

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 26th April 2016

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

Also attending: The High Steward, 1 member of the media, 6 members of the public and the Town Clerk.

BUSINESS

1. **Apologies:** Apologies were received from Cllr Horwood.
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.
Cllr Allen declared a personal interest in any items relating to planning as a member of the WDC Planning Committee.
Cllr Rowan Robinson declared a personal interest in Agenda items 5 and 9 as a member of the Southwold & Reydon Society.
 - b) *To receive any declarations of Disclosable Pecuniary Interests.*

Cllr Temple declared a pecuniary interest in Agenda item 16(b).
Cllr Palmer declared a pecuniary interest in Agenda item 6(b).
 - c) *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:** The Minutes of the Meeting of the Town Council held on Tuesday 22nd March 2016 were confirmed and signed.
4. **Standing Orders:** *to suspend standing orders for consideration of the following:*
 - a) *To receive a report from the Waveney District Councillors Sue Allen and Michael Ladd including update on PSPO, and public conveniences.*

The WDC councillors will then take questions from councillors and electors (maximum 5 minutes).
WDC Cllr Ladd advised that the PSPO was now being dealt with by the legal team but no dates for receipt of the draft had been provided. Cllr Ladd also

advised that the next meeting with WDC regarding the public conveniences consultation was due to take place on 12th May 2016.

WDC Cllr Allen extended thanks to all volunteers who had helped with the weeding at Ladies Walk. Cllr Allen apologised on behalf of Norse that an area by the steps that had been sprayed, had also gone onto an area of the plants. Cllr Allen also advised that as per recent Town Council requests, the cliff face has been strimmed. However, this had resulted in the area around Ladies Walk also being strimmed and apologies had been received from Norse.

WDC Cllr Ladd was asked when the collection of green bins would be taking place. The Mayor, Cllr Tucker, advised that she had personally asked Norse for this information and had been advised that they would be collected during May.

- 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 all responses from the fire station consultation had now been pulled together and these will go to Cabinet in 2 weeks.

SCC Cllr Ladd was asked for an update on devolution. SCC Cllr Ladd advised that the Chancellor's budget had enabled a deal to be provided but it would seem that most people do not have an appetite for an elected Mayor due to the concerns that this would incur costs/bureaucracy

- 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 matters from electors.

Meeting reopened

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 5th April and Tuesday 19th April 2016 (see attached). No recommendations*

Cllr Windell provided the reports from the Committee highlighting the applications for the Service Station Site where the applicant will be liaising further about trees/landscaping. Discussion took place as to whether there was a TPO on the existing trees. Cllr Windell advised that although there is a TPO, the Tree Preservation Office at WDC does not think that the trees are of great significance and that it would be appropriate to replace these as part of the planning application.

The Town Mayor thanked the Committee for all of their work on the planning matters and especially their work/discussions relating to the application for the development of the Service Station Site.

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

a) *To receive the verbal report of the Neighbourhood Plan working group meeting held on 25th April 2016.*

Cllr Bradbury provided a verbal report from the meeting of 25th April 2016 at which a presentation had been provided to members of the Town Council and members of the Neighbourhood Plan Team updating all on the progress of the Neighbourhood Plan and the significant milestone that had been reached in relation to the formation of Policy Areas and the timescales for a questionnaire. Cllr Bradbury confirmed that a further presentation could be provided to any members who had not been able to attend.

The Town Mayor, Cllr Tucker, thanked the Neighbourhood Plan Team for all of their hard work and their progress to date.

b) *To receive the written report and recommendations from the Finance Working Group meeting held on 13th April 2016. Recommendations relate to: Donation, purchase of software.*

Cllr Betts presented the report of the Finance Working Group.

It was RESOLVED unanimously to provide a donation of £360 to the Southwold Street Festival/Arts Festival for the hire of the cherry picker to enable the bunting to be removed at the end of the summer.

Cllr Palmer did not take part in the following discussion.

Cllr Bradbury advised that the software would be extremely valuation for both the Town Council and the Neighbourhood Plan Team and that he would hope that members would be able to see a demonstration of the software in due course.

It was unanimously RESOLVED that the Town Council would cover the cost of the software for mapping purposes, which amounts to £205.72 including VAT for a 1 year licence.

Cllr Palmer returned to the discussions.

c) *To receive verbal update from Highways and Footpaths Group re Parking Review.*

Cllr Tucker provided a verbal report on the meeting that had taken place that morning regarding the Parking Review. The Highways & Footpaths Group considered the report and recommendations and looked at the priority areas. The immediate actions will include preparing a 5 year strategy, meeting with WDC, SCC, Millennium Foundation and the Common Trust. A small working group within the Highways & Footpaths/Parking Review Group will meet and follow this through - those members being Cllr Palmer, Cllr Betts and Cllr Tucker. The Highways & Footpaths Working Group will meet more regularly to discuss the matters arising and will update Council on a monthly basis.

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

a) *SCC – year of walking update.*

- b) WDC Call for Sites – to note Option consultation takes place 22nd April – 17th June 2016. Public exhibition to be held at Reydon Village Hall on Tuesday 10th May 5.30 – 7.30pm.
- c) To receive letter from Suffolk Constabulary dated 22nd March 2016.
- d) To note ‘Save our Southwold Association’ meeting on 9th May at 6pm at St Edmunds Hall.
Noted.

8. **Financial Matters**

- a) To receive and approve the Accounts for Payment for April 2016 (circulated to members).

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

- b) To receive report regarding the management accounts and Year End accounts 2015/16 – see report attached.

Cllr Temple asked whether the Management Accounts could be annotated with budgets for each item rather than a grouped budget. Cllr Temple also enquired about the apparent excess of over budget of professional fees and stationery. The Town Clerk confirmed that subsequent virements had taken place within the year end to correct some wrong account coding’s and that a full presentation of the final accounts against budget would be provided to Councillors in June.

It was RESOLVED by all to receive the Management Accounts as provided.

9. **Southwold Hospital Site**

Resolution of Town Council from previous Town Council meeting; 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”.

- a) To receive written update regarding appeal to listing of asset as an ‘Asset of Community Value’ (see attached)

Report was received by all. Cllr Jeans confirmed that the grounds of the appeal by NHS Property Limited was that the hospital was not classed as a place of “social wellbeing” and that this aspect could be challenged by the Town Council.

- b) To receive letter from Mr Vulliamy regarding ‘Save our Southwold Association’. The correspondence was noted.
- c) To discuss way forward with a) and b) above.

Regarding (a) above – the Town Mayor advised that the Town Council response needs to be provided to Waveney District Council by 4th May 2016 following an extension period being granted by WDC. It was agreed by all that Cllr Jeans be asked to prepare a draft response on behalf of the Town Council which could be circulated by the Town Clerk to all members before being sent to WDC.

Members of the Council spoke in support of providing further evidence showing that the hospital had been a place of social wellbeing and Members were asked to forward such information to Cllr Jeans to assist with the Town Council response.

Regarding (b) above – a copy of the Constitution of the Community Group called “Save Our Southwold” had been provided to Members. Discussion took place whether the 2 representatives of the Town Council should have voting rights and/or whether this could create potential conflicts in the future.

However, it was then suggested that there was no need for the Town Council representatives to have voting rights, as this was primarily to be a community initiative with the support of the Town Council for the feasibility study as per the Town Council resolution previously minuted.

It was RESOLVED by a majority, with 1 abstention, that 2 Town Councillors be nominated to sit on the Steering Group as non-voting members of that Group. Terms of reference to be drawn up by the Town Council for those Councillors, who would be asked to report back monthly to Town Council meetings.

The Town Mayor asked for a show of hands as to those interested in becoming a member of the Steering Group as one of the two Town Council representatives. Cllr Jeans and Cllr Windell expressed their interest and it was RESOLVED by all to approve their nomination as the Town Council representatives on the Save Our Southwold organisation for the purpose as previously resolved.

10. **Strategy document 'Our Strategy for Southwold'** - *to receive update.*
The Town Mayor advised that once signed off by Town Council, the Strategy would be rolled out to third parties and partnership organisations. It was suggested that comments be invited on the Strategy.
11. **PCSO – Service Level Agreement for 2016/17-** *To receive update and to note present parking issues especially with regards tradesman vans.*
The Town Clerk advised that the Police had not yet confirmed the appointment of the specific match funded PCSO for Southwold and therefore the Service Level Agreement had not yet been finalised. Members confirmed the need to ensure that the right person is in place.
12. **CCTV** – *to receive update.* The Town Mayor advised that 2 estimates for cameras had been received but that details of the technical aspects were still awaited from the Police. The Police and Crime Commissioner cannot confirm whether the Police will make any contribution until after the PCC elections on 5th May 2016.
13. **To receive update from Town Mayor of events/ meetings attended including:**
Sailor's Reading Room Cup presentation – 6th April 2016
Annual Town Meeting – Monday 18th April 2016
Southwold & Reydon Society Awards for Excellence – 20th April 2016
Queen's 90th Birthday – Lighting of the beacon – Thursday 21st April 2016
East Coast Hospice – Consecration of ground – 28th April 2016

Future Events

Civic Sunday – Sunday 22nd May 2016 at 11am
Charter Lunch – Thursday 2nd June 2016 12noon

The Town Mayor thanked the Deputy Mayor for attending many of the events during April on her behalf.

The Town Mayor highlighted also the Queen's Birthday celebrations that will be taking place in Southwold over the weekend of 11/12 June 2016.

14. **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) *To receive a report from representative of L and E with regards to meeting with Harbour master re Cruise Ship.*

Cllr Betts provided a report on the Saga cruise ship visit which will be taking place on 19th July 2016. The ship holds approximately 500 passengers who will be tendered into the harbour for excursions to other parts of the county, or within Southwold itself. The first passengers will come ashore at 8.30am and the Mayor and a band are invited to attend from 8.30am – 10.30am. Cllr Betts also advised that an exchange of plaques is customary as this will be the first visit of a Saga cruise ship to Southwold.

b) *To receive a report from representative attending Harbour Users meeting.*

Cllr Temple provided a verbal report from the Harbour Users meeting of 13th April 2016 as the written report had not been circulated. The verbal report included matters relating to; the Mights Bridge CCTV camera, communication from the Town Council to the Harbour Users. as well as communication from WDC to the Harbour Users.

Discussion took place relating to these matters and it was agreed that a letter be sent to the Chair of the Harbour Users explaining both the position of the Town Council, and clarifying the contributions originally made to the CCTV camera. Thanks were extended to Cllr Temple for attending the Harbour Users which had unfortunately clashed with a meeting of the Common Trust.

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.

Cllr Windell extended thanks on behalf of the Town Council to the Town Mayor for her year of office and congratulated her on the way she had dealt with the challenges throughout the year.

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 consider nominations for Citizen of the Year 2015/16. See attached.*

The Citizen of the Year for 2015/16 was unanimously agreed.

Cllr Temple left the meeting.

b) *To receive update on Town Council properties.*

It was RESOLVED by all to accept the report as provided.

It was RESOLVED by all that the Red Cross Hut should be brought back into use for the short term so long as all landlord's responsibilities could be fulfilled. Town Clerk to ascertain.

c) *To consider full STC Strategy doc.*

It was RESOLVED by all to approve the Strategy documents with the agreed amendments relating to the Vision Statement, and Mission Statement. The way forward with regards to the presentation of the document to third parties is to be considered further.

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

Town Council Annual Meeting – Monday 9th May 2016 at 7pm followed by Retiring Mayors Dinner.

May meeting of the Town Council – Tuesday 31st May 2016 at 7.30pm.

TOWN MAYOR 9th May 2016