

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 25th April 2017

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

Also attending: The Town Clerk, the High Steward and 2 members of the public.

BUSINESS

1. **Apologies:** Apologies for absence were received from Cllr Horwood.
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 and item 14.

Cllr Jeans and Cllr Windell declared a personal interest in item 10(c) and 12(c) in relation to SOS.
 - 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.*

Not applicable.
 - 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 21st March 2017.* On the proposal of Cllr Bradbury, seconded Cllr Palmer it was unanimously agreed to confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 21st March 2017.

4. **Public session**

- a) *To receive a report from the Waveney District Councillors Sue Allen and Michael Ladd.*

The WDC Councillors will then take questions from Councillors and electors (*maximum 5 minutes*).

WDC Cllr Allen advised that Colin Law, the Leader of WDC has resigned and will be replaced at the Annual Meeting. A new Strategic Director, Nick Khan, has been appointed. Hannah Smith the Planning & Enforcement Officer who covers Southwold will be leaving during May.

Questions to WDC Councillors:

The WDC Councillors were asked about the signage from the harbour denoting the PSPO restrictions for dogs on the beach. It was mentioned that more signage is required for those coming off the dunes from the direction of the harbour. WDC Cllr Ladd advised that he has received mixed messages regarding the signs that have already been erected in relation to the PSPO with some correspondees expressing concern that there are too few signs whilst others advise that there are too many. WDC Cllr Ladd advised that he will be grateful for feedback from Councillors and members of the public over the next few months with regards to the signage for the PSPO.

- 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 as SCC were in a pre-election moratorium he had nothing to report.

- 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 Southwold electors.

Public session closed

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

- a) *To receive the written report of the meeting of the Planning and Development Committee meetings held on Tuesday 21st March 2017, Tuesday 4th April 2017 and Tuesday 18th April 2017 (see attached). No recommendations. #*
Council agreed to approve the Minutes as read.

- 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 Character Area Assessments are being completed. He also advised that an appeal has been submitted by the applicant for the planning application for 5 Mill Lane and that a response has been sent by the Planning Committee on behalf of the Council.

- c) *To receive the written reports of the meeting of the Leisure and Environment Committee – meeting held 20th April 2017 – written report to follow.*

Cllr Allen advised that the Minutes will be provided to the next Council meeting. Cllr Jeans asked for the Committee to consider dog bins for both ends of the Ferry Road footpath.

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

- a) *To receive a verbal update from the Neighbourhood Plan meeting and report on any further updates.*

Cllr Bradbury advised that the next Neighbourhood Plan meeting would be on Friday 28th April and that the consultant will be attending. All Councillors welcome to attend. The consultant will then be asked to produce draft 3 of the Neighbourhood Plan including Policies. Cllr Bradbury thanked all of the Neighbourhood Plan Team for their dedication to the task.

- b) *Highways and Footpaths working group – no meeting held.*

- c) *To receive a verbal update from the Parking Review task and finish group meeting.*

Cllr Tucker advised that some members of the group had attended a meeting with WDC to present the Town Council strategy/vision for parking in Southwold which all members have been involved in preparing. This is now being considered by both WDC and SCC.

Next action – WDC will invite the Town Council to work with them on a parking strategy in Southwold as they need to engage with all the local towns and parishes to produce strategies throughout Waveney in readiness for civil parking enforcement.

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) *Southwold Hospital – to receive verbal report.*

Cllr Jeans advised that NHS Properties have stated that they are serious in their intention to negotiate with SOS. The share issue will be publicised over the next few days and the Town Crier will be highlighting this in Southwold. Cllr Windell advised that the public meeting was very well attended by residents of both Southwold and Reydon.

- b) *Coastal Community Team – to receive verbal report.*

Cllr Ladd advised that the economic plan had been prepared and sent by the deadline. The WDC funding team are now looking at the priorities within the plan and finding appropriate funding streams to apply for. Public launch will take place on 10th June from 10am – midday and will start at the Millennium car park and will continue with a walk to the boating lake.

- c) *Harbour Users – to receive verbal report.*

Cllr Bradbury advised that he had attended the previous meeting and that there were no matters to report. Cllr Windell advised that he had met SCOA and updated them on the progress to date of the Joint Committee.

Cllr Allen advised that the protection of Potters Bridge has met with various obstacles and that the next stage would be to involve Suffolk County Council to ascertain their action for protecting the road/highway.

8. **To receive half yearly updates from cttee and working group chairman on progress to date against objectives as defined in Town Council Strategy Document.** *(see attached).*

The Town Mayor presented the reports as previously circulated and these were taken as read. Precis of each will be placed on the Town Council website.

9. **Mayor's report including:**

Spring Ball – Saturday 8th April 2017. The Town Mayor advised that approximately 130 had attended and that feedback had been excellent and positive. The Town Mayor thanked everyone for their support.

Future events

Sole Bay Lions Annual Charter Celebration – 29th April 2017

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

a) Letter from Dr Therese Coffey MP re Business Rates – Cllr Jeans advised that Craftco had received confirmation that their position had been secured for the next 3 years and thanks were extended to all for the work they had done in highlighting the issue. Copy of the correspondence to Craftco will be distributed to all Councillors.

WDC Cllr Ladd was asked whether WDC had analysed the distribution of the discretionary relief and could advise how it would be distributed within Southwold. WDC Cllr Ladd advised that this work is presently ongoing and that in view of the General Election having now been announced, the announcement of the distribution may be delayed. Concern was expressed that the matter of business rates and the support from Local and Central Government would now be an ongoing issue in Southwold. Concern was also expressed that the impetus from the Chamber of Trade has now been lost and that some apathy has now arisen.

The Town Mayor suggested that there now seems to be uncertainty again in the town and that the Town Council should voice concern about these uncertainties by way of a letter to the economic team at WDC.

WDC Cllr Ladd suggested that he could ask for a member of the economic team to come and discuss the matter with all members of the Town Council as soon as possible. It was also suggested that certain businesses, or representatives of the Chamber of Trade could be offered the opportunity to seek clarity from the economic team after the meeting with Council had been held. Cllr Ladd advised that the WDC economic team are only the administrators of the scheme and have not originated any of the formulas or scheme details, as these had all been provided by Central Government.

b) Letter from WDC in relation to Southwold Town Councillor vacancy

c) E mail re Sizewell consultation

d) AONB newsletter March 2017

e) *Letter of response from NHS property Services re Southwold Hospital site.*
Cllr Jeans asked whether this letter had dealt with the Town Council's concerns or whether the Town Council wished to pursue a meeting. Cllr Rowan Robinson advised that it is part of the statutory need of the Neighbourhood Plan team to meet with owners of sites and it was agreed by all to write again and ask for a meeting to be set up.

11. **Councillor Vacancy** – Following receipt of non- election letter from WDC, Council to confirm;
a) *that the councillor vacancy will be filled via co-option process. **This was noted and approved by all.***
b) *to confirm timetable and process for Co-option – see report Fin 3/2017 below in 12c). See item 12(c).*

12. **Financial Matters**

- a) *To receive and approve the Accounts for Payment for April 2017 (circulated to members). **All documents were received and it was RESOLVED unanimously to approve the Accounts for Payment***
- b) *To receive report regarding the Management Accounts and Year End accounts 2016/17 – see report attached. Report received and noted.*
- c) *To receive Finance and Governance rep FIN 3/2017 and recommendations from meeting held on Tuesday 4th April 2017. Recommendations in relation to shuttle bus financing donation. Recommendation that the Reydon Parish Council donation be accepted. **It was RESOLVED unanimously to approve this recommendation.***

*Recommendation regarding formal joint arrangement - The basis on which a joint initiative be established is to be via the creation of a charitable governance structure. Renewal licence to be sought in the name of the newly formed charitable organisation. Trustees of the newly formed charity to be made up of an equal number of councillors from both local authorities. Provision to be made for non-councillors from both communities to be trustees if so needed at any stage in the future. Charitable structure to be set up during 2017 so that the new formal arrangement may commence on 1st Jan 2018. **It was RESOLVED unanimously to approve this recommendation.***

*Recommendation in relation to councillor vacancy. Recommendation that candidates be asked to make a presentation such as “what contribution will you make to the wide-ranging work of the Town Council”? **It was RESOLVED by all to approve item this recommendation.***

Recommendation - It is suggested that should co-option become available, the process be with the following timetable:

April Town Council meeting – declare vacancy available to be filled via co-option.

Mid-May to mid-June - publicise vacancy and take in applications.

July – interview candidates and make decision as to the co-option.

August – new Councillor to undertake training.

September – new Councillor to take their place at Council.

Item 2 as amended as follows; It was unanimously RESOLVED that the co-option of the new councillor would take place during July in order for them to take their place at the July/August Town Council meeting and to attend training at a later date.

Cllr Jeans and Cllr Windell did not take part in the following discussion or vote.

12c) Southwold Hospital – Recommendation: SOS have provided their income and expenditure to date as overleaf, and request the pledge of £1000 to assist with printing costs for the community share prospectus.

Councillors noted the paper and the details of accounts provided. Query was raised as to the item “sundry expenditure”. The Town Clerk explained that the backing papers show that the majority of this is payment to the architect of £5,000 and payment to Tech East of £3,000.

On the proposal of Cllr Bradbury and seconded by Cllr Rowan Robinson it was RESOLVED by all to approve the donation of £1,000 to SOS.

Cllr Windell and Cllr Jeans took part in all remaining items on the Agenda.

13. **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 urgent matters.
14. **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 consider nominations for Citizen of the Year 2016/17. See attached – the nominations were received and secret ballot took place. Winner of Citizen of the Year 2016/17 was declared to members and will be publicly announced at Charter Lunch.
 - b) To receive update on Town Council properties. REP LL 4 /2017 – recommendations in relation to rent reviews of businesses as Station Road were approved.
 - c) Re land on corner of Pier Avenue – it was suggested that the landscaping be carried out in conjunction with discussions with the Town Council. Agreed by all.
 - d) To consider recommendations in Fin Conf 3/2017 in relation to salaries and wages. It was unanimously RESOLVED to approve all recommendations on paper Fin Conf 3/2017.
 - e) Meetings with neighbouring parishes – it was agreed unanimously that these be retained as informal meetings.

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

Town Council Annual Meeting – Monday 8th May 2017 at 7pm followed by Retiring Mayors Dinner.

May meeting of the Town Council – Tuesday 30th May 2017 at 7.30pm.

_____ TOWN MAYOR 8th May 2017