

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 29th March 2022.

PRESENT:	Councillor	J Windell – Town Mayor
	“	D Beavan
	“	Miss A Betts
	“	I Bradbury
	“	S Flunder
	“	Mrs P Goldsmith
	“	Mrs J Jeans
	“	Mrs J Jordan
	“	M Ladd
	“	J Sutton
	“	R Temple

Also present; The Town Clerk, High Steward, 2 members of the public at the Town Hall and 6 members of the public via Zoom.

- Apologies:**
To receive apologies for absence. Apologies for absence were received from Cllr Rowan-Robinson.
- Declarations of interest:**
 - To receive any declarations of Personal Interest regarding the agenda.*
Cllr Temple – declared an interest as a Trustee of the Fox Trust with regards to the Capital Budget agenda item.
 - To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllr Windell and Cllr Jeans declared a Pecuniary Interest in Item 14 – Red Cross Hut.
 - To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Not applicable.
 - Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.* Noted.
- Minutes:** (i) *To approve and sign the Minutes of the Meeting of the Town Council held on Tuesday 22nd February 2022.* **On the proposal of Cllr Betts, seconded by Cllr Jeans it was RESOLVED by all to approve the Minutes of the Town Council meeting held on Tuesday 22nd February 2022.**
- Public Participation**
 - 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 there is not much further update from ESC. ESC is still awaiting further information on how local assistance might be provided for Ukrainian refugees.

b) *To receive report from Suffolk County Councillor M Ladd.*

SCC Cllr Ladd will then take questions from Councillors and electors.

SCC Cllr Ladd – SCC Council agreed the budget on 17th February - more money will be made available for flooding and drainage. Motion had been passed by all parties in support of Ukrainian people and SCC is flying the Ukraine flag at County Hall. It was suggested that STC could consider flying the flag.

Street lights are being replaced to LED, which will create less light pollution - this came from an initiative from climate emergency meetings. SCC is now carrying this out in the East of the County including Southwold, Reydon.

Highways contract is up in October 2023 and Scrutiny Cttee is looking at lessons being learnt from previous procurement.

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- subject to Town Mayor discretion).

A resident supported the Town Council's initiative to provide 1 Strickland Place for Ukrainian refugees, and would be happy to be part of a group of people to assist in bringing this about.

5. **To receive reports from Committees.**

a) *To receive the written report of the meetings of the Planning and Development Committee held on 1st March 2022 and 15th March 2022. No recommendations.*
Noted.

b) *To receive a verbal update from Planning and Development Committee on any further planning/development matters.*

Cllr Jeans advised that she had spent some time with the LPA officers to explain the Neighbourhood Plan policies. The LPA has asked for the Ingleton Wood design for the Fire Station site to go to the Suffolk Design Panel.

b) *Landlords Cttee – To receive the written report of the Landlords Cttee meeting of 22nd February 2022 REP LL2/2022 and 23rd March 2022 REP LL 3.2022. Recommendations in respect of; Flat 21a Market Place meter box, 1 Strickland Place use for refugees for 6 months, 25 Market Place tea point, Unit 7 provision of disabled toilet facilities.*

Unit 7 Hurren Terrace. On the proposal of Cllr Jordan, seconded by Cllr Jeans it was agreed by all to approve the recommendation for the provision of disabled toilet facilities by utilising space near the entrance door to flat 7. Costs to be ascertained.

25 Market Place – to undertake refurb of existing tea point at ground floor level and one element of external temp repair where East Street roof abuts the adjoining building. On the proposal of Cllr Jordan, seconded by Cllr Goldsmith it was agreed by all to approve the recommendation for a tea point at 25 Market Place. Tender price £12825.68

Electricity - fuse box is in flat, but the meter is in shop - new cable needs to go in from the spur at the back - need to do this as a separate project New meter - Costs £2191.20 plus vat. On the proposal of Cllr Jordan, seconded by Cllr Temple it was

agreed by all to approve the recommendation for a meter box at Flat 21 Market Place.

1 Strickland Place – Council to consider the possibility of this property being made available to refugees for 6 months. Cllr Jordan suggested that Council would need to look at the policies around the Government initiatives. Concern was expressed about what would happen to the refugees at the end of 6 months i.e. could the house then be made permanently available, at a suitable rent, to a Ukrainian family.

SCC Cllr Ladd advised that a Suffolk County Ukraine Task Force has been set up to assess the national government criteria and how this can be brought forward at a local level. It was suggested that STC could approach the SCC Task Force Group and advise them of the potential offer of a property.

Discussion about the care assistance that might be available locally, and whether there might be longer term or more suitable places available to the refugee community.

It was suggested that the offer of this property would set a good example to the town.

Discussion then took place about the suitability of the property and how soon it could be made available - the necessary landlords checks for electrical/gas/fire have been carried out, but there is no information about any other requirements at present.

SCC Ward Cllr Ladd advised that if agreed, STC would need to register the property on the government database. ESC Ward Cllr Beavan advised that ESC is working with the County on this initiative.

It was proposed by Cllr Jordan, seconded by Cllr Flunder to register the property at 1 Strickland Place on the appropriate government database. Agreed by all.

c) Leisure and Environment Cttee – see working group notes of meeting held 15th March 2022. Noted. Cllr Beavan advised members that the present skatepark is on its last legs. Community grant of £10k has been received towards a new facility. Needs to be spent in 15 months. Event day being held on 23rd April at the Klondyke with a mobile skatepark, to gather interest for a new skate facility. Cllr Goldsmith advised that she will ask Durrants Charitable Foundation too whether they could assist with a donation for a new facility. A community group has been set up, but as they do not wish to have own constitution or bank account, the project will need to operate as a Town Council project.

To request councillor/volunteer assistance for Jubilee celebrations Sunday 5th June 2022. To receive verbal update on community meeting zoom regarding preparations for Platinum Jubilee events.

Cllr Bradbury advised members that volunteers will be required to put on any event on Sunday 5th June 2022 for parishioners and will need to have Councillors involved to take a lead. Discussion about whether the Old Hospital Site would be open and whether it could assist as it has a library/café. Cllr Jeans advised that the site might not be open by June. Cllr Ladd advised that Hospital Green is the ideal venue for a lunch/tea party and the Hospital site was used in previous Jubilee years. Cllr Ladd /Cllr Goldsmith/Cllr Jordan and Cllr Windell offered help on the day. Further discussion to take place about what can be arranged.

6. To receive reports from working groups;

a) Sustainable Travel cttee– to receive the working group update notes of the Sustainable transport group – no meeting held.

Cllr Bradbury advised members that all partners have worked well on the matter of larger vehicles, including camper vans, parking along North Parade, especially SCC/ESC/Cllr Beavan and the Town Clerk.

The advice from ESC/SCC is that to have any restrictions in place for this summer would need to an Experimental Traffic Order – and that the most appropriate solution would be to change parking to 4 hours only - this could be in place within 4 – 8 weeks. Cllr Jeans asked about the cost to town to do this, especially as ESC has a proposal being considered which provides for residential parking and permits. What is the status of that? What is the status of the consultation? It was confirmed that the only cost would be for signage.

Cllr Bradbury reminded members that the ESC consultation was for the whole town and was presently stalled at ESC/SCC.

Cllr Sutton advised that speaking as a resident of North Parade it would be a disaster. Discussion about the ESC/SCC suggestion. There is no means presently available to differentiate between camper vans and other vehicles. Comments included ; Will they just move elsewhere? Won't be popular with residents? Will be over the top?

Cllr Beavan advised that the concern is that there can be many more vans in the summer and for £50 a year a resident could potentially apply for a permit to park there. Camper vans can park at the caravan site when it is open – but they do have to pay.

Cllr Windell summarised by advising that there are two problems at present; 1) parking problem. 2) use of the green verge by camper vans.

Regarding Parking – it was suggested that Council ought to wait to see the comprehensive plan that ESC/SCC are preparing. SCC Cllr Ladd to chase.

7. **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) HMC – See paper attached Committee is working well.
- b) Southwold and Walberswick Flood Board – Cllr Bradbury deputised for the Town Mayor. Critical point is that there is no direct funding for the Group. Cllr Beavan advised that the broad is starting to fill up so would hope not too many more issues in Spring/Summer.
- c) Southwold Harbour Stakeholder Advisory Group – chaired by Cllr Flunder. Cllr Windell noted he was on it but just would like to have further information and dates/times of meetings.
- d) Harbour Users – Cllr Bradbury advised that the group is looking at issues.
- e) Reydon and Southwold Emergency Plan – Cllr Sutton attended the operational training course this week and will carry out the practical training in due course.
- f) Allotment Association – would like a tree near the new hut. Will be asking for financial assistance in sprucing up the hut. Meetings focused on re-numbering of the plots. Cllr Windell advised that oaks and hazels have been donated and one will be able to go to the Allotment Association.

8. **Financial Matters**

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for March 2022 (*circulated to members*).

On the proposal of Cllr Betts, seconded by Cllr Ladd it was agreed by all to confirm the Accounts for Payment for March 2022. All agreed.

- b) *To receive report and recommendations of Finance and Governance Meeting REP 3.22 held on 21st March 2022.*

Recommendation in relation to; Town Manager, accounts software, donation community emergency group, capital budget 2022/2023.

The Town Manager used their own laptop for the duration of their role with the Town Council and has requested that a sum of £100 per year – total £200 be provided to offset depreciation of use of the laptop. It is suggested that a contribution of £200 be approved. **On the proposal of Cllr Betts, seconded by Cllr Jeans it was agreed by a majority of 5 in favour and 4 against to provide a contribution of 200 for the use of the laptop.**

Accounts software Rialtas has not been available in the Cloud. This is now available at an additional cost of £500 pa. It is suggested that the Council approve the cost of £500 to enable accounts software to be made available online to the staff. **On the proposal of Cllr Betts, seconded by Cllr Jeans it was agreed by all that the Council approve the cost of £500 to enable accounts software to be made available online to the staff.**

Community Emergency Group Insurance Policy - That STC covers half the cost of the policy, with Reydon PC having been requested to cover the costs of half too. It is suggested that the Town Council allocates £200 towards the costs of the insurance policy **On the proposal of Cllr Betts, seconded by Cllr Flunder it was agreed by all to allocate £200 towards the costs of the insurance policy for the Community Emergency Group.**

c) To approve capital budget for 2022/2023 – see agenda item above.

Capital Budget 2022/2023

For the year 2022/ 2023 - Income is anticipated at £243,000 and expenditure at £389,200. This will leave a deficit of £146,200 to be funded from reserves or from other income generation. These figures will be regularly updated by the Finance Cttee and opportunities to reduce the deficit/withdrawals from reserves, will be highlighted to Council.

On the basis of the above it was proposed by Cllr Betts that the Town Council approve the Capital Budget for 2022/2023.

Discussion about the Capital Programme of works and the corresponding budget. Reserves are held and Finance Committee do keep the budget under regular review. Cllr Flunder advised that Station Yard project presently has a budget deficit of £586k and there is still no clarity about tendering process and where this balance might come from. On the proposal of Cllr Betts, seconded by Cllr Jordan it was agreed with 10 in favour and 1 abstain to approve the Capital Budget for 2022/2023.

9. **To receive progress report from Station Yard Regeneration Project Board** (*Project = as per Town Council priorities 2019 – 2022 b) Diversify and enhance the local economy*).

Cllr Windell advised that the residual contamination report is awaited – but it is understood that it is not as bad as some initially feared. ESC await permission for grant extension – but in view of the fact that out of 46 CCF funded projects only 16 have completed, it is hoped that this will not be an issue. Contamination surveys are within the budget.

10. **Town Mayor updates/ correspondence including.**
 Commonwealth Day – held at Gun Hill. School Children attended and it was felt that it had been a very good event.
 SRS Luncheon – Thanks were extended to SRS for the invite.
 Climate initiatives– lots of trees are being planted.
 Jubilee Tree planting – tree planting – 3 oak trees have been donated of which 1 is for Common Trust, 1 – Hospital Green, 1 – Ferry Road garden (being held until ready in Hospital Green). Members were advised that the one for Ferry Rd garden will be problematic as oak tree will kill and take over other areas - all other trees have been planted. It was suggested that it could go at the back of Ferry Road garden – but will be placed in Hospital Green for this year.
 Cllr Bradbury had represented the Town Mayor at St Edmundsbury Cathedral which was a very good event.
11. **Dates for Diary**
 Annual Town Meeting – 27th April 2022 - guest speaker – Suffolk Police Auth
 Annual meeting of Town Council – 10th May 2022
 Charter Fayre opening – Friday 27th May at 5pm
 Songs of Praise St Edmunds Church – Sunday 29th May 2022
 Formal events for Queens Platinum Jubilee – throughout Thursday 2nd June 2022
 Community Big Lunch Day for Queens Platinum Jubilee - Sunday 5th June 2022
12. **To receive update re Southwold Police Station site** – Cllr Windell advised that it was designated as an asset of community value. STC had put in a bid. Suffolk Police now advise that they note the position as per the Neighbourhood Plan. Cllr Windell read out the recent letter from the Police which advises that the Authority will now use Southwold Police Station site for local policing again. It was agreed that this is a very good outcome.
13. **Date of next Town Council Meeting: 26th April 2022 at 7.30pm**
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.*
 Landlords Confid Rep 03.22 as attached. Recommendations: 6 Strickland Place, 13 Station Rd, Red Cross Hut.
 Finance Confid REP 03.2022 as attached.
- 6 Strickland Place – see CONFID rep 03. 2022 – **It was RESOLVED on a majority of 10 in favour and 1 against that Cllr Jordan discuss the matter with the tenants.**
- 13 Station Rd – See CONFID report 03.22 - The project manager has calculated the LAD at £3500. **It was AGREED by all that Council accept this settlement.**
- 25 Market Place – Verbal report provided by Cllr Ladd on his discussions with the tenant – these to be ongoing.
- Flat 7 Hurren Terrace. **On the proposal of Cllr Temple, seconded by Cllr Jordan**

it was RESOLVED unanimously that in principle Adnams be permitted to have a short term. 12 month lease for this property subject to various legal safeguards appropriate for staff accommodation.

9.30pm – standing Orders.

On the proposal of Cllr Bradbury, seconded by Cllr Jordan it was agreed by all to extend the meeting for 10 minutes.

Cllr Windell and Cllr Jeans left the meeting at 9.30pm

Red Cross Hut – See confidential Rep 03.2022. **On the proposal of Cllr Jordan, seconded by Cllr Goldsmith It was RESOLVED by all to approve the recommendation**

There being no further business the meeting closed at 9.45pm.