

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 11th December 2018

PRESENT:	Councillor	Rowan-Robinson (Town Mayor)
	“	D Beavan
	“	Miss A Betts
	“	I Bradbury
	“	Mrs S M Doy
	“	S Flunder
	“	Mrs J Jeans
	“	M Ladd
	“	D Palmer
	“	Mrs M Tucker
	“	W Windell

Also present: 1 member of the public, the High Steward and the Town Clerk.

1. **Apologies:** *To receive apologies for absence.* Apologies for absence were received from Cllr Cardwell.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr S Doy declared a Personal Interest re Station Road Redevelopment - Clancy's.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllr S Doy declared a Disclosable Pecuniary Interest re Clancy's.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*
Not applicable.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*
Noted.
3. **Minutes:** (i) *To approve and sign the minutes of the Meetings of the Town Council held on Tuesday 27th November 2018.*
On the recommendation of Cllr Jeans, seconded by Cllr Palmer it was agreed by all to approve the Minutes of the meeting held on Tuesday 27th November 2018.
4. **Public Participation**
 - a) *To receive a report from Waveney District Ward Councillors; Cllr D Beavan and Cllr M Ladd.*
The Ward councillors will then take questions from councillors and electors.
There was no report from WDC Cllr D Beavan.
WDC Cllr Ladd advised that the merger between Waveney District Council and Suffolk Coastal District Council is taking place next year. “Shadow meetings” have taken place with all 90 Councillors involved. WDC Cllr Ladd also advised that the Coastal Community Team had recently met to receive updates on the various projects for which funding has been sought.

Cllr Tucker asked Cllr Beavan whether he would be able to find out the amount of WDC investment in Southwold against the expenditure within the town to try and establish the value to WDC of “Southwold as a parish”. Cllr Tucker asked that this information be fed back to Council in February 2019. Cllr Beavan confirmed that he would try to find out such information - but recognising that WDC officers are fully involved with budget preparations at the present time. Cllr Beavan was also asked to try and establish data on the demographics/hidden needs for Southwold.

- b) *To receive report from Suffolk County Councillor M Ladd including update on works to Bailey Bridge.*

SCC Cllr Ladd advised that the third river crossing project managers had been appointed and that all the funding is in place. SCC is trying to procure as much of the contract as possible within the local area and a Lowestoft Company (Sharp Contracting) have also been appointed.

SCC Cllr Ladd updated those present regarding the Bailey Bridge which is still on schedule to open before Christmas and if the weather is calm, this could well be opened earlier than anticipated.

- 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).*

There were no matters from electors.

5. To receive reports from Committees:

- a) *To receive the written report of the meeting of the Planning and Development Committee meeting held on Tuesday 4th December 2018. No recommendations*
It was agreed by all to accept the Committee papers.

- 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.*

Re landscaping scheme corner of Station Road/Pier Avenue – this has been agreed between the developer and the landscaper and the works will take place early in the New Year.

Re Waveney Local Plan – the Inspectors comments will be reviewed by the Committee in January.

With regards to the tennis courts at Hotson Road, Cllr Rowan-Robinson advised that WDC are aware of the preferences of the tennis club. Cllr Windell advised the meeting that there has been a suggestion made to the tennis club that the lease would not be renewed by WDC. This information appears contrary to that previously advised, and it was suggested that members of the tennis committee be invited to meet informally with Councillors in the New Year and that WDC be contacted for confirmation of their position. This was agreed by all. Re the recreational facilities provided by the tennis courts – the Neighbourhood Plan Group will be asked to consider the matter when they meet in the New Year.

- c) *To receive report from the Leisure and Environment Committee. No meeting held*
d) *Jt Harbour cttee – to note next meeting scheduled for 18th December 2018.*

6. To receive update on projects

- a) Neighbourhood Plan – *No update. N Plan group to meet in Jan 2019.*

- b) *Parking - Cllr Tucker. Also see H and F working group notes as below.*
 SCC Cllr Ladd advised that extra Government funding has been made available to carry out road repairs before the end of the financial year.
- c) *Station Yard update (see cream paper attached) – Cllr Rowan-Robinson presented the information within the papers. WDC Cllr Ladd advised that the CCF decision may be announced on 29th March 2019.*
7. **To receive reports from Working Groups/Task and Finish Groups.**
- a) *Neighbourhood Plan Task and Finish Group – see above.*
- b) *Highways and Footpaths working group and Parking Review sub group – to receive written report of meeting held on Monday 26th November 2018 (verbal report provided at previous council meeting). (see green papers attached)*
- c) *Landlords working group – No meeting held.*
- d) *Community Shuttle Task and Finish Group – no meeting held.*
8. **Consultation on the Business rates treatment of self-catering accommodation.**
Consultation to 16th January 2019. To receive verbal update. (Draft Town Council response to be considered at next Town Council meeting).
 Cllr Jean advised that herself, WDC Cllr Beavan and WDC Cllr Ladd will be meeting with the senior finance officer at WDC in due course. Present suggestions include that of recommending the adoption of the HMRC criteria of the definition of a holiday let. Jo Andrews of Anglia Revenue Partnership will provide information to assist with the response. Draft response to be circulated to all Councillors before submission.
9. **Process for Election of Mayor/ Deputy Mayor 2019.**
See discussion paper attached - to consider and agree as/if appropriate (blue papers)
 Discussion took place regarding present procedures and improvements that could be made to ensure transparency within the process. The draft paper was presented to the meeting **and it was agreed by all present** that a formal procedure should be adopted early in the New Year after further discussion by the Finance & Governance Committee at their next meeting. As part of their considerations the Finance & Governance Committee will consider the suggestion of candidates obtaining a proposer and seconder prior to submitting their interest in standing for either position. **Agreed by all.**
10. **Fully Funded PCSO 2019/20 –**
To note that confirmation of the continuation of the funded PCSO is required by Suffolk Police Authority by 31st December 2018.
- To receive verbal update from Cllr Tucker re the draft Service Level Agreement
 To confirm and agree as/if appropriate commitment of £34,000 from Revenue Account for 2019/20 for the funding of a PCSO for Southwold.*
 Cllr Tucker updated Members on the draft SLA. The purchase of a bicycle has been agreed by Suffolk Police.
On the proposal of Cllr Jeans, seconded by Cllr Windell it was unanimously agreed to fund a PCSO for the further 2-year contract from 1st April 2019- 31st March 2021.

- 11 **Town Hall accessibility and refurbishment works** – to consider/agree costs for further feasibility work. See grey paper attached.

Cllr Palmer presented the papers and spoke for the recommendation re the possibility of a scheme split into stages.

On the proposal of Cllr Windell, seconded by Cllr Palmer it was agreed on a majority of 9 in favour, 1 abstain and 1 against to allocate £1500 for further investigatory works to be undertaken by Brian Haward Architects to assess the possibility of staging the total works required.

12. **Correspondence:**

For consideration and agreement of a response if appropriate.

- a) *WDC/ Suffolk Coastal budget review meeting dates.*
- b) *Reminder - Consultation on Air Quality in East Suffolk – consultation to 18th Jan 2019.* Cllr Palmer advised that he is awaiting contact from Friends of the Earth regarding a local initiative to test air quality.
- c) *Reminder - Sizewell C Community Forum – Wed 23rd Jan.* Cllr Palmer advised that he would not now be attending, and that Cllr Bradbury would be the Town Council representative.
- d) *Reydon Parish – Neighbourhood Area Determination and Decision.*
- e) *Waveney Local Plan: Modifications - consultation to 28th January 2019.* Cllr Jeans advised that some modifications have taken place regarding the provision of 40% affordable housing suggested for Southwold. The Neighbourhood Plan Team will need to consider this further.
- f) *Written Report from Cllr Bradbury re ‘The Councillors Voice.’*
Noted.

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

a) *To receive and approve the Accounts for Payment for December 2018.*

On the proposal of Cllr Windell, seconded by Cllr Betts it was RESOLVED by all to approve the Accounts for Payment for December 2018.

b) *To note precept setting deadline – 25th January 2019.* Noted.

The Town Clerk confirmed that an extension had been agreed to 31st January 2019.

14. **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.

There were no reports.

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

Events attended.

Suffolk Wildlife Trust drop in - 28th November 2018

Bungay Town Dinner – 30th November 2018

Forthcoming Events

St Felix Carol Service – 12th December 2018

WDC Carol Service – 14th December 2018

Felixstowe Carol Service – 14th December 2018

Southwold Carol Service 16th December 2018
Town Council Drinks Reception – 16th December 2018
Southwold Scout Group Xmas Draw – 17th December 2018

16. **Town Mayor organisations - 2018/19.**

To receive details of the events specifically being held to support the Town Mayor's chosen projects/organisations for 2018/19.

Spring Ball - 16th March 2019

It's a Knockout – 6th May 2019

17. **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.*

There were no matters of urgency.

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

Provisional Monday 14th January 2019 at the Methodist Church Hall. *To be confirmed*

Tuesday 29th January 2019 at the Methodist Church Hall at 7.30pm

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

Property matters

To receive verbal update report re 'possession order' for site on marsh area. The meeting was updated with regards to the Court proceedings that are taking place regarding the possession order.

To receive any updates on property lease/ rent negotiations. NPS have advised the Council of the appropriate rent for Flat above 21 Market Place at £525 pcm.

It was RESOLVED by all to approve a rent of £525 pcm be implemented for the flat at 21 Market Place.

Cllr Doy left the meeting prior to discussion of the following item:

Station Road Redevelopment – terms of lease of Clancy's. Legal report from Town Council solicitor considered by all present.

It was unanimously RESOLVED that option 4 of the solicitor's report would be the preferred option.

Personnel matters – no matters to report.

_____ TOWN MAYOR 29th January 2019