

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 7.30pm on Tuesday 20th June 2017

PRESENT:	Councillor	M Horwood (Town Mayor)
	“	Mrs M C Tucker (Deputy Mayor)
	“	Miss E A Betts
	“	I R Bradbury
	“	Mrs J Jeans
	“	M Ladd
	“	D J Palmer
	“	M Rowan Robinson
	“	J A Windell

Also attending: The Town Clerk, the High Steward and 6 members of the public.

BUSINESS

1. **Apologies:** Apologies were received from Cllr Allen and Cllr Doy.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Rowan Robinson declared a personal interest item 5 (a) and (b) as President of the Southwold & Reydon Society.
Cllr Jeans declared a personal interest in relation to SOS.
Cllrs Betts, Horwood, Ladd declared personal interests in relation to agenda item 12 as Trustees of the Millennium Foundation.
All Councillors declared a personal interest in relation to item 11(b) in relation Southwold Common Trust.
 - 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.*

There were no requests for dispensation.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*

Noted.
3. **Minutes:** *To approve and sign the Minutes of the Meeting of the Town Council held on Tuesday 23rd May 2017.* On the proposal of Cllr Bradbury, seconded by Cllr Windell it was unanimously agreed to confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 23rd May 2017.
4. **Public session**
 - a) *To receive a report from the Waveney District Councillor Michael Ladd.*
The WDC Councillor will then take questions from Councillors and electors (maximum 5 minutes).

WDC Cllr Ladd advised that he had attended the Suffolk Museum AGM. There are 35 accredited museums in Suffolk and Southwold Museum had been recognised for an award last year.

WDC Cllr Ladd advised that the WDC Local Plan Consultation should be with councils during July. 8223 homes are required throughout Waveney to be built by 2036 equating to 374 per year, 208 of which will need to be affordable. The Local Plan considers options for growth and within the consultation 55% growth has been allocated to Lowestoft, 4% to Southwold, 6% to Bungay and 15% to Beccles. WDC Cllr Ladd advised that infrastructure will need to be considered as part of the consultation as the road network will be vitally important to go with the proposed new houses. A 3-month consultation will take place as part of the Local Plan process.

Cllr Windell thanked WDC Cllr Ladd for information about the Local Plan and encouraged all to comment, and specifically regarding infrastructure.

Cllr Windell asked WDC Cllr Ladd to request that Norse carry out a thorough cleansing of the High Street before Saturday as this is the start of the Arts Festival. WDC Cllr Ladd suggested that the email be sent by the Town Clerk on behalf of the Town Council.

It was noted that WDC Cllr Allen was going to confirm the role in BEG that she holds and that an email had been circulated by WDC Cllr Allen advising that she does not represent either the Town Council or Waveney District Council on this Group. Following discussion it was therefore suggested that Cllr Rowan Robinson be the BEG representative for the Town Council. On the proposal of Cllr Palmer, seconded by Cllr Jeans **it was RESOLVED to approve the appointment of Cllr Rowan Robinson as the Town Council representative on BEG (6 in favour, 2 abstain).**

Cllr Palmer advised that with relation to the clearing of algae from the steps of the sea wall north of the Pier towards Easton Bavents, he had spoken to the Environment Agency and been advised that this was being carried out as a safety issue to ensure the clearance of the joints and seals in various sections.

- 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 there were no matters to report from County Council.

SCC Cllr Ladd advised that he has been elected as Vice Chair of Suffolk County Council for 2017/18. Congratulations were extended to Cllr Ladd.

- 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).*

Mr Bill Hancock advised that with regards to the clearing of algae on the steps on the sea wall north of the Pier towards Easton Bavents, further work has been postponed until the middle of July. The work that had already been carried out

was a test to inform future works. Mr Hancock has been invited to be party to a meeting before the further works commence.

Mr Frost spoke in relation to Ferry Road garden noting that this area has been neglected and overgrown for a number of years and he applauded the efforts of the volunteers who were working on this project. However, Mr Frost noted concerns regarding the works taking place specifically in relation to the gabions. Mr Frost advised that there had been no communication with local residents over the installation of these and requested that these be removed, together with the builders' waste that had been placed on the site.

Mr Hancock spoke with regard to Ferry Road garden to advise that the nature world will take over the gabions and as the work has started it would seem appropriate for it to be finished. Mr Hancock offered to carry out a survey and provide a report to enable the matter to be taken forward with the help of others.

Public session closed - 5 members of the public left at this stage.

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 30th May 2017 (see attached). *No recommendations.* Cllr Windell asked that the report be noted. All agreed.
- 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 the next Committee meeting will take place on Thursday 22nd June at midday.
- c) To receive the written report of the meeting of the Leisure and Environment Committee meeting held 5th June 2017 L and E REP 4.17 (see attached). *No recommendations.*

Ferry Road garden project – Cllr Jeans advised that this was a community project which had been started approximately 18 months ago with the support of the Town Council and Waveney Norse. Norse had agreed to supply materials and to take away any rubbish created during the project. Planting had commenced to promote wildlife and biodiversity – but these had subsequently been eaten by rabbits and muntjac and hence the reason for the gabions. Gabions were supplied by Norse and as the area is outside the Conservation Area no planning permission was required. Cllr Jeans apologised for not contacting local residents to update them on the project and advise them specifically about the gabions and has forwarded a personal letter to Mr Frost.

As a way forward Cllr Jeans has considered alternatives and would suggest that willow fencing be placed in front of the gabions with ivy planted between the gabion and the willow fence which would then create a sustainable and suitable habitat. Cllr Jeans suggested that the Town Council take up the offer from Mr Hancock to provide a report, to enable a suitable scheme to be taken forward.

Cllr Windell advised that the rubble was from the floor of the church and that builders confirm that there is no asbestos within either of the two sources of rubble.

It was suggested that the project should move forward on the basis that all Councillors and interested parties would be kept informed of the progress.

The Town Mayor asked whether any other Councillor will wish to contribute to this project alongside Cllr Windell and Cllr Jeans – Cllr Bradbury offered to assist.

After full discussion, it was agreed that having been made aware also of concerns being expressed about the works by some who could not attend in person and having received an offer from Mr Hancock to assist in producing a scheme that would be suitable for all, Council agreed to ask Cllrs Jeans, Windell and Bradbury to meet to move the project forward with Mr Hancock and the other interested stakeholders.

It was agreed that a report from the meeting setting out a scheme that would be suitable, (report and survey offered by Mr Hancock at the Council meeting) would be provided to Council as an item on the July Council agenda .

d) To receive verbal update from Jt Harbour cttee chair – Cllr Windell advised that this had been a difficult time for the Joint Committee in view of the death of Colin Law. The project manager has now met with Winkworth Sherwood and an informal meeting has been scheduled for early August. WDC Cllr Ladd advised that both himself and Cllr Allen had advised Cllr Mark Bee, Chairman of WDC that the harbour must gain fresh impetus and that should be a priority area and resolved as soon as possible. Cllr Bradbury noted concern that the decision made in the public meeting of March 2015 to set up a Trust does not now appear to be moving forward.

6. **To receive reports from Working Groups/ Task and Finish Groups, and N Plan Team**

a) To receive verbal report and update from the Neighbourhood Plan group. Cllr Bradbury advised that the next Neighbourhood Plan meeting is scheduled for Thursday 22nd June. All invited to attend.

7. **Correspondence:**

SALC – Precept data – LAIS 1400
Letter from Southwold Millennium Foundation
Letter from Mrs Margaret Chadd
Thank you cards – various
Letter from Save our Southwold

All correspondence noted.

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

Opening of Lions Fete – Monday 29th May 2017
Charter Lunch – 1st June 2017
Coastal Community Team Launch – 10th June 2017
Opening of Harris & James – 15th June 2017
Mr & Mrs Cyril Doy – 70th Wedding Anniversary

9. **Town Mayor Charity for 2017/18.** To receive update of events for the Town Mayor Charity 2017/18. The Town Mayor advised that he had been discussing with both Mills and Sons and Adnams the possibility of setting up a Cheese & Wine Evening at the Millennium Hall. Potential date for this will be 21st July.

The Town Mayor advised that Mr Doug Pope has given a personal contribution to the Loft and the collection from the URC has been received by the Loft.

10. **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) Southwold Hospital – to receive verbal update report. Cllr Windell advised that a revised set of plans for consultation are now available at the Town Hall and the Library. SOS would like to submit their planning application this month and all councillors were encouraged to consider the plans. SOS are aware that Savills have recommended acceptance of the bid, and a decision is awaited.
- b) Coastal Community Team – launch June 2017. Cllr Ladd advised that the launch had gone very well. The summary brochure is deemed to be a working document and the river Blyth/estuary has already been agreed to be added. Cllr Ladd advised that he would be pleased to receive any further ideas/projects. Cllr Palmer asked for further details of the potential solution for getting water to the boating lake. Cllr Palmer expressed some concerns that the scheme/solution already approved will be effective. Cllr Ladd advised that the solution had been used twice before and that the company undertaking the works have previously worked closely with the Environment Agency and are a reputable company. Cllr Ladd suggested that in view of the technical queries being asked, Cllr Palmer be given authority to discuss his queries direct with the company who is undertaking the work. Cllr Palmer to update Councillors following the conversation. Cllr Bradbury noted that the contractor would be held to account by the Town Council if the solution does not work, and that in the longer term, Council could look at getting water to flow under Mights Bridge again.
- c) Southwold Harbour & River Blyth Users Association - Cllr Bradbury advised that he had attended a meeting on 4th June but as the meeting was not quorate no business was discussed.

11. **Financial Matters**

- a) To receive the Accounts for Payment for June 2017 (*circulated to members*).
All documents were received and on the proposal of Cllr Betts, seconded by Cllr Bradbury, it was RESOLVED unanimously to approve the Accounts for Payment
- b) To receive the minutes of the Finance and Governance cttee meeting held on 13th June 2017 REP 5.17 (see attached).
Recommendations relating to allowances, admin expenditure, Donations, Public Works Loan, Lone working policy, Flag policy
Recommendations:
It was RESOLVED to recommend that £500 be allocated for a new computer for the Town Clerk.

On the proposal of Cllr Betts, seconded by Cllr Windell it was RESOLVED to approve that £500 be allocated for a new computer for the Town Clerk.

Allowances;

- **Town Mayor – present allowance £2000. This has been in place for the past 3 years and has not been exceeded. It was agreed that this sum is still appropriate.**
- **Bellman – £200 p.a - This is an allowance paid for services rendered at civic occasions. It was agreed that this sum is still appropriate.**
- **Sgt at Mace - £200m p.a - This is an allowance paid for services rendered at civic occasions. It was agreed that that this sum is still appropriate.**

On the proposal of Cllr Betts, seconded by Cllr Windell it was RESOLVED to approve the recommendation in relation to allowance for the Town Mayor/Bellman/Serjeant-at-Mace.

It was RESOLVED to recommend that the Town Council agree to consider in principle a donation to the Common Trust of up to £10,000 and that the Town Clerk be asked to seek advice as to appropriate ways in which this could be made pending formal request for the funding.

On the proposal of Cllr Betts, seconded by Cllr Windell it was RESOLVED by all to approve this recommendation.

It was RESOLVED by all to recommend that Council draws the approved Public Works Loan Board loan prior to its expiry.

On the proposal of Cllr Betts, seconded by Cllr Windell it was RESOLVED by all to approve this recommendation

12. **Town Council Trustee** - to consider vacancy for a Southwold Millennium Foundation Town Council appointed Trustee. Members had received details from the Millennium Foundation of the present Trustees and the expiry dates of their terms of office. Town Council appointed Trustees are presently Cllr Doy, Cllr Bryant, and Cllr Ladd. Town Trustees are presently M Horwood, A Betts, G Hopwood and F Mortlock. There is one vacancy for a Town Council appointed Trustee.

Cllr Horwood advised that he was appointed as a Trustee prior to his election as a Town Councillor and that he would therefore be willing to transfer from being a Town Trustee to being a Town Council appointed Trustee to fill the vacancy.

Discussion took place regarding the terms of office as it would appear that the Town Council had not been notified on the expiry on recent terms of office finish dates and that Town Council appointed Trustees had been reappointed without any formal instruction from the Town Council. Letter to be sent to the Millennium

Foundation requesting that the Town Council be made aware in future of any forthcoming expiry dates so that these may be considered as and when required.

On the proposal of Cllr Horwood, seconded by Cllr Windell it was agreed on a majority to suggest to the Millennium Foundation that Cllr Horwood be transferred from a Town Trustee to a Town Council appointed Trustee.

13. **Councillor Vacancy** – To confirm process for applications to be considered.
Councillor Vacancy recommendations;
- a) **To agree presentation title ‘how will your skills benefit the Town Council’.**
 - b) **To agree that applicants will be considered at July Council meeting.**
 - c) **To agree that any successful applicant will be summoned to attend August Council meeting.**

Discussion took place regarding questions that would be asked to candidates, and it was agreed that these would be presented by the Mayor. All Councillors to email potential questions to the Town Clerk so that they could be collated.

14. **Town Crier Terms of Reference** – to confirm the Terms of Reference for the Town Crier.
Town Crier criteria and recommendations for Council;
- **The Town Crier must ‘Cry’ only within the Town of Southwold**
 - **Under the Code/Terms above the Town Crier must give priority to Council Civic Events. Financial allowance provided as above.**
 - **Under the Code/Terms above the Town Crier would be able to promote Community, Charity and Trade events. These events must be within the parish of Southwold. Appearance fee may be charged for these promotions. These events are at the discretion of the Town Council.**
 - **Events not covered by the above – The person who acts as the Town Crier may be asked to attend other activities such as weddings, birthday parties etc. It is recommended that no other activities be permitted under the Code/Terms of reference unless expressly agreed by Council on an individual basis.**
 - **Events not permitted by Council - The person who acts as the Town Crier may be asked to attend other activities such as weddings, birthday parties etc. As recommended above, these would be outside the role of Town Crier.**
 - **However, it is customary to permit such a person to attend as a ‘Toastmaster’ or similar at these events. Financial payment may be received by the Toastmaster for attending these events. On these occasions, the uniform of the Town Crier must not be worn and the bell not used.**

On the proposal of Cllr Jeans, seconded by Cllr Palmer these terms of reference were approved on a majority with one abstention.

15. **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 was no urgent business.

16. **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;*

Cllr Tucker left prior to the start of the Confidential Section.

To receive verbal update on Town Council properties.

Putting Green – it was RESOLVED to refuse the 2 requests received from the Putting Green as per the recommendation in the Landlords Confidential Report 6.17.

21 Market Place – it was RESOLVED to proceed with the rent review as per the recommendation in the Landlords Confidential Report 6.17.

Water Tower – it was RESOLVED to proceed with the rent review as per the recommendation in the Landlords Confidential Report 6.17.

Boating Lake - it was RESOLVED to proceed with the rent review as per the recommendation in the Landlords Confidential Report 6.17.

17. **Date of next Town Council Meeting:**
Tuesday 25th July at 7.30pm at the Town Hall.

_____ TOWN MAYOR 25th July 2017