

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:30 on 22 November 2022

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Janet Craig, Alan Green (Mayor), Jen Jones, Peter Knight, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, John Pitts and Elise Youngman

In attendance: Shona Bendix (Town Clerk), Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

Public: Two members of the public were in attendance (in person)

113. Welcome

The fire evacuation procedure and public right to report were explained, and the meeting was welcomed.

114. To receive and consider approval of apologies for absence from any Councillors not in attendance

Apologies were received from Cllrs Butler, Frost, Lang, LeGrice, Page and Taylor with reasons provided.

Cllr Pearce proposed acceptance of apologies; seconded by Cllr Knight; all in favour.

115. Declarations of Interests and dispensations

115.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

Cllr Brooks declared an interest in item 121.2a as a former member of the Environment and Waste Group. Cllr Newsome declared an interest in item 121.2c due to previous discussions with Sizewell concerning the proposals. Cllr Craig declared she is a member of East Suffolk Council and is their representative on the Environment and Waste Group. Cllr Patience declared an interest in item 121.2a as a member of East Suffolk Council and a member of the Environment and Waste Group and he is also on the Town Hall Project Board. Cllr Pearce declared a non-registerable interest as Chair of the Gunton Residents Association and an interest in 121.2b as a current Lowestoft Town Council representative on the Lowestoft Kitiwake Partnership, an interest in item 118.7 as he is on the Town Hall Project Board and he is a Lowestoft Town Council representative on the quarterly meetings with the Marina Theatre. Cllr Parker declared he is Vice-Chair of the Gunton Residents Associations. The Town Clerk noted item 119.6 involves the East Suffolk Council and a transfer of land which may be declared as an interest for the District Councillors present at the meeting. Cllr Barker declared an interest in items 118.2d, 118.2e, 118.2f and 118.4 as Chair of the Personnel Committee, item 118.7 as she is on the Town Hall Project Board and item 112 as a representative on First Light. Cllr Green declared he is on the Town Hall Project Board.

115.2. To consider written requests for dispensations for interests and note dispensations granted. None were received.

116. To consider the draft minutes and appended confidential notes of the meeting on 25 October 2022

Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

117. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

It was decided item 121.2b would be brought forward to the beginning of the meeting with contributions from a member of the public permitted.

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121.2b. The Lowestoft Kittiwake Partnership Agreement

This item was brought forward and a member of the public provided a presentation on the need for Kittiwake nesting areas. Cllr Pearce confirmed the partnership's intention is to allow for the management of nesting for the future and the use of non-lethal deterrents. It was confirmed the renewables sector are planning to build an offshore marine nesting platform, thus providing new homes for expansion. It was suggested that someone from Groundworks might speak to the member of the public and receive their input. Cllr Pearce confirmed the report was circulated to all Councillors and any questions should be directed to staff and the Climate Emergency and Ecological Committee.

118. Finance

118.1. To receive the draft minutes of the meeting on 14 November 2022 – It was confirmed the minutes would be signed off at the next meeting.

118.2. To consider the following recommendations from the Finance and Governance Committee:

118.2a. To adopt the following policies and procedures:

118.2ai Environmental Policy

118.2aii Equality and Diversity Policy

118.2aiii Financial Regulations

118.2aiv Freedom of Information Publication Scheme, as amended

118.2av Friends Groups Policy, as amended

118.2avi Health and Safety Policy, as amended

118.2avii Ponds and Waterways Policy, as amended

118.2aviii Public Participation Protocol and Public Participation Protocol (Video meetings)

118.2aix Reporting Procedure for Assets and Maintenance

Cllr Brooks proposed all are approved; seconded by Cllr Pearce; all in favour.

118.2b. To delegate authority to the Clerk to negotiate changes to the 2022 – 2023 contract and progress changes to the 2023 – 2024 contract, to reflect due changes and transitional arrangements for the end of the Norse grounds maintenance contract in 2023 – Cllr Pearce proposed delegated authority is granted to the Town Clerk to negotiate the changes and adjustments; seconded by Cllr Begum; all in favour.

118.2c. To delegate authority to the Clerk, in conjunction with members of the Finance and Governance Committee to review and authorise any further contractual payments for the Denes Oval tennis courts, if they are within the scope of works and the previously agreed budget – Cllr Pearce proposed acceptance and clarified this was to allow for the Clerk to pay bills against the agreed budget; seconded by Cllr Brooks; all in favour.

118.2d. To delegate authority to the Personnel Committee to progress the Asset Manager Officer appointment – Cllr Pearce proposed delegating authority to the Personnel Committee to assemble the interview panel and make the appointment; seconded by Cllr Begum; all in favour.

118.2e. To approve a standing delegation to the Personnel Committee to progress the recruitment of positions pre-approved by Full Council – Cllr Pearce proposed acceptance and clarified all posts would be pre-approved by Full Council; seconded by Cllr Brooks; all in favour.

118.2f. To approve the recruitment of two apprentices, with delegated authority to the Clerk in conjunction with the Personnel Committee, and to decide the budget allocation – Cllr Pearce proposed approval of both the recruitment and delegation with the budget allocation to come from Staffing Contingency; seconded by Cllr Barker. The Town Clerk noted further information has been found on the scheme, training, availability and

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start dates. The Town Clerk clarified the office considered a start date of January 2023 with one horticulture apprentice with figures of £9,300 for year one with an increase in year two due to salary increases dependent on age of the apprentice. It was confirmed estimated costs would be at £26,457 to £27,732. This would result in three months coming out of next year and nine months out of 2024-25. Cllr Pearce proposed approval of recruitment of one apprentice with a start date of January 2023 per the terms presented by the Town Clerk, with a delegated authority to the Clerk in conjunction with the Personnel Committee to progress and with the pro-rata element of the 2022-23 salary to be funded from the existing Staffing Contingency and the 2023-24 element to be budgeted for. Seconded by Cllr Brooks; all in favour.

118.2g. To consider the budgeting and any delegations for progressing events support for the remainder of 2022 – 2023 and 2023 – 2024 – It was confirmed the budget was set at £11,000. Cllr Pearce proposed approval of the budget for 2023-24 and the pro-rata element for 2022-23 be funded from Staffing Contingency or Staffing Reserve; seconded by Cllr Barker; all in favour.

118.3. To receive and consider the following:

118.3a. 2022 – 2023 budget position – No comments were received.

118.3b. Any bank reconciliations – It was confirmed September and October are completed.

118.3c. Payments and income for the month ending 31 October 2022 and November 2022 to date (see schedules) – The Budget and Loan Sub-Committee had confirmed there was a dedicated Mulching budget, as part of the Horticulture budget, and the mulch reimbursement should be allocated against the Mulching budget rather than the Horticulture budget.

Table 1 October and November Expenditure

3 October 2022	C&C Consulting	H&S Support	£49.50 + £9.90 VAT = £59.40
3 October 2022	SEFE Energy	Town Hall Gas	£59.45 + £2.97 VAT = £62.42
3 October 2022	East Suffolk Council	Links Road Car Park NNDR	£187
3 October 2022	East Suffolk Council	Sparrows Nest Bowl Pavilion NNDR	£110
3 October 2022	East Suffolk Council	Hamilton House NNDR	£948
3 October 2022	Paul Connew	Reimbursement	£243.64
3 October 2022	Jonny Hawes	Reimbursement	£65.14
4 October 2022	Wave Utilities	Town Hall Water	£40.73
4 October 2022	Gearhire Sound and Light	Full Council Amplification	£400 + £80 VAT = £480
4 October 2022	M Miles	Big Green Weekender Performance	£150
4 October 2022	B Davies	Big Green Weekender Performance	£150
5 October 2022	Land Registry	Land Registry Search	£3
5 October 2022	Suffolk Pension Fund	Pensions September 2022	£6,835.16
11 October 2022	Anglian Water	North Denes Water Charges	£950.79
13 October 2022	The Play Inspection Company	Play Inspection Training and Registration	£2,390 + £258 VAT = £2,648
13 October 2022	Ben Sutton Timber	Oak post for Rosedale	£163 + £32.60 VAT = £195.60
13 October 2022	AJ Builders	Britten Green Matting, Benches and Repairs	£3,345 + £669 VAT = £4,014
13 October 2022	AJ Builders	Replace 8x steps at GELP	£1,120 + £224 VAT = £1,344
13 October 2022	NALC	Committee Clerk Advert	£100 + £20 VAT = £120
13 October 2022	Blachere Illumination UK Ltd	Christmas Light Installation and Switch on	£3,879 + £775.80 VAT = £4,654.80
13 October 2022	East Suffolk Council	Harbour & Normanston By Election April 2022	£15,239.02

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13 October 2022	Odd Bods	Pakefield St PC Gutter Clear and Roof Cleaning	£945 + £189 VAT = £1,134
13 October 2022	Ecolab	Marina Theatre Avishock Service Q3	£510 + £102 VAT = £612
13 October 2022	East Point Business Services	Community Warden Room Air Conditioning	£3,570.60 + £714.12 VAT = £4,284.72
14 October 2022	Anglian Water	Denes Oval Water Charges	£900.43 + £180.09 VAT = £1,080.52
14 October 2022	East Suffolk Norse	Partnership Charge October 2022	£38,268 + £7,653.60 VAT = £45,921.60
17 October 2022	C&C Consulting	Health and Safety Support	£779.10 + £155.82 VAT = £934.92
17 October 2022	Lloyds Bank	Credit Card Charges	£1,119.36
18 October 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 October 2022	Sword and Trowel Ltd	Payslips Q2	£118.50 + £23.70 VAT = £142.20
19 October 2022	Seletar Signs	Health and Safety Signage	£80 + £16 VAT = £96
19 October 2022	Access Community Trust	Sunrise Studios Grant	£1,840
19 October 2022	Suffolk Association of Local Councils	SALC Training	£26 + £5.20 VAT = £31.20
19 October 2022	Northumbrian Water	Legionella Checks September 2022	£593.97 + £118.79 VAT = £712.76
19 October 2022	HMRC	HMRC September 2022	£6,962.34
19 October 2022	Ricoh UK Ltd	Printing Charges	£205.07 + £41.01 VAT = £246.08
19 October 2022	Lauren Elliott	Parking Reimbursement	£15.12 + £2.68 VAT = £17.80
20 October 2022	NPower	Triangle Market Electric	£191.58 + £9.58 VAT = £201.16
21 October 2022	SALARIES	Salaries October 2022	£15,998.99
21 October 2022	NPower Ltd	Kensing Gardens Electric Sept	£98.19
21 October 2022	NPower Ltd	Low Cemetery PC Electric Sept	£116.93
21 October 2022	NPower Ltd	Kensing Gardens Electric Sept	£118.70
21 October 2022	NPower Ltd	Normanston Park Electric Sept	£122.55
21 October 2022	NPower Ltd	Denes Oval Electric Sept	£498.02
21 October 2022	NPower Ltd	Pakefield St PC Electric Sept	£113.80
21 October 2022	NPower Ltd	SN Electric September 2022	£1,951.01
24 October 2022	British Gas	WH Gas 19/12/21 to 27/5/22	£122.10
25 October 2022	HMRC	Land Registry Search	£3.00
27 October 2022	Harriet Foster	TH Evaluation of Activity Plan	£830.00
27 October 2022	Lowestoft Studio Ceramics	Activities Re Low Porcelain	£1,100.00
27 October 2022	Paperworks (Books and Prints)	Virtual Town Hall Development	£1,015.00
27 October 2022	Liz Ballard	TH Heritage Engagement Aug	£2,153.00
27 October 2022	Liz Ballard	TH Heritage Engagement Sep	£2,542.00
27 October 2022	Chris Meek	Low Jo Reimbursement	£14.65
27 October 2022	Zoe Sprake	Lowestoft Porcelain Ram	£940.00
27 October 2022	Caloo Ltd	Credit for Heras Fencing	£48,361.20
27 October 2022	Waveney Norse Limited	Partnership Charge Nov 22	£45,885.60

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27 October 2022	MossKing Associates Ltd	TH Heritage Project Sept 22	£1,830.00
27 October 2022	Abrehart Ecology Ltd	TH Ecological Survey	£1,168.32
27 October 2022	SJ Geomatics Ltd	TH CAD works merge elevations	£300.00
27 October 2022	MossKing Associates Ltd	TH Development Project Sept 22	£2,916.00
27 October 2022	Screwfix	R&M Supplies	£663.43
28 October 2022	Eon Energy	WH Electric Jul - Oct 22	£30.80
28 October 2022	C&C Consulting Services Ltd	H&S Support Mileage	£61.02
28 October 2022	Essex and Suffolk Water	Normanston Water 7/4/22 - 3/10	£484.12
31 October 2022	Gazprom Energy	Town Hall Standing Charge	£60.41
1 November 2022	East Suffolk Council	Links Road Car Park NNDR	£187.00
1 November 2022	East Suffolk Council	Sparrows Nest Bowl Club NNDR	£110.00
1 November 2022	East Suffolk Council	Hamilton House NNDR	£948.00
1 November 2022	HMRC	Land Registry Search	£3.00
1 November 2022	Sarah Foote	Reimbursement for Book Vouchers for Black History Month	£450.00
2 November 2022	SALC	Councillor Training	£26.00 + £5.20 VAT = £31.20
2 November 2022	Lowestoft Signing Choir	Event Performance	£75.00
2 November 2022	J Parkers	Bulbs for Various Parks	£2,145.38 + £424.88 VAT = £2,570.26
2 November 2022	East Suffolk Council	Remembrance Day Application Fee	£28.00
2 November 2022	Wave	Water Charges	£1,111.65
3 November 2022	Suffolk Pension Fund	Pensions October 2022	£6,641.79
4 November 2022	Lauren Elliott	Reimbursement for Parking	£12.00
4 November 2022	Paul Connew	Reimbursement	£57.90
4 November 2022	Nicholsons Solicitors	Marina Legal Advice	£337.50 + £67.50 VAT = £405.00
4 November 2022	Nicholsons Solicitors	Denes Oval Legal Advice	£431.90 + £86.38 VAT = £518.28
4 November 2022	Nicholsons Solicitors	Hamilton Road Legal Advice	£486.20 + £97.24 VAT = £583.44
4 November 2022	Nicholsons Solicitors	Hamilton House Legal Advice	£88.40 + £17.68 VAT = £106.08
4 November 2022	Nicholsons Solicitors	Normanston Legal Advice	£40.80 + £8.16 VAT = £48.96
4 November 2022	Nicholsons Solicitors	Town Hall and Allotment Legal Advice	£20.40 + £4.08 VAT = £24.48
4 November 2022	Nicholsons Solicitors	High Street Land Legal Advice	£88.40 + £17.68 VAT = £106.08
4 November 2022	Nicholsons Solicitors	General Legal Advice	£445.00 + £89.00 VAT = £534.00
4 November 2022	Nicholsons Solicitors	Norse Legal Advice	£2,585.70 + £517.14 VAT = £3,102.84
4 November 2022	Carl Matthews	HOD Film	£105.00
4 November 2022	Claranet	Website Hosting	£59.66 + £11.93 VAT = £71.59
4 November 2022	Clear View Surveys	Town Hall Survey	£3,075.00 + £615.00 VAT = £3,690.00
4 November 2022	CJ Wright	Town Hall YMCA Design Project	£300.00
4 November 2022	Anglian Print	Town Hall 4x Roller Banners	£198.00 + £39.60 VAT = £237.60

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4 November 2022	Anglian Print	Town Hall Leaflets	£120.00 + £8.00 VAT = £128.00
4 November 2022	Gearhire Sound and Lighting	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
4 November 2022	AJ Builders	Sparrows Nest Entrance Repairs	£4,650.00 + £930.00 VAT = £5,580.00
4 November 2022	AJ Builders	Rosedale Park Repairs	£185.00 + £37.00 VAT = £222.00
4 November 2022	Jonny Hawes	Equipment Reimbursement	£43.55
4 November 2022	Screwfix	Equipment	£292.21
7 November 2022	Fuel Card	Fuel Charges	£57.60
7 November 2022	Anglian Water	Water Charges	£980.89
8 th November 2022	AJ Builders	Works at the Ness	£300.00 + £60.00 VAT = £360.00
8 th November 2022	J Parkers	Bulbs	£381.60
8 th November 2022	East Suffolk Council	Correction for Election Invoice	£0.23
8 th November 2022	NABMA	NABMA Subscription 2022-23	£384.00
8 th November 2022	Boggis Electrical	Avishock Infrastructure	£400.48 + £80.10 VAT= £480.58
14 th November 2022	Anglian Water	Water Charges	£1,550.72
14 th November 2022	AJ Builders	GELP Boardwalk Works	£9,800 + £1,960.00 VAT = £11,760.00
14 th November 2022	AJ Builders	GELP Bollard	£365.00 + £73.00 VAT = £438.00
14 th November 2022	Seletar Signs	6x H&S Signs	£180.00 + £36.00 VAT = £216.00
14 th November 2022	Odd Bods	Gutter Cleaning	£305.00 + £61.00 VAT = £366.00
16 th November 2022	Lloyds Bank	Credit Card Purchases	£391.88
16 th November 2022	EPBS	Hamilton House Capital Repayment	£3,357.40 + £671.48 VAT = £4,028.88
16 th November 2022	White Light Ltd	LED Lights Marina Theatre	£14,547.50 + £2,909.50 VAT = £17,457.00
16 th November 2022	Ecolab Ltd	Avishock Ongoing Maintenance	£510.00 + £102.00 VAT = £612.00
16 th November 2022	EPBS	IT Service Charge	£2,692.50 + £538.50 VAT = £3231.00
16 th November 2022	White Light Ltd	LED Lights Marina Theatre	£18,974.20 + £3,794.84 VAT = £22,769.04
16 th November 2022	Esmo Designs Ltd	Reclaim Plaque	£435.00
16 th November 2022	Gearhire Sound and Lighting	Remembrance Sound System	£925.00 + £185.00 VAT = £1,110.00
16 th November 2022	EPBS	Hamilton House Service Charge	£5,314.02 + £1,062.80 VAT = £6,376.82
16 th November 2022	Royal British Legion	Poppy Wreaths	£125.00
16 th November 2022	FSS Electrical	Denes Oval Lighting Installation 30% Deposit	£8,400 + £1,680 VAT = £10,080
17 th November 2022	C&C Consulting	Health and Safety Support	£779.10 + £155.82 VAT = £934.92
17 th November 2022	Community Heartbeat	Defibrillators	£4,495.00 + £899.00 VAT = 5,394.00
17 th November 2022	Sarah Foote	Reimbursement	£71.35
17 th November 2022	East Suffolk Norse	Marina Theatre Cleaning August	£143.00 + £28.60 VAT = £171.60

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17 th November 2022	AJ Builders	Sparrows Nest Works	£334.44 + £66.89 VAT = £401.33
18 th November 2022	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
18 th November 2022	HMRC	HMRC October 2022	£6,649.52
21 st November 2022	NPower	Triangle Market Electric	£175.68 + £8.78 VAT = 184.46
21 st November 2022	Friends of Kensington Gardens	Mulch Reimbursement	£90.00
21 st November 2022	Lauren Elliott	Reimbursement	£16.00
21 st November 2022	Langton Brook	Neighbourhood Plan Advice	£900.00
22 nd November 2022	NPower	Electricity Charges	£92.96
22 nd November 2022	Anglian Water	Water Charges	£498.19
22 nd November 2022	MJ Training	Manual Handling Training x8	£410.00 + £82.00 VAT = £492.00

Table 2 October and November Receipts

Date	Received from	Description	Amount
3 October 2022	Tenant	Rental Income from Tenant	£213.16
6 October 2022	R Young	Whitton Hall Hire	£42
10 October 2022	HOD Steering Group	HOD Grant Return	£614.06
17 October 2022	Mr Davies	Memorial Bench and Rose Bush	£2,405
21 October 2022	East Suffolk Council	CIL second instalment	£1,691.73
31 October 2022	Tenant	Rental Income from Tenant	£213.16
3 November 2022	Anglian Water	Use of Links Road Car Park	£2,100.00
4 November 2022	Tenant	Rental Income from Tenant	£775.00
14 th November 2022	Ben Davies	Return of Overpayment	-£200.00
15 th November 2022	Lowestoft & District Allotment Association	Allotment Rent	£583.00
17 th November 2022	Market Income	Weekly Market Income	£18.50
21 st November 2022	HMRC	VAT Return	£110,151.61

118.3d. Payments for approval: £851.32 was for the flood lights at Denes Oval and was the difference between the budgeted and actual figures. It was noted the £80,000 for years one and two of the project included the allocation for the flood lights and the budget was set aside for the full amount with £8,000 to £9,000 coming from the club. The final bill will be within budget. Cllr Pearce proposed approval of £851.32 for the flood lights; seconded by Cllr Knight; all in favour.

118.4. To note the national agreement on payscales (which Council opts to apply to all staff) and to consider applying the provision of an additional day of leave to all staff (some aspects may be confidential) – To be discussed in confidential session.

118.5. To receive the East Suffolk Council letter advising of the Council Tax base and precept demand information – It was noted the information was due to be confirmed by East Suffolk Council (ESC) in December.

118.6. To receive an update on the draft 2023 – 2024 budget and precept – Cllr Pearce confirmed the full draft budget recommendations will be presented to Full Council in December. It was noted there were several changes taking place next year: end of the current Grounds Maintenance contract; capital funding requirements for Marina Theatre; the Town Hall project. Also under Staffing, Pension and National Insurance budget there was a large underspend carried over to 2020-21 due to not filling planned recruitment as a result of COVID-19. For the past two years this underspend was carried forward and offset against the following year's budget. It was confirmed this year the full Staffing budget will likely be precepted, which will affect the percentage increase as a one-time impact that will need to be

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absorbed. With staff recruited to review and repair outside assets, the need to bring in contractors had reduced as well as savings being made on repair and maintenance costs due to issues being identified and rectified at an earlier stage. The main focus would be the Grounds Maintenance cost as the current year's contract totalled £466,000 with five parks accounting for £300,000 and seven toilet blocks accounting for £80,000. It was noted several contracted jobs could be brought in-house and reduce annual costs.

- 118.7. To consider the redevelopment of the Town Hall, including a report from the Project Board – Comments were made that technical jargon should be avoided and greater detail was needed on the activity plan, budgeting and service needs. It was suggested any concerns be submitted to the staff who can raise it with the Town Hall Project Board. It was noted capital costs for construction were increasing and inflation added pressure to those costs thus affecting the project budget so the different phases of the project were reviewed in order to moderate the costs and bring them down. It was noted the reports needed to meet the lottery criteria but a request can be made for plain speak language to be used as well. There are delegations to the Project Board to appoint consultants, within scope of works and budget, and pay contractors for surveys and reports, as previously agreed in the budget. If the Project Board want to increase one budget and decrease another, this it is not explicitly within the delegation. Cllr Pearce proposed, where required, the Project Board be permitted to adjust the component budgets as long as there is no increase on the overall budget. An increase in the overall budget would require a Full Council resolution; seconded by Cllr Green. It was added that the communication from the Project Board to Councillors and the wider public needed improvement. Cllr Knight suggested, going forward, to consider having a public Board to provide updates and it was agreed to submit this to the Project Board. Cllr Pearce suggested requesting the Town Hall Project Manager provide a presentation at Full Council in public session. A vote was held on Cllr Pearce's original proposal and all were in favour.

Cllr Brooks temporarily left the chamber at 19:25

- 118.8. To consider the draft Terms of Reference for the Marina Theatre Quarterly Management Meetings – It was confirmed the Quarterly Management meetings were currently viewed as the Council's meeting with tenants who deliver a service on the Council's behalf and as this group may be formalised as an external body, terms of reference were being drafted. Cllr Pearce proposed Full Council delegate authority to the Clerk, in consultation with members of the Finance and Governance Committee (F&G) to agree the final terms of reference with the Marina Theatre Clerk, subject to them not conferring any financial liability on the Town Council beyond what has already been agreed and there being no budgetary delegation to the group; seconded by Cllr Green; thirteen voted in favour and one Cllr abstained from voting due to being outside the chamber during the discussions and proposal.

Cllr Brooks returned to the chamber at 19:27

- 118.9. To consider and agree a delegation to the Clerk and set the budget for external play area inspection and maintenance contracts – To be discussed in confidential session.

119. Assets, Inclusion and Development

- 119.1. To receive the draft minutes of the meeting on 7 November 2022 – To be signed off at the next meeting.
- 119.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
- 119.2a. Refusal of a request to purchase a lease/land (confidential) – To be discussed in confidential session.
- 119.3. To consider requesting the transfer of the Charter Market for the Triangle Market from East Suffolk Council to Lowestoft Town Council – It was noted, due to legal issues with the District Council, the item presented a registerable interest to the District Councillors present.

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It was noted ESC had confirmed the land and license for the market was transferred but the Charter itself had not been transferred to the Town Council. Cllr Pearce proposed endorsing the recommendation from Assets, Inclusion and Development Committee (AID) and request the transfer of the Charter to the Town Council; seconded by Cllr Knight; all in favour.

Cllrs Craig and Patience returned to the chamber at 19:32

119.4. To consider any recommendations from the Parks and Open Spaces Sub-Committee regarding the 2023 – 2024 play areas budget and the five year plans for play area refurbishments (some aspects may be confidential) – A recommendation was made to change the order of priority to reflect the current condition findings, with Normanston Park and Cotman Close recommended as the two priorities for refurbishment in 2023-24 and the remaining parks to be reviewed in 2024-25. It was noted that the recommendation specified the two refurbishments for 2023-24 should be brought forward to 2022-23 and the remaining parks for 2024-25 be brought forward to 2023-24. Cllr Pearce proposed approval of recommendation to refurbish Normanston Park and Cotman Close in 2023-24, bring the refurbishment forward to 2022-23 and use the current underspend in the Play Areas and Community Infrastructure Levey budget, totalling approximately £89,000, to fund the two refurbishments. This is subject to the total costs not exceeding that available amount; seconded by Cllr Brooks; all in favour.

It was confirmed five staff members were qualified for play inspections and would require refresher training alongside any new staff also being trained. Cllr Pearce proposed Full Council approve the recommendation to add £1,000 to the Annual Training budget from 2023-24; seconded by Cllr Brooks; all in favour.

Cllr Pearce proposed that Full Council agree in principal that the play area repair budget is necessary and agree that the other four play areas are the next refurbishments. Budget and Loan, F&G and AID would examine these four play areas in December to decide what is affordable, whether it can be conducted in a single year and where to allocate the budget. This will then be brought back to Full Council in December as part of the overall budget recommendation; seconded by Cllr Brooks; all in favour.

119.5. To consider an update on the previous decision to clean the Sails prior to their removal – Cllr Brooks proposed acceptance of removing the Sails without cleaning them. To make an informed decision, Cllr Pearce suggested an amendment to the proposal for staff to verify if pressure washing would accelerate damage to the Sails and then make a decision in consultation with members of the AID Committee. Cllr Pearce proposed to leave the previous resolution of removing the Sails to stand, receive costs for removal and submit applications for any planning permission required. If the Sails are to remain in situ for any length of time then they are cleaned. It is then delegated to staff to obtain an opinion on whether pressure washing would damage the Sails and if the answer is no then the cleaning proceeds. Seconded by Cllr Knight; eight Councillors voted in favour; five Councillors voted against and one Cllr abstained.

119.6. To further consider the transfer of land at Cotman Close from Lowestoft Town Council to East Suffolk Council (confidential) – To be discussed in confidential session.

120. Planning

120.1. To receive the draft minutes of the meetings on 1 and 15 November 2022 – It was noted there was no recommendation as the issue was settled and the Planning Committee no longer approved the McDonalds application.

A five minute comfort break was taken at 19:47

The meeting resumed at 19:52

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:30 on 22 November 2022

121. Climate Emergency and Ecological

121.1. To receive the draft minutes of the meeting on 21 November 2022 – To be signed off at the next meeting.

121.2. To consider any recommendations from the Climate Emergency and Ecological Committee regarding the following:

121.2a. A proposal from the Environment and Waste Group regarding bulky waste collection –

Cllr Pearce explained the adjusted approach and proposed the one year trial be applied across the entire parish and to commence from April 2023, thus allowing time to sort the details of the conditions. Conditional approval is being sought from Full Council for the trial to proceed subject to two conditions. The first being, before the end of February 2023, the Town Council and Environment and Waste Group reach an agreement with the recycling depot to waive the handling fees, as this trial is a community project, and if this cannot be secured then the proposal either does not progress or is re-budgeted and returns to Full Council for approval. The second condition is for the Council and the Environment and Waste Group to agree on the monitoring and measurement criteria, in advance of the trial starting, to assess the success of the trial and thus indicate whether to make it a permanent arrangement. This criteria will be brought to February Full Council ahead of the pre-election period for agreement. The budget previously recommended would be funded from the Climate Emergency and Ecological Committee budget as it is hoped the trial will bring about a reduction in fly-tipping and due to the contingency element costs are likely to be lower. Seconded by Cllr Parker; all in favour.

Cllr Parker suggested inviting members of the Environment and Waste Group to meet in early December to discuss the above points.

121.2b. The Lowestoft Kittiwake Partnership Agreement

This item had been brought forward to the start of the meeting.

121.2c. Joining the Nuclear Free Local Authorities Network – It was noted there was no recommendation and the Climate Emergency and Ecological Committee will consider the item at the next meeting. Ahead of that meeting will be a zoom meeting with guest speakers invited to present the for and against positions on nuclear power to which all Councillors are invited to attend.

122. Outside bodies

122.1. To consider a request from Cllrs Parker and Patience to join the Environment and Waste Group – Cllr Patience confirmed he had withdrawn from the request to join. Cllr Pearce proposed approval of the request from Cllr Parker to join the Environment and Waste Group; seconded Cllr Green; all in favour.

122.2. To receive and note Cllr Barker's report from the First Light Festival CIC meeting on 20 October 2022 – The report was received.

123. Date of next meeting

20 December 2022 at 18:30

124. Items for the next agenda and close

125. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

125.1. Any matters, including those above as required

Cllr Knight proposed to move into confidential session; seconded by Cllr Pearce; thirteen voted in favour, one Councillor abstained from voting.

The Chair closed the meeting to the public and moved into confidential session at 20:10

Lowestoft Town Council

Full Council Meeting

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18:30 on 22 November 2022

Cllrs Craig, Parker and Patience left the chamber at 20:10

118.2g To consider the budgeting and any delegations for progressing events support for the remainder of 2022-2023 and 2023-2024 – Cllr Pearce made a confidential proposal; seconded by Cllr Knight; all in favour.

118.4. To note the national agreement on pay scales (which Council opts to apply to all staff) and to consider applying the provision of an additional day of leave to all staff (some aspects may be confidential).

The Clerks temporarily left the chamber at 20:14

It was noted that there is a pre-existing agreement to apply the annual National Joint Council (NJC) pay scale cost of living increases to all staff regardless of whether they are employed on NJC terms. It was agreed to extend this application to all staff, including future staff, regardless of when they are appointed. It was also agreed to permanently increase annual leave by one standard day of all staff from 1 April 2023. Proposed: Cllr Barker; seconded Cllr Pearce; all in favour.

The Clerks returned to the chamber at 20:20

118.9 To consider and agree a delegation to the Clerk and set the budget for external play area inspection and maintenance contracts – The Town Clerk confirmed staff have been trained to conduct play inspections and this also covered risk assessments of the sites and weekly or monthly inspections. The Town Clerk clarified a company would be contracted to complete quarterly maintenance and service checks as well as annual inspections, and that this would be more cost effective. The repairs and maintenance allocation per site remained under review.

It was requested to progress in this financial year, from December or January, contracting the companies to do all the quarterly and annual inspections. It was confirmed of the four quarterly inspections, the fourth quarter would have the annual inspection.

Cllr Pearce proposed Full Council approve the request, with a start date of December, £15,000 set as the maximum budget, including the app, for 2022-2023 and that can be paid immediately from capital reserves if the budget allocation has not been decided. It is then delegated to F&G to decide the budget allocation, which will be informed by the negotiations with Norse, after which if a payment has already been made then an internal journal can be made from the appropriate budget to reimburse the capital reserves. From 2023-2024 a specific budget will be allocated for the play inspections and app. Seconded by Cllr Brooks; all in favour.

119.2a – Refusal of a request to purchase a lease/land (confidential) – Cllr Pearce proposed Full Council decline the application; seconded by Cllr Brooks; all in favour.

119.6 To further consider the transfer of land at Cotman Close from Lowestoft Town Council to East Suffolk Council (confidential) – Cllr Pearce proposed, as per the ESC position, there are no additional transfers of land until all the remedial transfers are concluded, the Council do not accept any new transfer or extension of land, and only accepts the land intended for transfer in 2017. Seconded by Cllr Begum; all in favour.

The Chair closed the meeting at 20:51

Lowestoft Town Council

Full Council Meeting

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18:30 on 22 November 2022

Signed:

20 December 2022