

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 23rd February 2016

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

Also attending: The High Steward, the Town Clerk, and 50 members of the public.

BUSINESS

1. **Apologies:** Apologies were received from Cllr Mrs S Allen and the Police.
2. **Declarations of Interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Doy declared a personal interest in any items relating to planning as a member of the Executive Committee of the Southwold & Reydon Society
 - b) *To receive any declarations of Disclosable Pecuniary Interests.*
Cllr Temple declared a Disclosable Pecuniary Interest in relation to item 16(a) on the Agenda.
 - c) *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.* Noted.
3. **Minutes:** The Minutes of the Meeting of the Town Council held on Tuesday 26th January 2016 were confirmed and signed.
4. **Standing Orders:** It was proposed, seconded and,
RESOLVED: That Standing Orders be suspended for the consideration of the following item;
 - (a) **To receive a report from the police representative:** The Police report was read by the Town Clerk.
 - (b) **To receive a report from Waveney District Councillor/Suffolk County Councillor M Ladd:** Cllr Ladd advised that the WDC Budget had been a difficult process this year and the Budget for 2016/17 had yet to be signed off. Cllr Ladd also advised that the County Council Budget had involved difficult discussions. The County has agreed to introduce a 2% Precept for social care.

With regards to Southwold TIC, WDC Cllr Ladd advised that the TIC will be closing within the next 2 months as will the one in Lowestoft. However this is part of a programme to modernise visitor services and WDC is inviting local businesses and organisations to become Visitor Information Points. It is hoped that Southwold will have at least 4 of the VIP's.

WDC Cllr Ladd advised that he had secured £4,000 from his Waveney Tourism Budget to contribute to better signage in Southwold by way of fingerposts. As part of the same Budget, WDC Cllr Ladd advised that he would also be supporting the Southwold & Reydon Society Project for map boards within the town.

With regards to the PSPO relating to the restrictions of dogs on the beach, Cllr Ladd confirmed that both WDC and the Town Council have taken on board the comments received to date. The legal department at WDC are drafting a document for consultation. Until the documentation is drafted, the formal consultation period cannot take place and the Town Council will continue to chase WDC for a timescale.

As Suffolk County Councillor, Cllr Ladd advised that the relining of white lines in the town will take place once better weather can be expected.

With regards to Suffolk County Council devolution, Cllr Ladd confirmed that an update had been provided to all Councillors and that the Suffolk County bid now also included Cambridgeshire, Peterborough and Norfolk. It is expected that Government will make an announcement on the success or otherwise of this bid within their Budget statement.

- (c) **To receive comments from Southwold electors:** A number of members of the public spoke with regards to the designation of the hospital site as an Asset of Community Value thanking the Town Council for the work carried out in this respect. Those that spoke suggested that a group be formed to consider potential uses for the site and to create a feasibility study.

A member of the public spoke regarding the potential closure of public conveniences in Southwold, advising that it was essential that those at Ferry Road remain open.

A member of the public spoke about the lack of visible white lines outside the hospital site and asked that these be refreshed as soon as possible.

The Meeting reopened

5. **To receive reports from Committees:**
- a) *To receive the written report of the meeting of the Planning and Development Committee held on Tuesday 16th February 2016 (see attached yellow papers). No recommendations.*
- Cllr Windell presented the report from the Planning and Development Committee. The report was noted.

6. **To receive reports from Working Groups/Task and Finish Groups and Southwold Neighbourhood Plan Team**

a) *To receive the written report Fin 2/2016 from the Finance working group meeting of 8th February 2016. To consider the recommendations relating to; Donation request, Council Loan, Use of Bacs and provision of a delegated Budget.*

Recommendations made within the report as follows;

- i) It is the recommendation of the working group that a donation of £500 be provided for the street festival as a contribution to the bunting for 2016.
On the recommendation of Cllr Horwood, seconded by Cllr Palmer, it was unanimously RESOLVED to approve this recommendation.
- ii) It is the recommendation of the working group that the actions required to apply for the loan are now undertaken.
On the recommendation of Cllr Horwood, seconded by Cllr Betts, it was RESOLVED on a majority of 10 in favour and 1 abstain that the arrangement to apply for the loan is now undertaken.
- iii) It is the recommendation of the working group that BACS be approved by Council as an alternative method of settling appropriate invoices/ salaries (rather than by cheque), with the necessary financial procedures to be adopted to comply with Financial Standing Orders.
On the recommendation of Cllr Horwood, seconded by Cllr Bradbury, it was unanimously RESOLVED to approve this recommendation.
- iv) It is the recommendation of the Finance working group that L and E be given a delegated budget of ;
- | | |
|---|----------------------|
| Events | £ 2,775 |
| Purchase of fixed assets
(Bins/ signs/ play equip/ seats etc.) | £15,000 |
| Annual RosPa reports and repairs | £ 1,500 |
| Memorial seat maintenance | <u>£ 1,500</u> |
| | £20,775 for 2016/17. |

To have a delegated budget the working group would need to be formally constituted as a Cttee rather than a working group.

All expenditure to be in accordance with Financial Standing Orders.

Discussion took place regarding the recommendation.

Members of the Leisure & Environment Working Group asked that the matter is referred to themselves for discussion prior to further recommendation by the Town Council.

It was agreed by all to withdraw the recommendation and to refer the matter to the Leisure & Environment Working Group, before resubmitting the recommendation to the Town Council.

b) *To receive a verbal update from the meeting of 22nd February 2016 of the N Plan Team.*

Cllr Bradbury advised members that confirmation had been received from Adnams that they would support the Neighbourhood Plan process.

c) *To receive the written report from community meeting 01/02/16 regarding WWI Memorial garden.*

Cllr Windell presented the report and advised that the businesses are keen to assist with this project and allow their staff voluntary community hours to assist the Town Council. Thanks were extended to all of the community groups who had volunteered to become involved.

To receive the L and E written report 1/2016. To consider the recommendations relating to; Commemorative mugs, Stocks Fair, Annual Town Meeting.

Cllr Windell presented the report on behalf of the Working Group.

1) *Queen's Birthday Mugs* – it is the recommendation of the Working Group that as on previous occasions mugs be purchased for all children at Southwold Primary School together with Rosebuds with spares to be available for Southwold children who go to other schools. Spares to be available for sale to Councillors and other members of the public. Number of mugs to be ordered to be as per previous orders. Cost in region of £375.

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

2) *Stocks Fair South Green* - after full discussion it was agreed to recommend that Council give consideration to allowing a small Fair on South Green for the Bank Holiday weekend with no large rides being permitted – but that small fair stalls and low level rides i.e. dodgems be the only ones permitted. Mr Stocks was advised that the rides and the layout of these would be at the discretion of the Town Council. Arrival and departure dates to be at the direction of the Town Council.

On the proposal of Cllr Windell, seconded by Cllr Doy it was RESOLVED by a majority to approve this recommendation. 9 in favour 1 abstain.

3) Annual Town Meeting – guest speaker is required for the Town Meeting and the Working Group recommends that Suffolk Coasts and Heath (AONB) and Bill Jenman of Touching the Tide be invited to provide a presentation to the Annual Town Meeting on 18th April at 7pm.

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

7. **Southwold Hospital Site** –The Town Clerk presented the report detailing responses received to date from the February 2016 Town Council newsletter inviting interested parties who wish to become involved with the progression of the Hospital site to register their interest. Discussion took place as to the next steps. It was suggested that the community form a group and then make contact with the Town Council to jointly undertake a feasibility study as the Town Council may be aware of resources to assist with any bid and that the Town Council could work with the community to progress the matter. It was suggested that the Town Council could be part of a group to explore options in relation to a feasibility study.

Cllr Ladd then suggested that as the Town Council had been elected as the elected members for Southwold it may be appropriate for the Town Mayor to Chair such a joint meeting of a community group and the Town Council.

Cllr Doy asked whether there was any information regarding the money given to the Friends of Southwold Hospital and details of what this had been spent on.

After further discussion it was proposed that “Southwold Town Council invite the community to establish a group to investigate the hospital project with the participation of the Town Council, for the purpose of the feasibility study”.

On the proposal of Cllr Tucker, seconded by Cllr Jeans it was unanimously RESOLVED to approve this recommendation.

8. **WDC Local Lettings Policy**: *to receive and consider the draft WDC Local Lettings Policy. See notes from meeting held with WDC on 26th January 2016.*
This information was noted.

9. **CCTV – Mights Bridge, Southwold.** Cllr Tucker advised that a meeting had been held with the Police & Crime Commissioner Tim Passmore, Chief Inspector Jenny Powell, and Deputy Chief Constable Steven Jupp in relation to the proposed police changes.
Those present at the meeting also noted the present issues surrounding the use of the existing CCTV camera on Mights Bridge and a letter has now been sent to the Police & Crime Commissioner detailing the problems being experienced and asking for assistance in providing an appropriate way forward.

10. **WDC Consultation re public conveniences** – *see report attached regarding meeting with WDC as requested by the Town Council.*
3) STC to set up a task and finish group to proceed negotiations/discussions on this topic with the relevant officers of WDC.
It is the recommendation that the following be appointed to the Task and Finish Group; Cllrs Allen, Horwood, Ladd and Tucker.
On the proposal of Cllr Horwood, seconded by Cllr Temple it was unanimously RESOLVED to approve this recommendation.

11. **Financial Matters**
 - a) Accounts for Payment - To receive the accounts for payment for February 2016 (*circulated to members*).
It was RESOLVED by all to approve the payments.

 - b) To confirm that the Fidelity Insurance cover is appropriate for the Council’s needs.
It was RESOLVED to confirm that the Fidelity Insurance level of cover is appropriate for Council’s needs.

Cllr Palmer requested that the Finance Working Group consider the level of detail of the management accounts that is provided to the Town Council on a quarterly basis.

12. **To receive update from Town Mayor of events/ meetings attended including:**

Town Council Bowls Match – Saturday 1st February 2016
Lions Club Annual Charter Celebrations – 13th February 2016
Southwold Arts Festival 2016 Launch – 15th February 2016
Meeting with Police & Crime Commissioner – 17th February 2016

Future Events

Evensong at St Edmundsbury Cathedral – 13th March 2016
Flying the Flag at the Town Hall for Commonwealth Day - 14th March 2016

These events were noted.

The Town Mayor advised that the celebration for the Queen's 90th Birthday weekend of 11/12th June would hopefully include street parties on the Saturday together with a band who would potentially be playing from South Green. The events would be free to enter but donations would be requested to offset the cost of the events.

13. **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.

To receive written report regarding Aviva Women's Tour –Stage 1 starting from.
Report noted.

WDC Cllr Ladd advised that Sport England would like to hold a "Women on Wheels" event and that he will invite the organisers to come and discuss this further with the Town Council.

To receive written report regarding Suffolk Energy Gateway.

Cllr Palmer presented this report which was noted.

SCC Cllr Ladd advised that he had been invited to sit on the Suffolk Energy Gateway Board. WDC Cllr Ladd also confirmed that he sits on the Lowestoft Infrastructure Plan Group.

14. **Correspondence.**

a) WDC Re Draft Cycle Strategy – Councillors were asked to respond to this survey as the impact would be important for the town of Southwold, especially in relation to parking and the Neighbourhood Plan.

b) Waveney Norse re Off Street Parking Places.

c) WDC regarding Visitor Information Points

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 Temple left the meeting.

a) To receive the Landlords confidential written report LL 3/2016 of the meetings held on Wednesday 3rd February 2016 (see attached pink papers).

To receive the 8 recommendations contained therein relating to; Town Council Properties.

It was RESOLVED to approve items 1 – 7 inclusive contained within the report.

It was RESOLVED to request the Town Clerk to provide a list of appropriate professionals who could be considered to assist with item 8 of the report.

b) To receive the written Employment working group report of meeting held on 8th February 2016 and the recommendations contained therein relating to staff matters.

It was unanimously RESOLVED to approve the recommendations contained within this report.

17. Date of next Town Council Meeting:

Tuesday 22nd March 2016 at 7.30pm at the Town Hall.

TOWN MAYOR 22nd March 2016