

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 8.00pm on Tuesday 24th February 2015.

PRESENT:	Councillor	Miss E A Betts (Town Mayor)
	“	S J Tobin (Deputy Mayor)
	“	Mrs S Allen
	“	Mrs T E Baggott
	“	I R Bradbury
	“	Mrs S M Doy
	“	Mrs K P Flodin
	“	M Ladd
	“	R D Temple
	“	Mrs M C Tucker
	“	J A Windell
	“	J R Winter

Also attending: PC Simon Green, The High Steward, Mr A Papworth – editor of the Journal, Mr B Simpkin – Halesworth Campus, Amanda Humphrey – Reydon PC, 1 member of the press and the Town Clerk.

Amanda Humphrey presented the Town Council with the Certificate received for second place in the “Suffolk’s Most Active Town 2014”. Thanks were extended to Mrs Humphrey and Jane Sampkin for putting in the application.

Mr B Simpkin from the Halesworth Campus Project provided Council with an update on the project’s progress. The project still hopes to be able to provide a swimming pool as part of the facilities. A survey is presently available online and in hard copy asking the local community what they would like to have on the land. Copies of the survey were provided for the Council and residents to complete. Mr Simpkin advised that the project hopes to submit a planning application during 2015. As part of the project there will be a 60 bed care home/health centre to replace the Patrick Stead Hospital. There will also be some affordable housing being built. Building is hoped to commence in 2016 with the sports complex being built in 2017.

Mr Simpkin was asked what percentage of the properties would be affordable housing – Mr Simpkin advised that in view of the provision of the care centre he was unsure as to the actual number of affordable homes that would be provided.

Thanks were extended to Mr Simpkin for attending.

BUSINESS

1. **Apologies:** There were no apologies for absence.
2. **Declarations of Interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Doy, Cllr Flodin and Cllr Allen declared a personal interest in item 5(a) and (b).
Cllr Winter declared a personal interest in item 13(b).

- Cllr Windell declared a personal interest in item 13(a).
- b) *To receive any declarations of Disclosable Pecuniary Interests.*
There were no declarations.
- 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:** The Minutes of the Meeting of the Town Council held on Tuesday 27th January 2015 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 Suffolk County Councillor M Ladd:** SCC Cllr Ladd advised that he recently visited Kier who now carry out the highways work for Suffolk County Council (since October 2013). Cllr Ladd advised that there are 90 P1/P2 designated roads in the county which are gritted. There are 38 gritting vehicles, 112 drivers, and 13,000 tons of salt used on the roads each year. Kier have also purchased 3 vehicles to fill potholes. A liquid is used which can be used to fill the pothole in 1 minute and which dries within 2 minutes. Cllr Ladd advised that the decision to close the children's centres has been referred back to the Cabinet. Suffolk County Council has agreed a balanced budget for 2015/16 – which means that savings of some £38,000,000 are required in the year.
- (b) **To receive a report from Waveney District Councillors:** WDC Cllr Allen advised that she had read the Town Council Planning Committee decision on 30 East Street and was disappointed that this had not been more solid. Planning Committee members confirmed that a lengthy debate had taken place about this planning application prior to a response being sent to WDC. Cllr Bradbury queried the article that had appeared in the Journal and suggested the Journal should not have referred to “a Town Council spokesman” when the words were in fact a copy of the Planning Committee's decision which was on the WDC website. WDC do not presently have a policy about underground extensions and Cllr Allen is taking this up with the planning policy team. Cllr Allen also advised that developments of 10 houses or less will no longer have Section 106 monies attached to them – this however does not apply to Southwold as Southwold is in the AONB.
- (c) **To receive a report from the police representative:** A copy of the police report is held with the Minutes. The police confirmed that some of the areas of Southwold had received staffing reductions as part of a recent review but that the staffing number at Southwold would remain unchanged. Councillors advised the police that they appreciated the work of the police here in Southwold.
- (d) **To receive comments from Southwold electors:** No comments from Southwold electors.

The Meeting reopened

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

a) *To receive the minutes of the meeting of the Planning and Development Committee held on Tuesday 27th January 2015*

b) *To receive the minutes of the meeting of the Planning and Development Committee held on Tuesday 10th February 2015.*

The Minutes were noted.

6. **To receive reports from Working Groups:**

a) *To receive the written report of the Neighbourhood Plan working group meeting of 10th February 2015 (see attached). No recommendations.*

Cllr Bradbury presented the report from the Neighbourhood Plan Working Group. The Working Group was now consulting with property owners/landlords. The High Steward and Cllr Bradbury had spoken with Adnams Plc as part of this consultation.

Cllr Allen advised that Mr Jon Blair will be happy to chair the public meeting for the Town Plan/Neighbourhood Plan when it is held on its revised date of Tuesday 2nd June 2015.

b) *To receive the written report of the Leisure and Environment working group meeting of 9th February 2015 (see attached). To receive recommendations in relation to the following ; £350 budget towards sign for Ladies Walk, Date for Xmas Lights Switch on 2015, agreement to christening reception at the Town Hall.*

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

The media were asked whether they could produce an article to encourage volunteers to attend the seed sowing which will take place on Saturday 11th April 2015.

- *Signage/ Board for Ladies Walk* - it is the recommendation of the working group that STC cover the shortfall and the cost of installation – budget £350.
It was RESOLVED by all to approve this expenditure.

- *Xmas Lights Event 2015* - Cllr Ladd advised that there appeared to be much backing for the date of Saturday 28th November 2015. Full discussion took place regarding the options and it was resolved by all to amend the recommendation as follows:

It is the recommendation of the working group that the Town Council be involved with the Christmas Lights event 2015 and the switch on should move to a Saturday and take place whilst the shops/businesses are still open.

It was therefore recommended that the switch on event for 2015 take place on Saturday 28th November 2015 during the afternoon, subject to Adnams agreement.

Cllr Tucker advised that a Chamber of Trade meeting had been held earlier this evening and a vote for a change of date of Christmas Lights to 28th November 2015 had been unanimously approved, with timings to be as indicated above. The Chamber of Trade also had given broad agreement to the Town Council taking on responsibility for the lighting of the Market Place, whilst the businesses undertook the lighting in the High Street.

- *Christening request* – the working group recommend agreement to this request subject to the usual hire agreements and fees being payable.

Discussion took place regarding this request. Councillors felt that the Council Chamber should only be used for civic events and maybe events required by councillors (subject to individual agreement). However after full

debate **it was RESOLVED to approve this request as an exception to the rule** (10 in favour, 2 abstain).

Cllr Ladd advised that he had visited Hollesley Bay Prison who has offered assistance in the maintenance of the memorial seats. The community team at the prison could collect 2 or 3 benches at a time and take back to the workshop for repair and maintenance at a cost of £20 per week for labour together with the costs of materials required. The deputy governor of the prison would like to visit Southwold to look at the memorial seats. The prison also has an artist who it was felt could possibly assist with the refurbishment of the town sign and the working group were asked to consider this on behalf of the Town Council.

c) *To receive a verbal report regarding the Southwold Harbour workshop held on 7th February 2015.*

Cllr Windell provided a verbal updating report on the harbour workshop which had been held on Saturday 7th February 2015. Cllr Windell advised that the next public meeting is to be held on 18th March 2015.

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

Sole Bay Lions Annual Charter Celebration – 7th February

Photo Shoot - 12th February

Sole Bay Care Fund AGM – 16th February

Forthcoming Mayor events for the next month;

Rotary Club Charter Night Dinner – 7th March

Mayors Support for Local Organisations – Sole Bay Care Fund and Alfred Corry Lifeboat Museum.

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

a) *SALC LAIS 1373 Automatic Referendums*

b) *SALC LAIS 1372 Transparency Code*

c) *SCC letter 11th February 2015 Re Education and Learning Infrastructure Plan*

d) *News Release ‘Boost for Suffolk Tourism’.*

e) *SALC – protocol for Public Participation in Council Meetings.*

f) *Letter from Southwold and Reydon Society regarding Affordable Homes*

g) *Letter from NHS England Re Howells and Jolly Ltd*

The correspondence as above was noted and approved by all.

9. **To receive reports from the Town Council Representatives on other bodies/organisations, of meetings attended including:**

a) *Feedback from Councillor surgery for prospective councillors held on 31st January and 2nd February 2015.*

Cllr Windell provided feedback from the open morning of 31st January 2015 which 3 residents attended. No residents attended the session on Monday 2nd February 2015. It was suggested that details of the key dates for the election be posted on the noticeboard – councillors confirmed that these dates were on the website, on the noticeboard, and had been in the last 2 editions of the newsletter. Comment was

made that it would be appropriate for prospective councillors to attend several council meetings in advance of the election.

10. Local Council Award Accreditation Scheme: To receive recommendation to become an Accredited Council, and to confirm agreement for the costs associated with the work involved.

Cllr Ladd presented the written report about the new scheme and the recommendation contained therein. Cllr Bradbury confirmed that Council should be excited about the prospect of achieving such an award - which would be such an asset, and an indication of the professionalism of the Town Council.

1. It is the recommendation of those attending that Southwold Town Council carries out the necessary work and submission to become a 'Quality Gold Council'.
2. It is recommended that STC invests in a new website that will be fit for purpose. The recommended supplier would be Topcat Media who produce websites including that for Framlingham Town Council which won SALC Website of the Year 2014 the necessary work and submission to become a 'Quality Gold Council'
3. After consideration it is recommended that the costs to achieve the Award, (including the new website), be covered within the General Admin Budget for 2014/15, and the Software and Support budget annually thereafter.

After full discussion it was unanimously RESOLVED to approve the recommendations numbered 1, 2, 3, above. It was agreed that a project working group made up of Cllr Ladd, Cllr Bradbury, the Town Clerk and the Secretary be formed to carry out the work required to be submitted.

11. Financial Matters

a) To receive the Accounts for Payment for February 2015 (circulated to members).

The Accounts for Payment were noted and approved.

b) To confirm that Asset Register is a live working document – updated and amended as required. **Council approved the Asset Register and RESOLVED and confirmed that this is a live working document which is updated and amended as required.**

c) To confirm that the Fidelity insurance cover is appropriate for the council's needs.

The Town Council RESOLVED that the Fidelity Insurance cover was reviewed regularly and amended as the need arose to cover the balances of the Town Council.

12. 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.

The Town Mayor advised that a Thanksgiving Service is being held for Ronnie Waters on Friday 27th February 2015 at 3pm. Councillors will meet at the Town Hall at 2.45pm to go to the URC.

Cllr Ladd advised that a resident had written to the Town Hall asking whether the Stella Peskett Millennium Hall could be renamed to reflect the work of Mr Waters. The letter has been passed onto the Millennium Trustees who have subsequently met and decided that it would not be appropriate to change the name of the hall. The resident had been advised that the Town Council had bestowed the Freeman of the Borough to Mr Waters in recognition of his dedication to Southwold and that the Common Trust had named "Waters' Copse" after Mr Waters.

Councillors advised that Mr Boucher, a volunteer shuttle bus driver had recently passed away and that his funeral will be held at Blythburgh on Thursday 26th February 2015.

13. **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) Confidential Report from Landlords Working Group meeting of 2nd February 2015 and the recommendations contained therein regarding Town Council properties and tenancies.

It was RESOLVED by all to approve the recommendations of the Confidential report in relation to the Town Council properties as detailed above.

- b) Confidential Report and recommendation in relation to employment of Southwold Shuttle Bus drivers.

It was RESOLVED by all to approve the recommendations of the Confidential report in relation to the employment of 3 shuttle bus drivers.

- c) Staff - To receive the recommendation of the Employment Working Group with regards to Staff salaries and to reaffirm membership to the Local Government Pension Scheme.

It was RESOLVED by all to approve the recommendations of the Confidential report which included aligning the Town Clerk's job profile to a Local Government Scheme spinal point, to provide the town hall staff with 2 yearly eye tests, and to increase the Town Clerk and Secretary's salary by 1 spinal point each. Ergonomic risk assessment to be undertaken for the Town Hall. Staff appraisals to be undertaken on an annual basis. Hours of work of Town Hall staff, and their membership of the Local Government Pension Scheme was reaffirmed.

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

Tuesday 31st March 2015 at 8.00pm at the Town Hall.

TOWN MAYOR 31st March 2015