

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 26 May 2020

### MINUTES

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

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

#### **20. Welcome**

The right to report and the application of the video meeting protocol were explained and noted, and the meeting was welcomed. Councillors were reminded that the meeting was being streamed live online. The Mayor offered thanks on behalf of the Town Council to volunteers who have been supporting the community during the COVID-19 pandemic.

#### **21. Apologies for absence from any councillors not in attendance**

Apologies were received from Cllr Peter Collecott.

#### **22. Declarations of Interests and dispensations**

Cllr Breakspear declared a pecuniary interest in items 29.1 and 29.2. Cllr Lang enquired whether he would be required to declare an interest in item 30.1. It was explained that although those with a pecuniary interest should not participate in the discussion of that item, the matter of the CCTV service is no longer an ongoing issue.

#### **23. Receipt of any comments and noting that the draft minutes of the Annual Meeting on 12 May 2020 will be considered at the next appropriate meeting**

It was queried that at the appointment of the Chair of the Personnel Committee, the vote had been recorded as eight Councillors voting for Cllr Eastwood, nine Councillors voting for Cllr Parker and two Councillors abstaining from the vote. This equals nineteen Councillors when only eighteen were present for the meeting. This will be checked and amended. Cllr Coleby felt that the minutes did not accurately reflect some of the proposals he had made at the meeting, namely at item 9, which he understood should include reference to all Governance documents being reviewed by the Standing Orders and Policies Sub-Committee, and at item 10.1a, which should include provision for reporting back to Full Council. Cllr Coleby will email officers to clarify the requested amendments and the minutes will be checked and amended where necessary. It was commented that there was an agreement for Terms of Reference to be reviewed during the year by the Standing Orders and Policies Sub-Committee, although this may have been at the Finance and Governance Committee meeting. The minutes will be checked and amended where necessary.

#### **24. Any advance comments from the public on any matters on this agenda**

An advance comment had been received from a member of the public and was read out at the meeting. The comment was in support of the Finance and Governance Committee's decision to defer the decision about whether to supply electricity to The Ness and urged the Town Council to find out from East Suffolk Council where almost a million pounds has been spent on the project so far, and why water and electricity supplies were not included in the original grant application. It was requested that at the discussion of 25.4f, the Chair of the Finance and Governance Committee explain the definition of in and out of scope items.

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### 25. Finance

25.1. Receipt of the draft minutes of the meeting on 14 May 2020 – The minutes were noted and there were no comments.

25.2. Receipt and consideration of the following, which have been considered by the Finance and Governance Committee:

25.2a. The 2020 – 2021 budget position and to note any bank reconciliations – The budget monitoring documents had been circulated ahead of the meeting and there were no comments.

25.2b. Payments, income and expenditure reports for the month ending 30 April 2020 and May 2020 to date, including any payments made under delegated authority – The reports had been circulated in advance as follows. These were noted and there were no comments.

#### April income

Date	Payment from	Description	Amount
3 April 2020	First Light Festival C.I.C.	Refund of grant for the First Light Festival 2020	£5,000
8 April 2020	East Suffolk Council	Historic England event lunch and refreshments	£140
17 April 2020	HMRC	HMRC VAT repayment 19-20 Q4	£52,161.15
20 April 2020	Tenant	Rental income from tenant	£213.16
22 April 2020	Tenant	Rental income from tenant	£47,713.07
28 April 2020	East Suffolk Council	CIL 2020-21 1 <sup>st</sup> instalment	£25,995.25
29 April 2020	East Suffolk Council	Precept 2020-21 1 <sup>st</sup> instalment	£918,865.50

#### April expenditure

Date	Payment to	Description	Amount
1 April 2020	East Suffolk Council	Triangle Market NNDR Apr 20	£119.65
1 April 2020	East Suffolk Council	Links Road car park NNDR Apr 20	£188.25
1 April 2020	East Suffolk Council	Sparrows Nest Bowls NNDR Apr 20	£107.80
1 April 2020	East Suffolk Council	Kensington Gardens PC NNDR Apr	£205.80

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1 April 2020	East Suffolk Council	Pakefield Street PC NNDR Apr 20	£124.55
1 April 2020	East Suffolk Council	Sparrows Nest Bowls NNDR Apr 20	£108.20
1 April 2020	East Suffolk Council	S.N. Bowls NNDR Apr 20 refund	-£108.20
3 April 2020	Suffolk Pension Fund	Pensions March 2020	£3,871.95
7 April 2020	East Suffolk Council	Reimbursement of CIL overpay	£2,827.59
7 April 2020	Marina Theatre Trust	MTT Management Fee Apr-Jun 20	£37,500 + £7,500 VAT = £45,000
7 April 2020	Marina Theatre Trust	MTT Management Fee Jul-Sep 20	£37,500 + £7,500 VAT = £45,000
7 April 2020	East Suffolk Norse	Arnold's Bequest tarmac work	£1,738.58 + £347.72 VAT = £2,086.30
7 April 2020	Suffolk Cloud	Website hosting 2020-21	£110
7 April 2020	McCormack Benson Health & Safe	Fire risk assessment HH	£342
7 April 2020	East Suffolk Council	Harbour and Normanston By- Election	£11,567.95
7 April 2020	East Point Business Services	Capital repayment 20-21 Q1	£4,028.88
7 April 2020	East Point Business Services	HH Service Charge 20-21 Q1	£8,210.10
7 April 2020	East Point Business Services	HH rent 20-21 Q1	£4,410
7 April 2020	SLCC	Zero Carbon NHood Plan webinar	£72
7 April 2020	SLCC	Accessible Documents webinar	£42
7 April 2020	SLCC	Energy Projects webinar	£72
7 April 2020	Need2Store Ltd	Civic artefact storage April	£240
7 April 2020	Zurich Municipal	Insurance 2020-2021	£20,770.19

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7 April 2020	East Suffolk Norse	Nightingale Park refurbishment	£42,000
7 April 2020	Nicholsons Solicitors LLP	General legal advice	£237.60
7 April 2020	McCormack Benson Health & Safe	Asbestos sampling	£765.60
8 April 2020	Binder Ltd	Uplands sewage disposal maintenance	£298.50
8 April 2020	Binder Ltd	Uplands sewage disposal	£406.20
8 April 2020	Nicholsons Solicitors LLP	North Denes legal advice	£2,578.08
8 April 2020	Nicholsons Solicitors LLP	Marina Theatre legal advice	£1,116.72
8 April 2020	Need2Store Ltd	Civic artefact storage March	£240
8 April 2020	Marina Theatre Trust	MTT Management Fee Oct-Dec 20	£37,500 + £7,500 VAT = £45,000
8 April 2020	East Suffolk Norse	Norse Partnership Charge Apr 20	£36,525 + £7,305 VAT = £43,830
8 April 2020	NABMA	NABMA subscription 2020 – 21	£358
8 April 2020	Nicholsons Solicitors LLP	Legal advice for HH lease	£169.80 + £30.36 VAT = £200.16
14 April 2020	Rialtas Business Solutions Ltd	Year End Closedown 19-20	£560 + £112 VAT = £672
16 April 2020	Lloyds Bank Account	Credit card payments	£137.43
21 April 2020	Nicholson Solicitors LLP	General legal advice	£1,170.40
23 April 2020	Salaries	Salaries April 2020	£8,725.67

### May income

There was no income to report.

### May expenditure

Date	Payment to	Description	Amount
1 May 2020	East Suffolk Council	Triangle Market PC	£117

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		NNDR May 20	
1 May 2020	East Suffolk Council	Links Road car park NNDR May 20	£187
1 May 2020	East Suffolk Council	Sparrows Nest Bowls NNDR May 20	£110
1 May 2020	East Suffolk Council	Kensington Gardens PC NNDR May 20	£210
1 May 2020	East Suffolk Council	Pakefield Street PC NNDR May 20	£122
1 May 2020	NPower	Town Hall electric March 2020	£282.38 + £14.12 VAT = £296.50
1 May 2020	NPower	K Gardens electric Jan-Mar 20	£272.02 + £13.60 VAT = £285.62
1 May 2020	NPower	CCTV electric March 2020	£173 + £34.60 VAT = £207.60
1 May 2020	NPower	Triangle Market electric Mar20	£103.64 + £5.18 VAT = £108.82
1 May 2020	Gazprom Energy	Town Hall gas March 20	£42.83 + £2.14 VAT = £44.97
1 May 2020	East Suffolk Council	Food voucher grant	£1,200
1 May 2020	SLCC	Town Clerk SLCC membership	£525
1 May 2020	SLCC	The Clerks' Manual	£47.50
1 May 2020	Railway Paths Ltd	Annual rent for GELP access	£24.78
1 May 2020	NPower	Pakefield St electric Jan-Mar	£354.83 + £17.74 VAT = £372.57
1 May 2020	Essex and Suffolk Water	Normanston Park water Dec19 – Mar20	£516.87
1 May 2020	NPower	Normanston Park electric Jan-Mar 20	£3,779.83 + £755.97 VAT = £4,535.80
1 May 2020	NPower	Denes Oval electric Jan-Mar 20	£1,084.78 + £216.96 VAT = £1,301.74
1 May 2020	NPower	Sparrows Nest electric Jan-Mar 20	£305.69 + £15.28 VAT = £320.97

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1 May 2020	Suffolk County Council	2 x recruitment adverts	£305.69 + £15.28 VAT = £320.97
4 May 2020	East Suffolk Norse	Partnership Charge May 2020	£36,525 + £7,305 VAT = £43,830
4 May 2020	Nicholsons Solicitors LLP	Professional charges (legal)	£712.80 + £142.56 VAT = £855.36
4 May 2020	Trevor Brown	Internal Audit Year End 19-20	£450
6 May 2020	Suffolk Pension Fund	Pensions April 2020	£3,860.90
6 May 2020	SLCC	Community Governance qualification	£1,376

### Payments made under delegated authority

Date	Payment to	Description	Amount
1 May 2020	East Suffolk Council	Triangle Market PC NNDR May 2020	£117
1 May 2020	East Suffolk Council	Links Road NNDR May 2020	£187
1 May 2020	East Suffolk Council	Sparrows Nest Bowls Pavilion NNDR May 2020	£110
1 May 2020	East Suffolk Council	Kensington Gardens PC NNDR May 2020	£210
1 May 2020	East Suffolk Council	Pakefield Street PC NNDR May 2020	£122
1 May 2020	NPower	Town Hall electric 1 – 31 March 2020	£282.38 + £14.12 VAT = £296.50
1 May 2020	NPower	Kensington Gardens electric 1 January – 31 March 2020	£272.02 + £13.60 VAT = £285.62
1 May 2020	NPower	CCTV electric 1 – 31 March 2020	£173 + £34.60 VAT = £207.60
1 May 2020	NPower	Triangle Market electric 1 – 31 March 2020	£103.64 + £5.18 VAT = £108.82
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1 May 2020	SLCC	Town Clerk SLCC membership	£525
1 May 2020	SLCC	The Clerks' Manual	£47.50
1 May 2020	Railway Paths Ltd	Annual rent for GELP access	£24.78
1 May 2020	NPower	Pakefield Street PC electric 1 January – 31 March 2020	£354.83 + £17.74 VAT = £372.57
1 May 2020	Essex and Suffolk Water	Normanston Park water 11 October 2019 – 31 March 2020	£516.87
1 May 2020	NPower	Normanston Park electric 1 January – 31 March 2020	£3,779.83 + £755.97 VAT = £4,535.80
1 May 2020	NPower	Lowestoft Cemetery PC electric 1 January – 31 March 2020	£228.62 + £11.43 VAT = £240.05
1 May 2020	NPower	Denes Oval electric 1 January – 31 March 2020	£1,084.78 + £216.98 VAT = £1,301.74
1 May 2020	NPower	Sparrows Nest electric 1 January – 31 March 2020	£305.69 + £15.28 VAT = £320.97
4 May 2020	Suffolk County Council	2 x recruitment advertisements	£150
4 May 2020	East Suffolk Norse	Partnership Charge May 2020	£36,525 + £7,305 VAT = £43,830
4 May 2020	Nicholsons Solicitors	Professional charges (legal)	£712.80 + £142.56 VAT = £855.36
4 May 2020	Trevor Brown	Internal Audit year end 2019-20	£450
6 May 2020	Suffolk Pension Fund	Pensions April 2020	£3,860.90
6 May 2020	SLCC	Community Governance qualification Deputy Clerk	£1,376

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

25.4. Consideration of the following recommendations from the Finance and Governance Committee:

- 25.4a. Appointing Cllrs Page and Youngman as the bank reconciliation signatories – Cllrs Page and Youngman had both agreed to accept this role. Cllr Coleby proposed appointing Cllrs Page and Youngman as the bank reconciliation signatories; seconded by Cllr Pearce; all in favour.
- 25.4b. Changing the name of the Standing Orders Sub-Committee to the Standing Orders and Policies Sub-Committee, and extending its responsibilities to include reviewing the Town Council's policies at least annually – The Terms of Reference stated that the Sub-Committee would meet annually or when required, such as to consider legislative changes. The Finance and Governance Committee voted to amend this to at least annually. The Finance and Governance Committee recommend that the Town Council's policies should be reviewed throughout the year by this Sub-Committee, to ensure they remain current and relevant. Cllr Pearce proposed approval for the Standing Orders Sub-Committee to become the Standing Orders and Policies Sub-Committee, and for its responsibilities to be extended to include reviewing the Town Council's policies at least annually; seconded by Cllr Green; sixteen Councillors voted in favour; two Councillors abstained from the vote.
- 25.4c. For the Budget and Loan Working Group to become the Budget and Loan Sub-Committee – Cllr Green proposed approval for the Budget and Loan Working Group to become the Budget and Loan Sub-Committee; seconded by Cllr Pearce; all in favour.
- 25.4d. Adoption of the following policies and procedures:
- 25.4di The Appraisals Guidance, as amended – Following the recommendation of the Finance and Governance Committee, the Appraisals Guidance has been amended to clarify that appraisals will include identification of training requirements and that forms for the appraisal will be provided in advance. The Clerk had already confirmed that forms are provided in advance, but this is now more explicitly stated in the Guidance. Cllr Barnard proposed adoption of the Appraisals Guidance, as amended; seconded by Cllr Pearce; fifteen Councillors voted in favour; three Councillors abstained from the vote.
- 25.4dii The Grant Awarding Policy (Post COVID-19), with delegated authority to the Mayor and Chair of Finance and Governance Committee, working with the Clerk, to make decisions on any applications received – Part of the proposal was also that if either of these Councillors had any conflict of interest with any of the applications, the Deputy Mayor would be asked to consider that particular application instead. It was queried why the recommendation was for delegated authority to be granted to only three people to consider these applications. This was the recommendation from the Finance and Governance Committee following their consideration of this item. Cllr Taylor had submitted comments regarding this item ahead of the meeting, which were circulated to Councillors. As she had submitted them as a Councillor it was agreed they would be considered here. Cllr Taylor read out her statement, which encouraged the Town Council to consider putting funding towards the local heritage and cultural sector, under the COVID-19 grant scheme, as many organisations in this sector are not eligible for as much funding during the pandemic as other businesses. In response to the proposals raised in Cllr Taylor's statement, it was noted that the Council had previously decided not to pay for companies' overheads, or support organisations outside of Lowestoft, under its standard grant awarding policy. Should Councillors wish to read statements during meetings in future, consideration will need to be given to how this will be managed. There was a discussion as to how Cllr Taylor's proposals could be



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appropriately considered and incorporated into the policy. It was requested that, should the policy be amended, it be made clear that applications from the heritage and cultural sector will not be given priority over any other applications. It was instead suggested that, under the eligibility criteria of the policy, a statement be inserted that applications from the heritage and cultural sector will be positively considered. Cllr Coleby proposed adoption of the post COVID-19 Grant Awarding Policy, with the inclusion of a statement under the eligibility criteria that applications from the heritage and cultural sector will be actively considered in a positive way to sustain their contribution to the town. Cllr Coleby further proposed that delegated authority be granted to the Mayor and Chair of the Finance and Governance Committee (or Deputy Mayor in the event of a conflict of interest), working with the Clerk, to make decisions on any applications received; seconded by Cllr Pearce; seventeen Councillors voted in favour; one Councillor abstained from the vote.

25.4e. Granting delegated authority to the Mayor and Chair of the Finance and Governance Committee, working with the Clerk, to agree the Town Council's electricity supplier – It was requested that the delegated authority include the Chair of the Climate Emergency Committee also, and that only suppliers who use 100% renewable energy are considered. The Council's previous decision was to appoint Bulb as its supplier, but this was prior to its declaration of a climate emergency and it is understood that savings can be made. Cllr Coleby proposed that delegated authority be granted to the Mayor, Chair of the Finance and Governance Committee and Chair of the Climate Emergency Committee, working with the Clerk, to agree the Town Council's electricity supplier, considering only suppliers who use 100% renewable energy; seconded by Cllr Lang; all in favour.

25.4f. A maximum budget of £14,000 for EDF Energy to supply electricity to The Ness, subject to the Clerk having received clarification over which items are in and out of scope – Cllr Pearce provided some background information about the project and clarified that out of scope items are those not covered by the grant funding, which would potentially have to be funded by the Town Council as landowner or via external funding. The provision of water and electricity to The Ness have been confirmed as out of scope and were not included in the original funding bid, although lighting was an early aspiration. The Finance and Governance Committee was concerned that the Town Council did not seem to have formal confirmation of which items are in and out of scope, and verification of how such decisions were reached. This decision was deferred for this information to be obtained, to enable transparent and accountable decision making. The response to the request for information has been circulated to all Councillors. It was queried whether an electricity supply to The Ness is required, or whether this could be provided as needed by generators (specifically solar or wind powered, or setting a tariff to carbon offset the use of diesel generators). Furthermore, there were concerns about whether EDF Energy has the necessary environmental credentials. It was suggested that a water supply should be considered if the Town Council is still exploring the provision of public conveniences at the site. This is not yet being progressed until it can be determined where public conveniences can be installed. The Finance and Governance Committee has already approved expenditure for exploratory work to determine whether it is feasible to supply mains water to the site. Cllr Coleby proposed that a mains electricity supply to The Ness should not be progressed or budgeted for, and that other methods of supplying electricity should be explored as and when required; all Councillors voted in favour.

25.4g. Continuing to use BACs and CHAPs as payment methods, without invalidating any other accepted payment method – Cllr Green proposed approval for the continued use of BACs and CHAPs as payment methods, without invalidating any other accepted

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payment methods; seconded by Cllr Pearce; all in favour.

- 25.5. Noting that an application has been submitted to Architectural Heritage Fund for the first development stage of the Town Hall grant for £35,775, based on a budget which includes a 10% commitment totalling £3,975 from the Town Council (total budget £39,750), and consideration of delegating authority to the Town Clerk to progress this and with signatories being the Mayor and Chair of the Finance and Governance Committee – Cllr Taylor proposed that this should proceed, as it offers good value for money and is the next stage towards renovating the Town Hall. This was seconded by Cllr Hardie and all Councillors voted in favour. Thanks were offered to Cllr Taylor for her work towards this.
- 25.6. The scope of additional Christmas lights – The Town Council already has lights on the High Street and Bevan Street East, and this is to progress the Council's previous decision to extend the provision of lights to London Road South, subject to the relevant permissions being obtained. Three different options were presented to the Council to consider. Cllr Hardie proposed approval of option two – to purchase the lights in year one, with installation, removal and storage over four years, totalling £23,937.20 (£9,278 year one, £4,886.40 year two, £4,886.40 year three and £4,886.40 year four). This was seconded by Cllr Frost; fifteen Councillors voted in favour; two Councillors abstained from the vote.

### 26. Governance

- 26.1. Appointment of a substitute Internal Controller – Cllr Hardie was previously appointed as the Internal Controller. Cllr Hardie proposed Cllr Taylor as the substitute Internal Controller; seconded by Cllr Frost; all in favour.
- 26.2. Arrangements for non-Councillor members of the Climate Emergency Committee – This question was raised at the time of determining the Council's Committee memberships. The Committees are re-constituted annually and this includes composition. The non-Councillor members of the Climate Emergency Committee were co-opted by the Council, and this process should therefore theoretically be repeated this year. It was agreed that the current arrangements should continue this year, as carrying out the co-option process online could exclude some who may be interested in this role. Cllr Green proposed asking the current non-Councillor members of the Climate Emergency Committee to continue in their roles for this year; seconded by Cllr Hardie; all in favour.
- 26.3. Whether audio or video recordings of video meetings of the Town Council should be made available to the public after the meetings – It was queried whether comments would be disabled if this were the case, to prevent personal or derogatory comments being left. It was confirmed that comments could be disabled, and have been so far during the live stream of each meeting. It was agreed that if recordings of video meetings are made available after the meetings it would be accompanied by a firm statement that the minutes remain the official record of the meeting. Cllr Patience proposed that recordings of video meetings of the Town Council should be made available to the public for a civic year (annual meeting to annual meeting), underpinned with a statement that confirms the minutes remain the official record of that meeting, and on the basis that comments are disabled. It was further proposed that should the recording need to be edited under the Government Data Protection Regulations, that a description be added clearly stating why this has happened. This was seconded by Cllr Knight; fourteen Councillors voted in favour; two Councillors voted against; two Councillors abstained from the vote.
- 26.4. Actions by the Town Council in response to the COVID-19 pandemic – This provides an opportunity for Councillors to suggest actions they may wish to take forward, and sets up a mechanism for suggestions to be made and taken forward. It was suggested that this should remain as a rolling agenda item and that Councillors should email their suggestions to staff.
- 26.5. Committee composition – Cllr Lang had requested to leave the Personnel Committee and Cllr Youngman had requested to join the Personnel Committee. Cllr Coleby proposed approval of Cllr Lang leaving the Personnel Committee and Cllr Youngman joining the Personnel Committee;

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seconded by Cllr Pearce; all in favour.

### 27. Audit

27.1. Progress with preparations for the External Audit – It was noted that the period for the exercise of public rights had been extended by one day, to 2 July 2020, to take account of the Bank Holiday. The papers for the External Audit have been signed by the Clerk and the Mayor and will be submitted to the External Auditor tomorrow.

### 28. Planning

28.1. Receipt of the draft minutes of the meeting on 12 May 2020 – There were no matters in particular to note. There have been no amendments to any of the minutes of the video meetings of the Planning and Environment Committee, so these have been noted and will be formally accepted and signed when it is appropriate to do so.

### 29. Consultation

29.1. A response to the East Suffolk Council Dog Control proposed Public Space Protection Order consultation – A meeting paper had been circulated in advance of the meeting. By law, East Suffolk Council must subject these orders to a three year review with consultation. This order relates to the Triangle Market and the Great Eastern Linear Park. East Suffolk Council has offered to speak with the Town Council about existing orders and applying orders to other areas of land belonging to the Town Council. The Clerk is making enquiries regarding liabilities. Cllr Lang proposed approval for the Public Space Protection Orders to continue to apply at the Triangle Market and the Great Eastern Linear Park; seconded by Cllr Hardie; all in favour.

29.2. Engagement with East Suffolk Council's Environmental Protection Officer on Dog Control Orders for other Town Council owned land – Cllr Breakspear is involved with an ongoing incident not related to the Town Council and would like to be involved with the Town Council's engagement with East Suffolk Council's Environmental Protection Officer, should this be approved. Cllr Breakspear does not have a conflict of interest, but must remain open minded about any decisions. Cllr Green proposed proceeding with engagement with East Suffolk Council's Environmental Protection Officer on Dog Control Orders for other Town Council owned land, with Cllr Breakspear as lead; seconded by Cllr Pearce; all in favour.

29.3. Engagement with East Suffolk Council's Regeneration Projects Manager on the Town Investment Plan

*Cllr Eastwood left the meeting 21:11*

Cllr Taylor volunteered as a representative, should one be required. It was clarified that with this item, and item 29.2, the purpose is to arrange a meeting as an opportunity for all Councillors to be involved and ask questions. Cllr Coleby proposed Cllr Barnard as a representative, should one be required, and Cllr Butler also expressed his interest. Cllr Barnard advised she would be happy for Cllr Butler to be the representative, rather than herself.

*Cllr Pearce temporarily left the meeting 21:15*

All Councillors voted in favour to proceed with engagement with East Suffolk Council's Regeneration Projects Manager on the Town Investment Plan, with Cllrs Butler and Taylor as leads and Cllr Barnard as substitute. It was clarified that this item and item 29.2 are not necessarily representative roles, but will involve all Councillors initially, with the potential for follow up work to be taken forward by the nominated Councillors if necessary.

### 30. Legal

30.1. Execution of the deed of assignment in relation to CCTV

*Cllr Pearce returned 21:16*

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It was noted that the deed has been completed and the CCTV service has now returned to East Suffolk Council. Some matters are still being finalised, such as transferring the transfer of the responsibility for payment of the electricity supply back to East Suffolk Council.

- 30.2. A recommendation from the Assets, Inclusion and Development Committee to grant landowner permission for access and parking at the Normanston Allotments site – A Working Group was previously formed to consider a request for vehicular access to be established to the Normanston Allotments. The Working Group suggested Fieldview Drive and this was supported by the allotment holders. Cllr Patience has offered locality funding towards this, should it be approved. Cllr Patience advised that some consultation has taken place with local residents who were broadly in favour of the proposals. It was suggested that the Town Council could offer to meet the cost of the planning application itself. This would be permitted in law but it would need to be made clear that a precedent is not being set – this would be a unique offer based on special circumstances. It was agreed that a maximum budget should be set and the funds taken from the parks and open spaces improvement budget. All Councillors voted in favour for the Town Council to meet the cost of the planning application for vehicular access to be established to the Normanston Allotments from Fieldview Drive, within a maximum budget of £500. As it had reached 21:30, it was agreed that there would be a five minute break before the meeting went into confidential session. The Chair thanked those who had been viewing the meeting via live stream and the live stream was closed.

*Cllrs Carlton and Pitts left the meeting 21:31*

Cllr Knight proposed suspending Standing Order 3y to allow the meeting to continue, and for the meeting to move into confidential session; seconded by Cllr Lang; all in favour.

*There was a five minute break and the meeting resumed 21:36*

- 30.3. The design and construction features for completion of The Ness and consider engagement with East Suffolk Council's Environmental Protection Officer (confidential) – To be discussed during the confidential session.

### **31. Date of next meeting**

23 June 2020 19:30

### **32. Resolution to close the meeting to the public:**

32.1. Any legal matters, including those at item 30.3 above as required

32.2. The design and construction features for completion of The Ness and consider engagement with East Suffolk Council's Environmental Protection Officer (confidential)

*East Suffolk Council officers Richard Best and Mark Seaman joined the meeting 21:36 for the discussion of this item*

There was a discussion regarding The Ness and some of the design and construction features.

The Town Council raised some concerns, which were discussed.

*Cllr Frost left the meeting 21:52 and Cllr Patience left the meeting 21:57, during this discussion*

*The East Suffolk Council Officers left the meeting 22:21*

It was agreed that this item would remain on the agenda, for further information and updates to be considered.

The Chair closed the meeting 22:25.

Signed: .....

23 June 2020