

## 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 25<sup>th</sup> October 2016**

PRESENT:	Councillor	Mrs M C Tucker (Town Mayor) (Chairman)
	“	Miss E A Betts
	“	I R Bradbury
	“	Mrs S Allen
	“	Mrs S M Doy
	“	M G C Horwood
	“	M Ladd
	“	D J Palmer
	“	M Rowan Robinson
	“	R D Temple
	“	J A Windell

Also attending: The High Steward, the Town Clerk and 3 members of the public.

### **BUSINESS**

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

Cllr Allen declared a personal interest in agenda item 5 (a) and (b) as a member of the WDC Planning Committee.

Cllr Doy declared a personal interest in agenda item 5 (a) and (b) as a member of the Southwold & Reydon Society.

Cllr Rowan Robinson declared a personal interest item 5 (a) and (b) as President of the Southwold & Reydon Society.

Cllr Ladd declared a personal interest in agenda item 11(b) as Chairman of the Christmas Lights Committee.

Cllr Windell declared a personal interest in agenda item 16 (d) the Landlords Confidential Report.
  - 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.*

No dispensations requested.
  - 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 27<sup>th</sup> September 2016.* The Minutes of the Meeting of the Town Council held on Tuesday 27<sup>th</sup> September 2016 were confirmed and signed.

4. **Standing Orders:** *to suspend standing orders for consideration of the following:*

- a) *To receive a report from Waveney District Councillors M Ladd, and S Allen. Cllr Allen and Cllr Ladd will then take questions from councillors and electors (maximum 5 minutes).* Cllr Allen advised that the Strategic Director Mr Arthur Charvonia would be leaving WDC at the end of the year to take up a post at Babergh and Mid Suffolk Council. Letter to be sent to Mr Charvonia thanking him for his assistance with Southwold projects.
- 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 the highways contract with Kier has been extended for a further 5 years.

SCC Cllr Ladd had attended the Suffolk Energy Coast Delivery Board meeting. Those involved with Sizewell C regard the Hinkley Point decision as a positive one for Sizewell C. With regards to business rates, these are due to be forwarded to District Councils in due course but the rates from national concerns such as Sizewell may go direct to Central Government. In view of the lack of investment in coastal protection, it has been suggested that these monies should instead be invested in the coastal protection around the UK.

SCC Cllr Ladd reported on the work of Suffolk Lives Matter. In Suffolk over 60 people commit suicide every year, with a higher rate of suicide amongst males. The concept of mens' sheds is an initiative to try and reduce this trend.

- 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)*  
There were no comments from electors.

*Meeting reopened*

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

- a) *To receive the written report of the meetings of the Planning and Development Committee meeting held on Tuesday 4<sup>th</sup> October and Tuesday 18<sup>th</sup> October 2016 (see attached yellow papers). No recommendations.* Comment was made that the Town Council does not get consulted on matters such as fencing around properties.  
WDC Cllr Allen advised that a site visit will be taking place on 7<sup>th</sup> November at 3.30pm regarding planning application DC/16/3381/FUL and 2 representatives from the Town Council are invited to attend this fact-finding exercise. WDC will make their decision on this application at their next Planning Committee meeting.
- b) *To receive a verbal update from the Planning and Development Committee on any further planning/development matters to be brought to the attention of the Council.* Cllr Windell advised that as Chair of Planning he has spoken to Andy Wood CEO of Adnams Plc regarding planning application DC/16/3381/FUL and Adnams will be writing to the Town Council to clarify their intentions with regards to this planning application.

c) *To receive the written report from Leisure and Environment Committee meeting of 3<sup>rd</sup> October 2016 (see attached gold papers). No recommendations. Cllr Allen as Chair of the Committee advised that the information boards for the marshes project are progressing well and it is hoped that these will be installed before Easter 2017.*

Cllr Allen also advised that Arbor Day on December 3<sup>rd</sup> will be advertised in the Gazette and Organ and that people are being asked to nominate areas for the planting of trees.

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

a) *Highways and Footpaths working group – To receive the written report and recommendations of meeting of 13<sup>th</sup> October 2016 (see attached grey papers). No recommendations. The report was noted.*

b) *Parking Review Task and Finish Group – No meetings held. Noted.*

c) *Neighbourhood Plan – To receive written report from N Plan meetings of 3<sup>rd</sup> and 17<sup>th</sup> October 2016 (see attached lilac papers). No recommendations. The reports were noted.*

7. **Mayors Organisation/ Charity update** – the Town Mayor advised that the Autumn Ball was the major fundraising event for the Mayor’s charity and that this had been cancelled for 2016 due to poor ticket sales but the Mayor is considering holding an event in the Spring.

8. **Correspondence:** *to note the items as detailed in the general correspondence file together with;*

a) *WDC invitation to Town and Parish Liaison Budget Review meeting to be held on Tuesday 22<sup>nd</sup> November 2016 at 6.30pm at WDC Offices, Riverside.*

b) *Southwold Museum – Suffolk Museum of the Year – congratulations were expressed to Southwold Museum on their award of Best Small Museum in Suffolk.*

c) *SALC AGM – 14<sup>th</sup> November 2016 at 7pm at Blackbourne Community Centre, Elmswell*

d) *Lowestoft Community Governance Review – consultation closes 31<sup>st</sup> October 2016.*

The correspondence above was noted by all members.

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

*1<sup>st</sup> October – Recruitment/ Promotion of Southwold and Reydon Corps of Drums*

*11<sup>th</sup> October – Rural Summit for Suffolk*

*14<sup>th</sup> October – Bungay Civic Service*

*14<sup>th</sup> October – Induction of Bishop of Dunwich*

**Future Events**

*3<sup>rd</sup> November – National Heritage Centre for Horseracing Opening*

*17<sup>th</sup> November – Southwold & Reydon Society Annual Luncheon*

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) *Harbour Users Association - representative to provide verbal update – a written report had been submitted by the Town Council representative and the report was noted.*
- b) *Southwold Hospital – representative to provide verbal update. The Town Council representative, Cllr Windell, advised that monies have now been raised to enable the feasibility and business study to be completed. A cycle event had recently been organised to generate funds for this purpose, and this had raised in the region of £400.*
- c) *Christmas Lights - representative to provide verbal update – the Town Council representative, Cllr Allen, advised that the Christmas lights would be switched on during late afternoon of 26<sup>th</sup> November 2016.*
- d) *Jt Harbour Ctee - representative to provide verbal update – the Chair of the Joint Harbour Committee, Cllr Windell, advised that an informal meeting had taken place at which the project manager updated members on the progress that he had made to date.*
- e) *Police Liaison meeting with Councils – 20<sup>th</sup> October 2016. Cllr Bradbury had attended this meeting on behalf of Southwold Town Council. The police had again explained their new structure and encouraged parishes to inform their residents to call 101 if there was any non-urgent matter requiring attention. Cllr Bradbury advised that Southwold appeared to be very fortunate that it had a match funded PCSO, as opposed to those parishes who did not have a dedicated resource.*

11. **Financial Matters**

a) *To receive the Accounts for Payment for October 2016 (circulated to members).*

**It was RESOLVED by all to approve the October 2016 Accounts for payment. Unanimous.**

b) *Finance and Governance working group - To receive the written report of the Finance and Governance working group meeting of 24<sup>th</sup> October 2016. Rep 5/2016 To receive recommendations regarding CCTV, Shuttle Bus, donations (see attached cream papers). Cllr Horwood, the Chair of the Finance and Governance Working Group presented the recommendations which were taken on an individual basis.*

*Donations – it is the recommendation of the Working Group that a donation of £1000 be provided to the Christmas Lights Group for the costs of the pull tests. Donation to be made from the donations budget of £4,875 of which £2,000 has already been allocated. Cllr Ladd did not take part in the discussions or vote on this proposal.*

**It was RESOLVED by all to approve this recommendation.**

*CCTV – Offer of 33% from WDC has already been received and the Working Group recommends to Town Council that it supports up to 67% of the cost to*

*enable the system to be purchased irrespective of whether the PCC is minded to contribute. Contribution of the Town Council to therefore be up to £6,700 (on total cost of £10,000). It is the recommendation of the Finance Working Group that these monies be allocated from the capital asset reserves of £140,000 which have been initially allocated to top up the loan to complete the Town Council property repairs for priorities 1 and 2. However it is unlikely that these will all have been spent by 31<sup>st</sup> March 2017 and that there will therefore be sufficient balance to allocate this sum to the CCTV improvements.*

Discussion took place regarding the benefits to residents of a CCTV system. Discussion took place about the benefits to businesses and whether they should also be asked for a contribution. Cllr Ladd advised that the application for the Coastal Community Team had been submitted and that the Town Council should know by year end whether the application had been successful, and if it had, this could be a vehicle through which some funding and joint initiatives could be progressed.

Discussion took place about the need to resolve the CCTV inadequacies as soon as possible to provide reassurance and safeguards for the parishioners as well as the businesses, and the comfort that such a system would give to those who live or work in the town.

Cllr Temple asked whether WDC paid any money to the existing CCTV system as it would appear that there was expenditure through the harbour accounts for the present CCTV system. It was agreed that a letter would be forwarded to WDC asking them to confirm whether monies had been paid by themselves or the harbour account for the present CCTV system.

It was noted that WDC will be approached to increase the sum that they have offered to provide towards the new system (confirmation by email that they would cover one third of the cost with the recommendation that the Town Council and the Police & Crime Commissioner also pay one third each). The Town Council has received an acknowledgement from the Police & Crime Commissioner but no formal response has yet been received to the request that they pay one third.

**After full discussion, it was RESOLVED by a majority to approve the recommendation, 8 in favour, 2 against and 1 abstain.**

*Mapping software purchase – the mapping system comes in modular format and after consultation with the Town Clerk and Cllr Palmer it is the recommendation of the Finance Working Group that the full package be purchased outright at a total cost of £2,175 plus v.a.t. which includes the service support for the first year. If service support is required annually this can be purchased on an annual basis at a maximum cost of £250 per year. It is the recommendation of the Finance Working Group that these monies be allocated from the website/software reserves of £6,200 from which no monies are presently committed.* Discussions took place regarding the benefits of the software and it

**was RESOLVED unanimously to approve the purchase as recommended by the Finance & Governance Working Group.**

*Model Financial Standing Orders – the Finance Working Group considered the new Model Regulations and it is recommended by the Finance Working Group that this Model be accepted by the Town Council with immediate effect.*

**It was RESOLVED unanimously to adopt the Model Financial Standing Orders as provided, with immediate effect.**

*Ratification of the NALC 2016 – 2018 - it is the recommendation of the Finance Working Group that the Town Council ratify the salary structure for the Town Clerk and the secretary contained within the 2016/18 NALC settlement.*

**It was unanimously RESOLVED to ratify the NALC 2016-18 pay settlement and the spinal point percentage increases for the Town Clerk and the secretary.**

*Policies to review*

*Filming, videoing, photography and recording*

*Flag policy*

*Grievance Procedure*

*Health and Safety*

*Press Release and Media*

***It is the recommendation of the Working Group that these be readopted for a further 12 months.***

**It was RESOLVED unanimously to readopt the above Policies for a further 12 months.**

*Child Protection Policy- it is the recommendation of the Working Group that the model policy be adopted as attached to these Minutes.*

**It was RESOLVED unanimously to adopt the Child Protection Policy as provided.**

c) *2017/18 Local Government Finance Settlement Consultation – response from Town Council required by 28<sup>th</sup> October 2016. See Finance working group as above. Cllr Horwood advised that the Finance & Governance Working Group had submitted a response to this consultation which supports the response of SALC/NALC to this consultation.*

d) *Informal whole council meeting to be held on Wednesday 2<sup>nd</sup> November 2016 at 7pm at the Town Hall to consider preliminary budgetary requirements for 2017/18. Noted by all members.*

**12. Town Mayor update on other ongoing Council matters;**

a) *Town Council Christmas drinks reception – Sunday 27<sup>th</sup> November midday – 2pm. The Town Mayor advised that she welcome the assistance of all Councillors at this event.*

**13. Council Events Nov/ Dec 2016**

*Friday 11<sup>th</sup> November – 11am Laying of Crosses*  
*Sunday 13<sup>th</sup> November – 10.50am Remembrance Day Parade*  
*Friday 18<sup>th</sup> November – 2.30pm – St Edmunds Day Service*  
*Saturday 3<sup>rd</sup> December 2016 – Arbor Day.*  
*Sunday 18<sup>th</sup> December – Xmas Carol Concert*

**14. Reports from chairs of committees and working groups for the six month review of progress towards strategy implementation**

*Strategy 1 – Landlords and Town Council*  
*Strategy 2 – Plan and Leisure and Environment*  
*Strategy 3 – Planning, N planning and Leisure and Environment*  
*Strategy 4- Leisure and Environment and Landlords*  
*Strategy 5 – Landlords, Leisure and Environment and Finance*  
*Strategy 6 – Landlords and Finance*  
*Strategy 7 – Landlords*  
*Strategy 8 – Highways and Footpaths*

The Town Mayor presented the strategies, which had been annotated by the Town Clerk with the progress made to date for each tactic. Individual updates included the following;

**Strategy 3**

Public Arts Work – the Ball in Spring may help this project.  
Tibbys Green – Council is looking to install more gym equipment.  
Marshes – Natural England have purchased 2 information boards and it was hoped that these would be installed by Easter 2017. The culverts on York Road have been cleared and thanks were extended to Cllr Rowan Robinson for his work on this project.  
Suffolk Design Panel – has now been used by WDC in conjunction with planning applications.  
Town Entrance Design Plans – these have been used in conjunction with the planning application for the old Service Station Site.

**Strategy 4**

Community Assets – Town Hall – accessibility to the Town Hall does need to be improved along with the working environment.  
Community Assets – Hospital – the steering group working on this project have met with the NHS and it has been established that no medical services or care home will be able to be provided at this site.  
Marshes – the Town Council are working closely with Natural England on this project.

**Strategy 5**

The Town Mayor advised that the Town Council had considered the possibility of purchasing the Kings Head site as part of this strategy with a view that non-national chain retailers could be part of the scheme.  
National Chains – a letter has been sent to the Head Offices of all the National Chains in the High Street requesting details of their local community initiatives. The Co-op were the only organisation to respond.

High Street competition – ‘My Southwold’ took part in the competition for which the finalists have today been announced. Members were encouraged to look at the finalists to see what Southwold could learn from them.

#### Strategy 6

Diversification of Town Council properties – members noted the need to diversify income streams and to consider reallocating the property portfolio to offload some of the lower return properties and invest in those that provide higher returns.

#### Strategy 7

Members noted the need for the Town Council to consider the returns it was achieving on its property portfolio.

#### Strategy 8

Members were updated on the progress of various highways projects. Cllr Windell advised that with regards to the planning application by Adnams for the Swan Hotel, Adnams have confirmed that they will assist with better management of their tankers to ease congestion along Victoria Street. Civil Parking Enforcement – this is unlikely to be delegated to Town or Parish Councils but is more likely to be managed by the County or District Council.

The Town Mayor thanked all Chairs of Working Groups and Committees, and all members for their work in moving all the projects forward.

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.
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;*
  - a) *To receive the confidential report of the informal whole council meeting held on Monday 10<sup>th</sup> October 2016 regarding works to the Town Hall. To consider the timing options and extent of the project.*  
Report received and noted.
  - b) *To receive the confidential report and recommendation of the Employment working group in relation to facilities maintenance.*  
See c) below
  - c) *To receive the confidential report and recommendations of the Finance working group meeting of 24<sup>th</sup> October 2016. Rep 5/2016. Recommendations in relation to Town Council properties and facilities maintenance.*  
**It was RESOLVED to proceed with Town Hall works and finance the project as per the report. It was RESOLVED to appoint Norse as the maintenance operative for 12 months.**



*d) To receive the confidential report and recommendation of the Landlords Working Group meeting of 10<sup>th</sup> October 2016. Rep 9/2016. Recommendation in relation to Town Council properties.*

**It was RESOLVED to approve all recommendations contained within REP 9/2016**

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

Tuesday 29<sup>th</sup> November 2016 at 7.30pm at the Town Hall.

\_\_\_\_\_ TOWN MAYOR 29<sup>th</sup> November 2016