

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 28 July 2020

MINUTES

Video meeting participants: Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Neil Coleby, Amanda Frost, Alan Green (Chair), Jacqueline Hardie, Peter Knight, Peter Lang, Paul Page, Keith Patience, Andy Pearce, Alice Taylor and David Youngman

Also participating: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

47. Welcome

The right to report and the application of the video meeting protocol were explained and noted, and the meeting was welcomed.

48. Apologies for absence from any councillors not in attendance

Apologies were received from Cllrs Tara Carlton, Graham Parker and John Pitts. Cllrs Peter Collecott and Tracey Eastwood had not provided apologies and were absent. Cllr Coleby proposed acceptance of the apologies; seconded by Cllr Pearce; thirteen Councillors voted in favour. Cllr Taylor abstained from the vote as she had not been present for this item.

49. Declarations of Interests and dispensations

There were none.

50. Receipt of any comments and noting that the draft minutes of the meeting on 23 June 2020 will be considered at the next appropriate meeting

It was requested that item 39.2biii of the previous agenda, regarding the recording of meetings at Hamilton House, be carried forward to August's Full Council meeting, as it had not been included on this agenda.

51. Advance comments from the public on any matters on this agenda

A comment had been received from a member of the public asking the Council to ensure that items marked as confidential on the agenda do require confidential discussion, and if not should be discussed in public. It was confirmed that the confidential items on today's agenda are marked as such as they are of a legal or commercially sensitive nature. It was commented that the Council is open and transparent in its actions and recently chose to consider a public code of conduct complaint during the public session of a Full Council meeting, rather than discuss it confidentially.

52. Finance

52.1. Draft minutes of the meeting on 9 July 2020 – These were received and noted and have not yet been reviewed by the Finance and Governance Committee.

52.2. Receipt and consideration of the following:

52.2a. The 2020 – 2021 budget position and to note that bank reconciliations for April and May 2020 have been completed – These were noted.

52.2b. Payments, income and expenditure reports for the month ending 30 June 2020 and July 2020 to date, including any payments made under delegated authority and any COVID-19 grant awards – It was noted that COVID-19 grant awards had been paid to the Lowestoft Players (£1,500) and Lowestoft Arts Ltd (£250). The income and expenditure reports for the month ending 30 June 2020 and July 2020 to date were noted as follows:

June income

Date	Payment from	Description	Amount
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15 June 2020	Market income	Market income	£18.50
15 June 2020	Tenant	Rental income from tenant	£213.16
18 June 2020	Armed Forces Day Lowestoft	Grant repayment	£5,000
18 June 2020	NPower	Electricity refund	£631.27 + £31.56 VAT = £662.83
18 June 2020	Market income	Market income June 2020	£97
26 June 2020	East Coast Community Healthcare	Hiring of Council Chamber March	£420

June expenditure

Date	Payment to	Description	Amount
1 June 2020	East Suffolk Council	Triangle Market Public Conveniences NNDR June 2020	£117
1 June 2020	East Suffolk Council	Links Road Car Park NNDR June 2020	£187
1 June 2020	East Suffolk Council	Sparrows Nest Bowling Pavilion NNDR June 2020	£110
1 June 2020	East Suffolk Council	Kensington Gardens Public Conveniences NNDR June 2020	£210
1 June 2020	East Suffolk Council	Pakefield Street Public Conveniences NNDR June 2020	£122
4 June 2020	Suffolk Pension Fund	Pensions May 2020	£3860.90
5 June 2020	MS Oakes	Town Hall Repairs	£700.23 + £140.05 VAT = £840.28
16 June 2020	Lloyds	Credit Card Expenses	£8.94
17 June 2020	Gazprom Energy	Town Hall Gas May 2020	£43.52 + £2.18 VAT = £45.70
17 June 2020	Wave	North Denes Water April 2019 – October 2019	£60.50

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17 June 2020	Wave	Town Hall Water April 2019 – October 2019	£60.50
17 June 2020	Wave	Sparrows Nest Water April 2019 – February 2020	£159
17 June 2020	Wave	Town Hall Water April 2019 – October 2019	£60.50
17 June 2020	East Point Business Services	Hamilton House Rent Q2	£3,675.00 + £735.00 VAT = £4,410
17 June 2020	Wave	Kensington Gardens Water November 2019 – May 2020	£58.84
17 June 2020	Wave	Kensington Gardens Water May 2019 – November 2019	£60.83
17 June 2020	YMCA	Covid-19 Grant	£1,300
17 June 2020	East Point Business Services	Hamilton House Capital Q2	£3,357.40 + £671.48 VAT = £4,028.88
17 June 2020	East Point Business Services	Hamilton House Service Charge	£6,841.75 + £1,368.35 VAT = £8,210.10
18 June 2020	NPower	Triangle Market Electric May 2020	£82.28 + £4.11 VAT = £86.39
19 June 2020	Need2Store Ltd	Civic Artefact Storage June 2020	£200.00 + £40 VAT = £240
19 June 2020	HMRC	HMRC May 2020	£3,750.39
23 June 2020	The Seagull	Covid-19 Grant	£1,492.53
23 June 2020	Salaries	Salaries June 2020	£8,725.47
23 June 2020	Lowestoft in Bloom	Covid-19 Grant	£300
30 June 2020	NPower	Town Hall electric	£106.75 + £5.34 VAT = £112.09
30 June 2020	Unity Trust Bank	Bank charges	£35.85

July income

Date	Received from	Description	Amount
6 July 2020	Market Income	Market Income	£54.50

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10 July 2020	East Coast Community Healthcare	Meeting Room Hire	£900
13 July 2020	Tenant	Rental Income from Tenant	£6,300
13 July 2020	Market Income	Market Income	£54.50
13 July 2020	Tenant	Rental Income from Tenant	£213.16
20 July 2020	Land Hire Income	Land Hire Income	£120 + £24 VAT = £144
20 July 2020	Market Income	Market Income	£18.50
27 July 2020	Market Income	Market Income	£54.50
27 July 2020	Land Hire Income	Land Hire Income	£140.00 + £28.00 VAT = £168.00

July expenditure

Date	Payment to	Description	Amount
1 July 2020	East Suffolk Council	Triangle Market PC NNDR July 2020	£117
1 July 2020	East Suffolk Council	Links Road Car Park NNDR July 2020	£187
1 July 2020	East Suffolk Council	Sparrows Nest Bowling Pavilion NNDR July 2020	£110
1 July 2020	East Suffolk Council	Kensington Gardens PC NNDR July 2020	£210
1 July 2020	East Suffolk Council	Pakefield Street PC NNDR July 2020	£122
3 July 2020	SCC Pensions	Pensions June 2020	£3,860.90
4 July 2020	Archant	Lowestoft Journal adverts for vacancies and COVID-19	£1,501 + £300.22 VAT = £1,801.22
14 July 2020	Lowestoft Arts Ltd	COVID-19 grant	£250
14 th July 2020	Archant	Lowestoft Journal Advert	£85 + £17 VAT = £102
14 July 2020	East Suffolk Norse	Partnership Charges July 2020	£36,525 + £7,305 VAT = £43,830

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15 July 2020	Northumbrian Water	Water Survey for the Ness	£115 + £23 VAT = £138
15 July 2020	SLCC	Committee Clerk and Customer Services Assistant Membership	£217
15 July 2020	Guy McGregor	Payslips	£64.50 + £12.90 VAT = £77.40
15 July 2020	Ricoh UK Ltd	Printer Hire Q2 and Printing Costs Q1 2020-21	£245.64 + £49.13 VAT £294.77
16 July 2020	Lloyds	Credit Card Payments	£20.39
20 July 2020	Public Works Loan Board	Loan repayment for Marina Theatre Box Office	£7,210.75
20 July 2020	NPower	Triangle Market Electricity	£89.46 + £4.47 VAT = £93.93
21 July 2020	HMRC	HMRC June 2020	£2,734.79
23 July 2020	Salaries	Salaries July 2020	£8,725.27
Pending	Lowestoft Players	COVID-19 Grant	£1,500
Pending	PKF Littlejohn	External Audit 19-20	£2,400 + £480 VAT = £2,880
Pending	Archant	Town Hall Tender Adverts x3	£95.68 + £17.15 VAT = £112.83
Pending	Archant	Lowestoft Journal Advert	£85 + £17 VAT = £102
Pending	East Suffolk Norse	Fen Park Play Equipment Surfacing	£11,540 + £2,308 VAT = £13,848

52.3. Any payments for approval (see schedule) – There were none.

52.4. The following recommendations from the Finance and Governance Committee:

52.4a. Approval of the current reserves position, including the application of the Reserves Policy and the allocation in general and earmarked reserves – Cllr Lang proposed approval of the recommendation from the Finance and Governance Committee to approve of the current reserves position, including the application of the Reserves Policy and the allocation in general and earmarked reserves; seconded by Cllr Pearce; all in favour.

52.5. Granting delegated authority to the Clerk to progress environmental surveys of the North Denes area, within a budget of £7,000 – This would be to progress the Council's previous decision, to gain a better understanding of what is within the land North of the Tingdene site.

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Quotations have been received and another is pending, and the cost should not exceed £7,000. It was suggested that the surveys could incorporate the Denes Oval, as the Town Council has little information on that entire stretch of the North Denes. Environmental surveys of The Ness have been completed. Regarding Ness Point, investigation into the footings for the artwork will take place at such a time as the artwork is progressed. Cllr Lang proposed granting delegated authority to the Clerk to progress environmental surveys of the North Denes land, within a maximum budget of £7,000; seconded by Cllr Pearce; all in favour.

52.6. Whether there has been any changes to the advice previously given regarding offering thanks to keyworkers and Suffolk County Council plans for a memorial woodland – Previous advice from the National Association of Civic Officers was to be mindful of national initiatives for memorial events which may be planned in due course, before local arrangements are made. On that basis, the Town Council decided to progress certain things only, like letters of thanks, at this stage. Suffolk County Council is planning a memorial woodland, which suits the Town Council's climate emergency declaration. Feedback has been received from some of the care homes which the Town Council sent letters of thanks to, thanking the Town Council for thinking of them. It was suggested that this item be added to the next Finance and Governance Committee agenda to see whether there is any change to the advice at that stage, and to consider what could be progressed. It was agreed that all appropriate Committees will discuss and work on proposals. The Assets, Inclusion and Development Committee and Parks and Open Spaces Sub-Committee will take forward the implementation of the Tree Council application, now that confirmation has been received that the application was successful.

52.7. Re-advertisement and changes to the Events and Communications Officer post – Recruitment has been delayed due to the pandemic. This post could however now be progressed because of the nature of the position. The successful candidate should be adaptable and able to deliver under the pressure of remote working. The Clerk has no concerns from the point of view of managing the new member of staff. The Council has previously expressed its desire to explore how it communicates with the electorate, and to increase its provision of events. A certain number of applicants applied previously, but this may now also provide an opportunity to those who have lost their jobs due to the pandemic. The Clerk suggested re-advertising the position and incorporating the need for help with emergency and important policy issues, and progressing actions in response to the climate emergency declaration. The Clerk has drafted these changes. Original applicants will not need to reapply but will be asked to confirm that they are still interested in the position and provide any more information which would support their application, given the amendments to the job description. The cost of advertising two vacancies previously cost £1,111 (+ VAT). Cllr Pearce proposed re-advertising the Events and Communications Officer position, within a maximum budget of £1,200, and approval of the amendments to the job description as suggested by the Clerk; seconded by Cllr Green; all in favour. Cllrs Coleby, Patience and Youngman were not present for the vote.

Cllr Coleby left the meeting 19:50

52.8. Consideration of the following regarding the Marina Theatre:

52.8a. Bird control measures, within a maximum budget of £7,800 – A professional report has been received by the Theatre, suggesting particular measures to deal with the issue of birds nesting at the Theatre. Any agreed measures would need to avoid the nesting season, and are intended to prevent birds returning to nest there, not to interfere with any nests which are there now. The option of acrylic barriers has been suggested, and this was previously supported by the Town Council. It was requested that the Theatre seeks advice from local wildlife bodies to ensure that these measures are humane, or whether there are any other measures which should be considered. It was however acknowledged that birds nesting at the Theatre can be problematic, particularly with the noise it creates. Cllr Green proposed a maximum budget of £7,800 for bird control measures at the Marina Theatre, subject to the Theatre providing detail on how the funds will be spent, and seeking advice from local wildlife bodies; seconded by Cllr

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Pearce; eleven Councillors voted in favour; two Councillors voted against.

52.8b. Funding (confidential) – To be discussed during the confidential session.

- 52.9. Trading arrangements in Links Road car park (confidential) – It was noted that an ice-cream vendor has been given permission to trade from this site, in line with Council's proper processes, and with a suitable risk assessment in place. In line with the Council's climate emergency declaration, it has been confirmed that the engine of the ice-cream does not need to be kept running whilst it is on site.

53. Governance

- 53.1. Actions by the Town Council in response to the COVID-19 pandemic, including the implementation of recovery measures and the Reopening High Streets Safely Fund – Applications are still be accepted under the COVID-19 grant awarding policy, the Town Council has been helping businesses to reopen safely and supporting East Suffolk Council with the Home But Not Alone service and its successor plans. The Mayor has been liaising with the press regarding projects the Town Council has been involved with, and was recently involved in an event to hand out protective face masks to members of the public on London Road North. The Mayor offered thanks to the Clerk, Deputy Clerk and Lowestoft Vision for supporting and organising this event. Consideration is being given to how public events, such as VJ Day, can be observed. The hand sanitiser stations which were due to be delivered to Kirkley and other areas have been delayed. The Clerk has requested risk assessments for these. The hand sanitiser stations, risk assessments and barriers should be received shortly and the Clerk will liaise with the relevant Councillors to distribute them. Thanks were offered to Councillors for supporting the various projects and for supporting local businesses as they reopen.
- 53.2. Any progress with the External Audit and the conclusion of the period for the exercise of public rights – It was noted that the period for the exercise of public rights has concluded. The External Auditor has signed the External Auditor Certificate 2019/20 and no issues have been identified. The External Audit report has been circulated to all Councillors, who have seen the report. Cllr Green offered a vote of thanks to staff for their work towards the Internal and External Audits, and the positive reports received as a result, particularly under the current circumstances due to the pandemic.
- 53.3. Noting Councillors and staff who have completed the agreed Equality and Diversity online training – All staff have completed the training. It is understood that Cllr Pitts had completed the training but his name was not on the list of those Councillors who had completed it. Staff will check with him and will issue a reminder to those Councillors who have not yet completed the training. Cllr Knight intends to complete it this week. There was disappointment expressed that approximately only half of Councillors had so far completed the training.
- 53.4. Whether to submit a response to the national consultation on the proposed new model Code of Conduct, and if so to consider what the response should be – Cllr Frost proposed that a response be submitted to the national consultation on the proposed new model Code of Conduct, expressing support for the proposed changes; seconded by Cllr Hardie; thirteen Councillors voted in favour; one Councillor voted against.
- 53.5. Scheduling comfort breaks into Town Council meetings – Cllr Lang proposed that comfort breaks should be taken at approximate hourly intervals during meetings, at the discretion of the Chair to determine an appropriate point to call a break; seconded by Cllr Frost; thirteen Councillors voted in favour; one Councillor abstained from the vote.
- 53.6. Lowestoft Town Council involvement with Lowestoft and Northern Parishes Community Partnership – The Lowestoft and Northern Parishes Community Partnership convenes periodically. Suffolk County and East Suffolk Councillors are invited and it is felt that it would be beneficial for a representative of the Town Council to attend also. It is understood that there had previously been objections to a representative from the Town Council attending, particularly as they are required to provide formal reports back to the Council, and the

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meetings of this Partnership are intended to be informal. Cllr Butler proposed that a request be sent to the Lowestoft and Northern Parishes Community Partnership for Lowestoft Town Council to send up to two representatives to its meetings; seconded by Cllr Hardie; thirteen Councillors voted in favour; one Councillor abstained from the vote.

54. Assets, Inclusion and Development

- 54.1. Draft minutes of the meeting on 6 July 2020 – Item 26.3c refers to a Friends Group of the Gainsborough Drive Pond. Currently there is no formal Friends Group here. The pond group is a sub-group of the Gunton Residents Association.
- 54.2. The following recommendations from the AID Committee:
- 54.2a. Adoption of the Friends, Stakeholders and Assets Policy, subject to the necessary amendments to the management structure and a review of the insurance provisions – The Clerk has applied amendments to the document to reflect decisions made by the Council, and it now includes the requirement for Friends Groups to ensure they have appropriate risk management and insurance in place. The leaflet will be updated in line with the policy and the start-up pack will be simplified and will direct Friends Groups to the Town Council staff for support. It was queried whether the Town Council can provide insurance cover. It was suggested that provision could be included in the policy to encourage Friends Groups to submit an application to the Town Council for funding for insurance. This would be an exception to the COVID-19 grant awarding policy and should not divert too much funding away from that purpose. Cllr Taylor proposed adoption of the amended Friends, Stakeholders and Assets Policy, including to encourage Friends Groups to seek funding from the Town Council for their insurance; seconded by Cllr Frost; all in favour.
- 54.3. The installation of a ‘Talking Bench’ in Kensington Gardens – It was agreed that this is a good idea in principle, but the location requires consideration. Kensington Gardens already has several benches, whereas other parks, such as Belle Vue Park, would benefit from additional seating. Cllr Hardie proposed acceptance of the ‘Talking Bench’ in principle, with the relevant Committees and Sub-Committees giving further consideration to an appropriate location; seconded by Cllr Barnard; all in favour.
- 54.4. Noting that the Clerk has written to Suffolk County Council regarding the proposed closure of two Children’s Centres in Lowestoft – Suffolk County Council has acknowledged receipt of the letter but has not formally responded.
- 54.5. Options for the future of the Triangle Market and Sails, including to consider traffic control and renewed promotion of a market (some aspects may be confidential) – It was agreed this item should be carried forward to a future agenda to give this matter the time and consideration it requires. Cllr Taylor proposed deferring this item to a future agenda; seconded by Cllr Hardie; all in favour.
- 54.6. The Lowestoft Place Board report, including the promotion of apprenticeships – The possibility of Sizewell C proceeding, the Third Crossing project and the Lowestoft flood defences project could all provide opportunities for apprenticeships. It was suggested that the Town Council should consider ways to promote this, and whether any re-training schemes are available to benefit those who are not within the typical age range to be considered for an apprenticeship. Other organisations in the town, such as the Kirkley People’s Forum, are looking at youth engagement and it was agreed the Town Council should do the same. Cllrs Patience and Taylor volunteered to liaise with the local Member of Parliament to discuss ways to progress this, and it was agreed to defer this item to a future agenda.

A five minute comfort break was taken at 20:48 and the meeting resumed 20:53

55. Planning and Environment

- 55.1. Draft minutes of the meeting on 23 June and 7 July 2020 – Cllr Pearce proposed to receive and note the draft minutes of 23 June and 7 July 2020; seconded by Cllr Frost; thirteen Councillors

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voted in favour; one Councillor abstained from the vote.

- 55.2. Whether to delegate authority to the Planning and Environment Committee and agree any related recommendation in relation to assets of community value (right to buy) consultations – These consultations are often time urgent. The Planning and Environment Committee already has a delegation to comment on certain consultations and has made a recommendation to amend its Terms of Reference to include assets of community value (right to buy) consultations also. Cllr Knight proposed amending the Planning and Environment Committee's Terms of Reference to include delegated authority to comment on Asset of Community Value consultations; seconded by Cllr Pearce; all in favour. The Town Council has been asked to provide a response to a consultation to list the Friends Mission Hall, 48-52 St Georges Road, Pakefield as an Asset of Community Value. The Planning and Environment Committee has recommended that it is listed as an Asset of Community Value, on the condition that it meets the necessary criteria, which will be determined by East Suffolk Council. Cllr Green proposed approval of the recommendation from the Planning and Environment Committee to list the Friends Mission Hall, 48-52 St Georges Road, Pakefield as an Asset of Community Value, on the condition that it meets the necessary criteria; seconded by Cllr Barnard; all in favour.
- 55.3. Noting that Cllr Youngman has resigned from the Planning and Environment Committee – This was noted.

56. Climate Emergency

- 56.1. Draft minutes of the meeting on 7 July 2020 – The draft minutes were received and noted.
- 56.2. The following recommendations from the Climate Emergency Committee:
- 56.2a. Adoption of the Sustainability Strategy and task the Climate Emergency Committee with its implementation – Cllr Green proposed approval of this recommendation; seconded by Cllr Pearce; all in favour.
- 56.3. The Development and Coastal Change Supplementary Planning Document and its effect on Town Council land – This item has been considered by the AID, Finance and Governance and Climate Emergency Committees and it was decided that this item, along with item 57.1 of this agenda, would be considered at an Extraordinary Meeting of the Town Council. Cllr Pearce proposed that this item and item 57.1 are taken forward to be considered at the Extraordinary Meeting; as per the previous decision; seconded by Cllr Barnard; thirteen Councillors voted in favour; one Councillor abstained from the vote.

57. Legal

- 57.1. Design and construction features for completion of The Ness (confidential) – To be discussed during the confidential session.
- 57.2. Ownership and development of the Triangle Market (confidential) – To be discussed during the confidential session.
- 57.3. An offer to purchase an area of the Great Eastern Linear Park (confidential) – To be discussed during the confidential session.
- 57.4. Any issues relating to East Suffolk Council acting in trust for the Town Council in relation to land leased to Tingdene North Denes Ltd (confidential) – To be discussed during the confidential session.

58. Date of next meeting

25 August 2020 19:30

59. Items for the next agenda and close

It was requested that options for the recording of meetings at Hamilton House be considered at the next meeting.

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Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Knight; thirteen Councillors voted in favour; one Councillor voted against.

The Mayor thanked those who had been viewing the meeting via live stream and the live stream was closed as the meeting went into confidential session. It was confirmed the meeting would end following the confidential session.

60. Resolution to close the meeting to the public:

60.1. Any legal matters, including those above as required

52.8b Funding for the Marina Theatre (confidential) –

Members of the Marina Theatre's management team and Board of Trustees joined the meeting at 21:04

A confidential paper had been provided to Councillors ahead of the meeting and this was considered.

The members of the Marina Theatre's management team and Board of Trustees left the meeting at 21:20

Cllr Pearce made a confidential proposal; seconded by Cllr Knight; thirteen Councillors voted in favour; one Councillor voted against. Cllr Pearce made a further confidential proposal; seconded by Cllr Green; all in favour.

57.3 An offer to purchase an area of the Great Eastern Linear Park (confidential) - It was agreed to defer this item.

57.4 Any issues relating to East Suffolk Council acting in trust for the Town Council in relation to land leased to Tingdene North Denes Ltd (confidential) – It was agreed that an Extraordinary Meeting should be progressed to discuss all the outstanding confidential items on today's agenda to give them the consideration they require. It was noted that item 57.4 cannot be deferred as the deadline for responses to be submitted is approaching. Cllr Green proposed that the Clerk submit a response on behalf of the Town Council regarding item 57.4, and that the rest of the confidential items are carried forward to an Extraordinary Meeting, provisionally scheduled for 13 August, after the Finance and Governance Committee meeting; seconded by Cllr Pearce; all in favour.

The Mayor closed the meeting 21:38.

Signed:

25 August 2020