

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB
18:30 on 23 November 2021

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Alan Green (Mayor), Peter Knight, Peter Lang, Paul Page, Graham Parker, Andy Pearce, John Pitts, Alice Taylor, David Youngman and Elise Youngman

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

Public: There was one member of the public in attendance (in person)

114. Welcome

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

115. Apologies for absence

Cllr Butler arrived 18:32

Apologies were received from Cllrs Amanda Frost, Christian Newsome and Keith Patience. Cllrs Tara Carlton and Tracey Eastwood had not provided apologies and were absent. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Knight; all in favour. Cllr Green offered his thanks to staff, and the Deputy Clerk in particular, for their work in organising the Remembrance Sunday service and reception to award the Freedom of the Town to the Lowestoft and District branch of the Royal British Legion.

116. Declarations of Interests and dispensations

Regarding item 120.5, Cllr Pearce declared he is the Chair of the Gunton Residents' Association, but the Association is not involved with this particular project. Cllr Pearce declared a local non-pecuniary interest in item 124.4. Cllr Barker declared a local non-pecuniary interest in items 120.6, 120.7, 121 and 124.3. Cllr Brooks declared a local non-pecuniary interest in matters relating to Gunton and the Gunton Residents' Association.

117. The draft minutes of the meeting on 26 October 2021

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

118. Public forum

A member of the public was in attendance and wished to speak to the Council about the former Lowestoft Hospital. There was not an item on the agenda to support this and the member of the public was advised to put his comments in writing to officers, to add to a subsequent agenda if appropriate.

119. Finance

119.1. The draft minutes of the meeting on 4 November 2021 – The draft minutes were received and noted.

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

119.2a. Adopting the following Town Council policies: - Cllr Pearce proposed adoption of those policies as listed in items 119.2ai – 119.2aviii; seconded by Cllr Knight; all in favour.

119.2ai Disciplinary Procedure, as amended

119.2aii Equality and Diversity Policy

119.2aiii Noticeboard Protocol, as amended

119.2aiv Grant Awarding Policy, as amended

119.2av Grievance Procedure, as amended

119.2avi Freedom of Information Publication Scheme, as amended

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119.2avii Health and Safety Policy, as amended, including to incorporate the Incident Reporting Procedure as an appendix

119.2aviii Heritage Plaques Policy, as amended

119.2b. Retaining the Council's current policy for at least another year of not charging sports clubs for use of the Town Council's leisure facilities, subject to receipt of a satisfactory end of season report, detailing how funds saved have been reinvested – It was noted that a report had been received from the Sparrows Nest Bowls Club and the other clubs had been asked to submit their reports. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Lang; all in favour.

119.3. Receipt and consideration of the following:

119.3a. 2021 – 2022 budget position – The budget monitoring documents had been circulated ahead of the meeting. Cllr Pearce proposed acceptance of the current budget position; seconded by Cllr Begum; all in favour.

119.3b. Bank reconciliations – It was noted that bank reconciliations were up to date until the end of September 2021. October's is underway.

119.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 31 October 2021 and November 2021 to date, and any payments for approval – There were no payments for approval. It was proposed by Cllr Pearce, seconded by Cllr Knight and unanimously agreed to note the income and expenditure reports as follows:

October income

Date	Received From	Description	Amount
4 October 2021	Market Income	Weekly Market Income	£42.50
4 October 2021	Tenant	Rental Income from Tenant	£213.16
11 October 2021	Lamarti	Use of Links Road Car Park	£460 + £92 VAT = £552
11 October 2021	Market Income	Weekly Market Income	£42.50
11 October 2021	Tenant	Rental Income from Tenant	£5,000
18 October 2021	Market Income	Weekly Market Income	£42.50
18 October 2021	Sarah Foote	Repayment of Credit Card purchase	£15.98
20 October 2021	Roche Chartered Surveyors	Repayment of incorrect printing payment	£2
22 October 2021	Market Income	Weekly Market Income	£42.50
26 October 2021	East Suffolk Council	CIL	£5,948.60
28 October 2021	Whitton Hall booking	Whitton Hall booking	£56

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October expenditure

Date	Payment to	Description	Amount
1 October 2021	East Suffolk Council	Links Road Car Park Business Rates October 2021	£187
1 October 2021	East Suffolk Council	Sparrows Nest Bowls Pavilion Business Rates October 2021	£110
1 October 2021	East Suffolk Council	Hamilton House Business Rates October 2021	£2,008
6 October 2021	Suffolk Pension Fund	Pensions October 2021	£3,939.76
8 October 2021	MS Oakes	Town Hall Roof Repair	£372.20 + £74.44 = £446.64
8 October 2021	MS Oakes	Martello Coffee Coping Stone	£392 + £78.40 VAT = £470.40
8 October 2021	MS Oakes	Town Hall Repairs	£4,121.50 + £824.30 VAT = £4,945.80
8 October 2021	East Suffolk Council	Hamilton House Business Rates 2018- 2021	£25,492.99
8 October 2021	Great Yarmouth Heating	Denes Oval Water Heater Inspection	£83.33 + £16.67 VAT = £100.00
8 October 2021	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
8 October 2021	Christina Parnell	Return of Whitton Hall Deposit	£100
11 October 2021	C&C Consulting	Health & Safety Support + Vision	£735 + £147 VAT = £882
15 October 2021	Thomas Fattorini	Freedom of the Town Badges	£1,342.24 + £288.45 VAT = £1,610.69
15 October 2021	Ricoh UK Ltd	Printer Hire and Usage	£207.47
15 October 2021	H Baker	Event Filming	£390
15 October	Michaels Civic Robes	Mayoral Robes	£6,223.30 +

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2021			£1,244.66 = £7,467.96
18 October 2021	Lloyds Bank	Credit Card Charges	£216.52
18 October 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
20 October 2021	NPower	Electricity Charges	£207.46
20 October 2021	HMRC	HMRC September 2021	£4,047.70
20 October 2021	Andy Pearce	Reimbursement	£12
20 October 2021	Shona Bendix	Reimbursement	£4
20 October 2021	Marina Theatre	Marina Theatre Trust Management Fee	£37,500 + £7,500 VAT = £45,000
21 October 2021	NPower	Electricity Charges	£884.77
21 October 2021	Essex and Suffolk Water	Water Charges	£361.49
21 October 2021	Langton Brooks Consultants	Neighbourhood Plan Support	£400
22 October 2021	Salaries	Salaries October 2021	£9,542.40
25 October 2021	NPower	Electricity Charges	£56.63
25 October 2021	British Gas	Whitton Hall Gas	£45
25 October 2021	East Suffolk Norse	Links Road Vegetation Cutting	£230 + £46 VAT = £276
27 October 2021	Sarah Foote	Meeting Wi-Fi reimbursement	£70
28 October 2021	Eon	Whitton Hall electrici	£32
28 October 2021	NPower	Electricity charges	£83.95 + £4.20 VAT = £88.15
28 October	Waveney Norse	Partnership Charge	£37,550 + £7,510

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2021		October 21	VAT = £45,060
28 October 2021	Disability Advice NE Suffolk	Grant	£1,443.83
29 October 2021	C&C Consulting	Health and safety advice	£42.30 + £8.46 VAT = £50.76

November income

Date	Received From	Description	Amount
1 November 2021	Market	Weekly Market Income	£42.50
1 November 2021	Tenant	Rental Income from Tenant	£213.16
1 November 2021	J Hugman	Hire of Whitton Hall	£42
3 November 2021	C&C Consulting	Return of Double Payment	£42.30 + £8.46 VAT = £50.76
5 November 2021	East Suffolk Council	Contribution for Legal Advice	£2,000
8 November 2021	Market	Weekly Market Income	£42.50
11 November 2021	G Smith	Hire of Whitton Hall	£56
12 November 2021	HMRC	VAT Return Q2 2021	£36,829.50
15 November 2021	Market	Weekly Market Income	£42.50
18 November 2021	T Hugman	Whitton Hall Hire	£70
22 November 2021	Market	Weekly Market Income	£18.50

November expenditure

Date	Payment To	Description	Amount
1 November 2021	Gazprom Energy	Town Hall Gas	£57.11 + £2.86 VAT = £59.97
1 November 2021	East Suffolk Council	Links Road Car Park Business Rates November 2021	£187

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1 November 2021	East Suffolk Council	Sparrows Nest Bowls Club Business Rates November 2021	£110
1 November 2021	East Suffolk Council	Hamilton House Business Rates November 2021	£2,008
1 November 2021	Trevor Brown	Internal Audit	£250
2 November 2021	C&C Consulting	Health and Safety Support (Direct Debit)	£42.30 + £8.46 VAT = £50.76
2 November 2021	Land Registry	Land Registry Searches	£6
4 November 2021	Suffolk Pension Fund	Pensions October 2021	£4,140.74
9 November 2021	Anglian Water	Water charges Denes Oval 2018-2021	£2,370.87 + £474.18 VAT = £2,845.05
10 November 2021	C&C Consulting	Health and Safety Consultancy	£735 + £147 = £882
16 November 2021	Lloyds Bank	Credit Card Purchases	£166.63
17 November 2021	Henry Baker	Remembrance Film	£550
18 November 2021	NPower	Triangle Market Electric	£179.05 + £8.95 VAT = £188
18 November 2021	Need2Store	Civic Artefact Storage	£200 + £40 VAT = £240
19 November 2021	NPower	Kensington Gardens Electric	£71.52 + £3.58 VAT = £75.20
19 November 2021	NPower	Kensington Gardens Electric	£53.77 + £2.69 VAT = £56.46
19 November 2021	NPower	Denes Oval Electric	£208.32 + £10.42 VAT = £218.74
19 November 2021	NPower	Lowestoft Cemetery PC Electric	£59.56 + £2.98 VAT = £62.54
19 November 2021	NPower	Pakefield Street PC Electric	£82.03 + £4.10 VAT = £86.13

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19 November 2021	NPower	Sparrows Nest Electric	£943.26 + £188.65 VAT = £1,131.91
19 November 2021	Waveney Glass Co Ltd	Hamilton House Reception Glass	£1,074 + £214.80 VAT = £1,288.80
19 November 2021	East Suffolk Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
19 November 2021	Boggis Electrical Ltd	Marina Theatre First Floor & Bar Ventilation	£2,541.84 + £508.37 VAT = £3,050.21
19 November 2021	Boggis Electrical	Marina Theatre Disabled Toilet Alarms	£699.60 + £139.92 VAT = £839.62
19 November 2021	Fatstickman Ltd	Digital prints on Hi Vis Vests	£45 + £9 VAT = £54
19 November 2021	The Royal British Legion	Poppy Wreath Donation	£55.50
19 November 2021	HMRC	HMRC October 2021	£4,354.12
22 November 2021	NPower	Normanston Park Electric	£88.14 + £4.40 VAT = £92.54
22 November 2021	Anglian Water	Water Charges	£380.11
23 November 2021	British Gas	Gas Charges Whitton Hall	£10
23 November 2021	Anglian Water	Denes Oval Sewage 2018-2021	£2,801.43 + £560.29 VAT = £3,361.72
23 November 2021	BSA	Whitton Hall Emergency Lights	£136.92 + £27.38 VAT = £164.30
23 November 2021	Salaries	Salaries November 2021	£13,003.51
23 November 2021	Nicholsons Solicitors	Legal Advice	£489.60 + £97.92 VAT = £587.52

Whitton Hall deposit returns

Date of Payment	Date of Hire	Amount Returned
16 November 2021	6 November 2021	£100
16 November 2021	13 November 2021	£100

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119.4. Recommendations arising from the Budget and Loan Sub-Committee meetings on 15 November and 22 November 2021 (see accompanying meeting paper) – Cllr Pearce has been working on this and papers were circulated earlier. The recommendations did not contain items of expenditure, but were mainly to rationalise reserves, and ring fence funds in reserves for ongoing projects.

Cllr Taylor arrived 18:41

Cllr Pearce proposed delegating authority to officers in conjunction with the Finance and Governance Committee to review the detail of the proposals and approve them if acceptable; seconded by Cllr Barker; all in favour. Any Councillors not on the Finance and Governance Committee would be welcome to submit their comments to that Committee for consideration.

119.5. Updates to the Reserves document to reflect the previous decisions of the Council – Several amendments were approved by Full Council in August. Cllr Pearce has put together a provisional document, if the recommendations from the Budget and Loan Sub-Committee (as per the previous item) are approved. Cllr Pearce proposed delegating authority to officers, in conjunction with the Finance and Governance Committee and Budget and Loan Sub-Committee to agree the document ahead of December's Full Council meeting; seconded by Cllr Brooks; all in favour.

119.6. Agreeing a budget for the reinstatement of the Sparrows Nest beacon – A formal quotation is pending but the estimated cost is between £2,500 - £3,000 plus VAT. Cllr Pearce proposed delegating authority to officers to obtain quotes and instruct the works, within a maximum budget of £4,500; seconded by Cllr Knight; all in favour.

119.7. The advice from East Suffolk Council regarding the Council Tax base for 2022 – 2023 – The Budget and Loan Sub-Committee has been carefully reviewing the advice and its impact on the precept. It is understood that the Council Tax base has increased slightly but the Town Council would seek confirmation from East Suffolk Council before submitting its budget and precept demand.

119.8. Agreeing a response to the East Suffolk Council Local Council Tax Reduction Scheme consultation – The position statement released by East Suffolk Council seemed to indicate a change in the amount of information which had to be obtained by affected people. There may also be underlying financial impacts. The Clerk had some comments on the four proposals. Part of the first proposal seems to indicate that there will potentially be a reduction in the number of people who might benefit, but there is insufficient detail available to be sure. The Clerk's recommendation would be to disagree with proposal one and to feed back that there is no space provided for comments on that proposal. It also appears that the only option is to respond online and other options should be made available, particularly given the nature of the consultation. Additionally, there seems to be a lack of information available to aid the understanding of what is a very complex system. The arrangement put forward in proposal two seemingly creates a situation in which would be beneficial to some but detrimental to others, but again there is insufficient information available. The Clerk's recommendation would be to feed back the concerns that it appears only specific categories of people would be protected, which therefore suggests others would be adversely affected. Regarding proposal three, insufficient information has been provided about how accessible either of the proposed processes are for those who need to use them. The Clerk recommended feeding back to East Suffolk Council to that effect. Proposal four is regarding a change of threshold before reassessment is required. Increasing the threshold may mean fewer people are subject to reassessment. If an individual's income were to fluctuate downwards over an appreciable period and they were not subject to reassessment this could cause hardship, but again there was insufficient information available to determine if this would be the case, and the Clerk recommended feeding back to East Suffolk Council to that effect. Accessibility is important and the pandemic is still affecting available sources of advice. Cllr Pearce proposed responding the consultation as recommended by the Clerk; seconded by Cllr Barker. It was queried

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whether East Suffolk Council is following national guidance. Council Tax reduction schemes are localised and East Suffolk Council is exercising its local ability to adjust its scheme. Other Councils may be doing the same and it was requested that the Clerk finds out whether this is happening and the motivation behind it. The vote was taken and all Councillors voted in favour.

- 119.9. The interim Internal Audit report – The report had been circulated to all Councillors ahead of the meeting. Cllr Pearce proposed acceptance of the report; seconded by Cllr Knight; all in favour. Thanks were offered to staff for their work in preparing for the audit.
- 119.10. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) – To be discussed during the confidential session.

120. Assets, Inclusion and Development

- 120.1. The draft minutes of the meeting on 1 November 2021 – The draft minutes were received and noted.
- 120.2. The following recommendations from the Assets, Inclusion and Development Committee:
- 120.2a. An application for regular trading at the Triangle Market (confidential) - To be discussed during the confidential session.
- 120.3. An update on amplification and recording equipment options for the Council Chamber – Officers have approached a company which is experienced in providing solutions to major authorities. The company hopes to be able to provide more than one option and a quotation is pending.
- 120.4. Conclusions from the handover of The Ness, following further works – Concerns were raised regarding the quality of the grass sowing and the condition of the drying racks. It was queried whether all the fencing is required. Although there were issues with the play area, which have since been remediated, it is well used. Councillors were pleased to see that the wildness of the site had been retained. Disappointment was expressed that the Town Council did not have more input during this project, but communication has improved with the Town Hall project. Cllr Butler proposed that the Town Council does not accept handover of The Ness until the defects have been remediated, and does not agree to any joint launches of the site with East Suffolk Council until the defects have been remediated to the Town Council's satisfaction; seconded by Cllr Pearce. The Clerk will check whether the Town Council is legally in a position to do so. The vote was taken and thirteen Councillors voted in favour; two Councillors voted against.
- 120.5. Whether to proceed with capital investment at the Denes Oval sports facilities, and if so to consider the project timeframe and budget, and clarification from East Suffolk Council regarding leaseback arrangements (confidential) – To be discussed during the confidential session.
- 120.6. Marina Theatre leases and funding (confidential) – To be discussed during the confidential session.
- 120.7. The position regarding the civic artefacts transferred from East Suffolk Council (confidential) – It was agreed that an update could be given publicly. The issue has been ongoing for some time. The Town Council has a list of items which were supposed to have been transferred by East Suffolk Council. An assessment of the items has been taking place and so far fifty three of them have not been located. East Suffolk Council is in the process of checking its own container. The total value of the missing items is understood to be approximately £7,000. It was agreed to carry this item forward to the next meeting, for a decision to be made as to whether further action is required. It was agreed that the Town Council would consider accepting a financial settlement in compensation, to be accepted into the civic and ceremonial budget, or the budget for the Lowestoft Collection, but would request an explanation from East Suffolk Council as to why the items could not be located.
- 120.8. Lease arrangements for a property in Kensington Gardens (confidential) – To be discussed during the confidential session.

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121. Personnel

- 121.1. The draft minutes of the meeting on 4 November 2021 – The draft minutes were received and noted.
- 121.2. The following recommendations from the Personnel Committee:
- 121.2a. Increasing the budget for advertising the Town Council's vacancies – It was agreed that the Council should maximise its advertisement opportunities. Cllr Pearce proposed increasing the budget for advertising the Town Council's vacancies to £6,000, as recommended by the Clerk; seconded by Cllr Barker; all in favour.
- 121.2b. Re-advertising the Climate and Planning Officer vacancy as a full-time Committee Clerk position, with due consideration given to applicants seeking a part-time position (confidential) – To be discussed during the confidential session.
- 121.2c. Re-advertising the Events and Communications Officer vacancy as a full-time Communications Officer position, with due consideration given to applicants seeking a part-time position (confidential) - To be discussed during the confidential session.
- 121.3. Granting delegated authority to the Personnel Committee and the Clerk to appoint new members of staff – It was clarified that this would be for the Personnel Committees and Clerk to make the appointments following recommendations from the interview panels and a decision of the Committee, this would not be to form the interview panels.

Cllr David Youngman temporarily left the meeting 19:16

It was confirmed that the panel selection will be an inclusive process, which all Councillors will be given the opportunity to put their name forward for. Cllr Pearce proposed granting delegated authority to the Personnel Committee and the Clerk to appoint new members of staff; seconded by Cllr Barker; all in favour.

122. Planning

- 122.1. The draft minutes of the meeting on 19 October, 2 November and 16 November 2021 – It had been agreed to defer the item regarding Rant Score to the next meeting, as Cllr Lang had made the suggestion but was not in attendance at the last meeting. It was confirmed that the minutes of 19 October and 2 November had since been approved by the Committee.

Cllr David Youngman returned 19:18

123. Climate Emergency and Ecological

- 123.1. The draft minutes of the meeting on 2 November 2021 – The draft minutes were received and noted. A member of the public had been in attendance at the meeting and was complimentary about the way business was conducted.

124. Outside Bodies

- 124.1. Cllr Patience's report from the Lowestoft Flood Risk Management project meeting on 28 October 2021 – Cllr Knight proposed receipt and acceptance of the report; seconded by Cllr Pearce; all in favour.
- 124.2. Cllr Patience's report from the Lowestoft Rising Sponsorship Group meeting on 21 October 2021 – Statistics on health and wellbeing puts the Harbour and Normanston ward amongst the lowest in Suffolk. A new medical centre for Lowestoft had been discussed but was never delivered. Statistics given in the report indicate that unemployment in the area is rising but there was no accompanying analysis of the figures to indicate why this may be, whether it is long term and which categories of people were most affected, given unemployment rates are generally falling nationally. Government statistics are publicly available. Cllr Knight proposed receipt and acceptance of the report; seconded by Cllr Barker; all in favour.
- 124.3. Cllr Barker's report from the Gull Wing Stakeholder Group meeting on 15 October 2021 – Cllr Barker thanked Cllr Butler for information he had provided to inform the meeting. The issues at the Tom Crisp Way and Long Road crossroads are being examined. Any concerns or comments can be raised with Cllr Barker to take forward. Cllr Pearce proposed receipt and

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acceptance of the report; seconded by Cllr Butler; all in favour.

- 124.4. Appointing a representative to the Friends of Fen Park – It was previously agreed to appoint Cllr Pearce as the interim representative, until the Kirkley by-election had been held. Cllr Newsome has not yet indicated if he would like to take on this position. The Friends of Fen Park would like Cllr Pearce to remain as the representative for continuity, but would be happy for Cllr Newsome to be involved also. Cllr Pearce would like to continue this role to the end of the Council year, but would invite Cllr Newsome to meet with the Friends Group. Cllr Brooks proposed that Cllr Pearce remain as the Council's representative to the Friends of Fen Park, but to introduce Cllr Newsome to the Group as suggested; seconded by Cllr Begum; all in favour.
- 124.5. Appointing representatives to the Lowestoft Youth Strategy Working Group – Cllr Begum was contacted by the Chief Executive Officer of the Suffolk Youth Project, regarding a proposed new working group. It is not a charity but has been sanctioned by the Lord Lieutenant of Suffolk. It is understood that external funding streams are available. Working groups have been set up in other areas of Suffolk. Lowestoft Town Council has been asked to lead a group in Lowestoft. As the group does not yet exist, limited information is available at this stage, but it is hoped other organisations will be involved. Cllr Pearce proposed to appoint representatives to the group, to obtain more information about its purpose and how funding can be accessed; seconded by Cllr Pitts; all in favour. Cllrs Barker, Begum, Pearce, Pitts, David Youngman and Elise Youngman all expressed an interest in being involved and it was agreed that they would join the group.

125. Legal

- 125.1. Legal issues relating to land transfers (confidential) – To be discussed during the confidential session.
- 125.2. An update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential) - To be discussed during the confidential session.

126. Date of next meeting

21 December 2021 18:30

127. Items for the next agenda and close

It was queried when Council meetings in the Council Chamber could resume. This would not be possible until an amplification solution has been found, as the airflow management system is noisy but is required for ventilation.

Cllr Knight proposed moving the meeting into confidential session; seconded by Cllr Pearce; all in favour.

Cllr Taylor left the meeting 19:40

The member of the public left the meeting 19:40

128. Resolution to close the meeting to the public:

128.1. Any matters, including those above as required

A comfort break was taken 19:40 and the meeting resumed 19:47

119.10. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) – An update was given following previous discussions.

Cllr Brooks returned from the break 19:48

Cllr Pearce made a proposal in line with legal advice received; seconded by Cllr Parker; all in favour.

120.2a. An application for regular trading at the Triangle Market (confidential) – Cllr Pearce proposed approval of the application, subject to officers being satisfied that the

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applicant has met all requirements prior to commencement of trading; seconded by Cllr Brooks; all in favour. Cllr Knight proposed delegating authority to the Assets, Inclusion and Development (AID) Committee to consider and approve applications and agree arrangements for traders. There will be further discussion about arrangements for traders at January's AID Committee meeting; seconded by Cllr Pearce; all in favour.

- 120.5. Whether to proceed with capital investment at the Denes Oval sports facilities, and if so to consider the project timeframe and budget, and clarification from East Suffolk Council regarding leaseback arrangements (confidential) – An update was given regarding leaseback arrangements. The Clerk will liaise with the Town Council's solicitor. Cllr Pearce proposed seeking legal advice to progress this; seconded by Cllr Barker; all in favour.

Cllr Pearce made a proposal regarding funding the proposals as submitted by the Lowestoft Town Tennis Club; seconded by Cllr Page; all in favour. Cllr Brooks proposed that the Town Council would welcome an approach from the Cricket Club regarding improvements it would like to see at the site. If a condition survey of the pavilion and perimeter walls has not recently been carried out this should be scheduled in advance of any capital development; seconded by Cllr Pearce; all in favour.

- 120.6. Marina Theatre leases and funding (confidential) – Two meetings were held recently regarding the Towns Fund. There was a discussion regarding rationalisation of the two leases and the Supplemental Agreement. Cllr Pearce made a proposal regarding this; seconded by Cllr Brooks; twelve Councillors voted in favour; two Councillors voted against.

- 120.8. Lease arrangements for a property in Kensington Gardens (confidential) – The Clerk asked if there were any declarations of interest from Councillors regarding the lease but there was not. There was a discussion about assignment of the lease and the terms. Cllr Pearce made a proposal regarding this; seconded by Cllr Lang; all in favour. Cllr Knight proposed that the Mayor and the Chair of the Finance and Governance act as signatories for all documentation relating to this, where signatories are required; seconded by Cllr Pearce; all in favour.

- 121.2b. Re-advertising the Climate and Planning Officer vacancy as a full-time Committee Clerk position, with due consideration given to applicants seeking a part-time position (confidential) – It was agreed to consider items 121.2b and 121.2c together. Cllr Green proposed re-advertising both of the positions, as per the recommendations from the Personnel Committee; seconded by Cllr Pearce; all in favour.

Cllr Breakspear left the meeting 20:37

- 121.2c. Re-advertising the Events and Communications Officer vacancy as a full-time Communications Officer position, with due consideration given to applicants seeking a part-time position (confidential) – This was covered with the discussion of the previous item.

- 125.1. Legal issues relating to land transfers (confidential) – There were no matters for consideration in addition to those already underway.

Cllr Parker temporarily left the meeting 20:38

Arrangements regarding the Vermeer Close pond were discussed.

Cllr Parker returned 20:40

- 125.2. An update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential) – The Clerk has requested an update and public statement from East Suffolk Council.

UK Power Networks need to complete works in the Swimming Pool Road area. It would be difficult for the Town Council to refuse consent but so far little information has been provided, and the Clerk has sent some questions back to UK Power Networks. It was

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requested that they are made aware of the forthcoming Anglian Water works which will affect the Links Road car park, as the UK Power Networks work may restrict access to the car park at Swimming Pool Road as well. Cllr Pearce proposed delegating authority to the Clerk to give consent to the UK Power Networks work, subject to a reasonable response being received to the Clerk's request for additional information, and UK Power Networks being made aware of the Anglian Water works; seconded by Cllr Lang; all in favour.

The meeting was closed 20:55.

Signed:

21 December 2021