term. Such a facility could be rolled over if the funds were not required but would give flexibility and options.

On the proposal of Cllr Betts, seconded by Cllr Windell the recommendation was unanimously APPROVED.

It is recommended that online banking payments be introduced on a gradual basis – with salary payments to be trialled first. Existing signing procedures will remain in place i.e. 2 signatories to each payment - the RFO will input the payments and 2 councillors will authorise these.

Discussion re the additional steps required to ensure appropriate account of the online banking payments and the required paper trail. For STC this will involve more administrative procedures, but recipients will receive cleared funds to their accounts. On the proposal of Cllr Betts, seconded by Cllr Rowan Robinson it was agreed by 8 in favour and 1 against to APPROVE this recommendation.

Financial Standing Orders – It is recommended that the reference to Order books within the financial standing orders be deleted in para 10.1 and 10.2 as these are no longer used.

On the proposal of Cllr Betts, seconded by Cllr Jordan this recommendation was APPROVED by all.

NALC Pay Scales 2019/ 20.

The NALC Pay scales for 2019/20 were received and it is recommended that the appropriate scale award be implemented for the admin staff as directed – wef 1st April 2019.

On the proposal of Cllr Betts, seconded by Cllr Jordan this recommendation was APPROVED by all.

Recommendations re Policies for review;

- a) child protection – it was agreed to re-approve this policy with no amendments – review in 2 years
- b) lone worker – it was agreed to re-approve this policy with no amendments – review in 2 years
- c) social media employees – it was agreed to re-approve this policy with no amendments. review again in 2 years

It was unanimously AGREED TO APPROVE these policies.

10. Correspondence: (See White papers) *Pages 38-40*

- a) PCSO report tabled. It was commented that the number of parking tickets was now more reflective of the infringements being seen.
- b) AONB report May 2019. Noted.

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

Events attended.

- Felixstowe Civic Service – 16th June 2019
- Cambridge Midsummer Fair Opening – 19th June 2019
- Eye Civic Service – 23rd June 2019

Forthcoming Events

- NSPCC Annual Reception – 1st July 2019
- Ipswich Mayor's Reception – 5th July 2019
- Southwold Art Circle Summer Exhibition – 18th August 2019

12. Town Mayor organisations – 2019/20.

To receive updates regarding events to be held in support of the Town Mayor's organisations for 2019/20.

13. To receive written 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) Harbour Users – no report
- b) SouthGen – Cllr Windell advised that the share target has been exceeded. Demolition has started.
- c) Summer Theatre – Cllr Rowan Robinson advised that he has met Trustees and discussed both the Summer Theatre and the Arts Centre Trust.

14. **Urgent Business:** to act upon any matter of a non-financial urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Town Council with the consent of the Town Mayor previously obtained.

Cllr Bradbury advised that himself and Cllr Windell had attended ESC to discuss the camping field along Ferry Road and the potential for STC to receive income. Notes of the discussion to follow.

Gravel Pits near Hen Beds at Reydon. Discussion re the proposal which will affect Southwold too. It was proposed by Cllr Jeans, seconded by Cllr Beavan that the Town Council confirms its support for the response from Reydon P C. Agreed by all. It was also suggested that Town Councillors could individually respond.

15. **Date of next Town Council Meeting:**
Tuesday 13th August 2019 - To be confirmed.

There being no further business the meeting closed at 9.22pm

Chairman

Dated.....