

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
18:30 on 22 March 2022

MINUTES

Present: Cllrs Sonia Barker, Robert Breakspear, Wendy Brooks, Colin Butler, Amanda Frost, Alan Green (Mayor), Christian Newsome, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Alice Taylor and Elise Youngman

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

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

178. Welcome and acceptance of Declaration of Acceptance of Office from Cllr Jen Jones

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Jones had given her apologies.

179. Approval of apologies for absence from any Councillors not in attendance

Cllrs Nasima Begum, Jen Jones, Peter Knight and Peter Lang had given their apologies and had provided reasons. Cllr Tracey Eastwood had not provided apologies and was absent. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Breakspear; all in favour.

180. Declarations of Interests and dispensations

Cllr Newsome declared a local non-pecuniary interest in item 187.2. Cllr Barker declared a local non-pecuniary interest in items 183.2b, 183.3, 183.9, 185.4 and 185.7. Cllr Brooks declared a local non-pecuniary interest in items 183.2c, 183.2f, 185.5, and 188.2. Cllr Frost requested a recorded vote at item 183.3. Cllr Pearce declared that he is Chair of the Gunton Residents' Associations and the Town Council's appointed representative to the Friends of Fen Park. Cllr Patience declared a local non-pecuniary in any matters relating to East Suffolk Council.

181. The draft minutes of the meeting on 22 February 2022

A typographical error was identified at item 170.2. Cllr Taylor proposed approval of the minutes as amended; seconded by Cllr Barker; all in favour.

182. Public forum

A comment had been received from a member of the public, regarding item 185.5, which was read out. On behalf of residents of Gunton Cliff, the member of the public felt there had been a lack of communication and updates regarding this matter and requested an update. It was agreed this would be considered at the appropriate agenda item.

183. Finance

183.1. The draft minutes of the meeting on 10 March 2022 – The draft minutes were received and noted. The Mayor requested that comments be made as succinctly as possible, particularly as recommendations arising from Committees would have already been discussed during the Committee meeting.

183.2. Recommendations from the Finance and Governance Committee:

183.2a. Allocating the payment of £11,000 from Anglian Water regarding the Links Road car park to the parks and open spaces reserve, specifically under the heading for the Links Road car park – Cllr Pearce proposed approval of this recommendation. Cllr Brooks seconded the recommendation and advised that the funds would be used to make improvements to the car park. Cllr Butler reported a project at the car park which may require some investment is being examined. The vote was taken and all Councillors voted in favour.

183.2b. Adopting the following policies and procedures: - Cllr Brooks proposed adopting the policies as listed in items 183.2bi – 183.2bvi; seconded by Cllr Barker. Following a

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query from Cllr Frost, the Clerk confirmed that any amendments applied were legally compliant. The vote was taken and all Councillors voted in favour.

183.2bi. Standing Orders (as amended) and applying Standing Order 1

183.2bii. Reporting Procedure for Assets and Maintenance

183.2biii. Representation on Outside Bodies Protocol

183.2biv. Social Media Protocol

183.2bv. Conferring the Title of Freedom of the Town

183.2bvi. Risk Assessment and Management Policy, as amended

183.2c. Archiving the Toilet Strategy, noting that a new policy for this is being drafted – Cllr Pearce proposed approval of this recommendation and explained that the original Strategy was drafted when the Council was exploring options for fixtures and fittings individually. The Council is now looking to put together a specification for a complete package. The details within the archived Strategy will still be available but the new document will be an overview Strategy and should be available for the next meeting of the Standing Orders and Policies Sub-Committee. Cllr Barker seconded Cllr Pearce's proposal and all Councillors voted in favour.

183.2d. Adopting the Financial Risk Assessment – Cllr Green proposed adoption of the Financial Risk Assessment; seconded by Cllr Pearce; all in favour.

183.2e. Adopting the proposal on how apologies are accepted and the legal advice relating to approval of absence – The Clerk had circulated legal advice received and a draft protocol. Cllr Pearce proposed adoption of the protocol and explained there is not an expectation that the specific reasons given for apologies should be given at meetings. Cllr Pearce had raised some questions following the legal advice given earlier this month, and, although it does not affect this proposal, asked the Clerk to seek answers to these questions. Cllr Patience advised he could not support adoption of the protocol. In response to concerns raised by Cllr Patience, the Clerk explained that the protocol is led by law and is designed in Councillors' favour.

Cllr Parker arrived 18:49

A member of the public arrived 18:49

Cllr Barker seconded the proposal. Cllr Patience proposed an amendment to the proposal, to refer the protocol to a Committee for review; seconded by Cllr Taylor. The vote on the amendment was taken and six Councillors voted in favour; six Councillors voted against and one Councillor abstained from the vote. The Mayor used his vote to vote against the amendment. The vote on the proposal was taken. Eight Councillors voted in favour; five Councillors voted against and one Councillor abstained from the vote. Cllr Pearce requested that an item is added to the next agenda of the Standing Orders and Policies Sub-Committee to undertake an initial review of the protocol.

183.2f. Approving the quotation for works to improve the surface for vehicular access to the Denes Oval (also support by the Assets, Inclusion and Development Committee) – Cllr Brooks proposed approval of this recommendation; seconded by Cllr Pearce; all in favour.

183.2g. Approving a maximum budget of £60,000 to replace the windows in the Sparrows Nest building complex – The reserves position has been checked. Budgeting had been based on the five year schedule of works as identified in the surveyor's report, but it was acknowledged that progressing replacement of all the windows at the same time would be more cost effective. Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.

183.2h. Amending minute 120.7 of the Full Council meeting on 23 November 2021, by removal of the last sentence – Cllr Pearce proposed approval of this recommendation and advised that the Council had not agreed to accept any offer of compensation. This had been a suggestion raised by one Councillor. Cllr Brooks seconded the proposal;

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thirteen Councillors voted in favour; one Councillor abstained from the vote.

- 183.2i. Not approving the Second Interim Internal Audit Report, until agenda item 183.2h has been considered and referred to the Internal Auditor for consideration – Cllr Pearce proposed approval of this recommendation and explained that the Auditor’s note of this section had been based on incorrect minutes and was not a reflection on the Auditor. Cllr Barker seconded the proposal; thirteen Councillors voted in favour; one Councillor abstained from the vote.
- 183.3. The recommendation on budgetary allocation for a donation to the DEC Ukraine Humanitarian Appeal – Cllr Taylor had seen this reported in the local press and was concerned the public may consider the decision to have been rushed. The Council has not previously made a donation to a national organisation and Cllr Taylor proposed ring fencing the funds and reviewing the situation again in May or June to consider how the funds could be used to support any refugees who may come to this area. Cllr Pearce explained this had been considered by the Finance and Governance Committee, who had made the recommendation to make a donation to a national organisation in response to the crisis, as the number of refugees who have so far come to this area is low. The Clerk had confirmed this would legally be possible in principle, under the General Power of Competence. Cllr Pearce advised that making this donation would not jeopardise any other planned projects, such as toilet refurbishments. Cllr Pearce proposed approval of this recommendation, with the donation to be made from the remaining funds in the 2021 – 2022 grants budget; seconded by Cllr Brooks. Cllrs Barker, Brooks, Butler, Green, Page, Parker, Patience, Pearce, Pitts and Youngman voted in favour. Cllrs Frost and Taylor voted against. Cllrs Breakspear and Newsome abstained from the vote.
- 183.4. Reviewing and adopting the Internal Control Statement for year ending 31 March 2022, and the Checklist for the Internal Controller – It was noted that Cllr Taylor is the Internal Controller currently. Cllr Pearce proposed adopting the Internal Control Statement for year ending 31 March 2022, and the Checklist for the Internal Controller, noting that the review has taken place; seconded by Cllr Taylor; all in favour.
- 183.5. Receipt and consideration of the following:
- 183.5a. 2021 – 2022 budget position – The budget monitoring documents had been circulated. Following a query from Cllr Brooks, the Clerk advised that any reimbursement of the £2,000 BID payment would likely take place in the next financial year. Cllr Parker proposed acceptance of the current budget position; seconded by Cllr Pearce; all in favour.
- 183.5b. Any bank reconciliations – The Clerk will liaise with Cllr Brooks regarding this.
- 183.5c. Payments and income for the month ending 28 February 2022 and March 2022 to date (see schedules) – Following a concern raised by Cllr Patience, the Clerk explained that the schedules are circulated on the day of the meeting to provide the Council with the most up to date position. Cllr Patience proposed that the income and expenditure schedules are circulated a week ahead of the meeting; seconded by Cllr Taylor; all in favour. The income and expenditure reports were received and noted as follows:

February Receipts

Table 1 February Receipts

Date	Received From	Description	Amount
1 February 2022	Market Income	Weekly Market Income	£42.50
3 February 2022	Kirkley Friendship Group	Whitton Hall Hire	£380

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Date	Received From	Description	Amount
7 February 2022	Tenant	Rental Income from Tenant	£5,000
8 February 2022	Market Income	Weekly Market Income	£24
11 February 2022	HMRC	VAT Return Q3	£56,231.80
14 February 2022	Market Income	Weekly Market Income	£42.50
21 February 2022	Tenant	Rental Income from Tenant	£213.16
28 February 2022	Whitton Hall Hire	Whitton Hall Hire	£128

February Payments

Table 2 February Payments

Date	Payment To	Description	Amount
1 February 2022	East Suffolk Council	Hamilton House Business Rates January 2022	£2,008
1 February 2022	Wendy Brooks	Stationery Reimbursement	£13.49
1 February 2022	Northumbrian Water	Legionella Checks	£593.97 + £118.79 VAT = £712.76
1 February 2022	Northumbrian Water	Water Risk Assessments	£71,27.52 + £1,425.50 VAT = £8,553.02
1 February 2022	Lord Kitcheners MHC	Lord Kitcheners Grant	£1,615
1 February 2022	Trevor Brown	Internal Audit	£250
3 February 2022	NPower	Electricity Charges	£767.85
3 February 2022	Suffolk Pension Fund	Pensions January 2022	£5,152.98
3 February 2022	Rialtas Business Solutions	MTD Support	£70.80
3 February 2022	Paul Connew	Travel Reimbursement	£56.95
3 February 2022	East Suffolk Council	Planning Application	£117
4 February 2022	NPower	Electricity Charges	£301.15
4 February 2022	Archant	Lowestoft Journal Adverts	£2,430.40 + £486.04 VAT = £2,916.44

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Date	Payment To	Description	Amount
7 February 2022	NPower	Electricity Charges	£827.01
8 February 2022	Norse	Sparrows Nest Resurfacing	£595.80 + £119.16 VAT = £714.96
8 February 2022	Norse	Stoven Close Installation	£6,154.74 + £1,230.95 VAT = 7,385.68
8 February 2022	Norse	Whitton Green Play Area Refurbishment	£66,181.30 + £13,236.26 VAT = £79,417.56
10 February 2022	Archant	Tender Adverts	£72.56 + £14.51 VAT = £87.07
10 February 2022	Community Rail Norfolk	Freedom of the Town Event	£200
10 February 2022	East Suffolk Norse	Whitton Hall Cleaning January	£120 + £24 VAT = £144
10 February 2022	East Suffolk Norse	Whitton Hall Cleaning December	£150 + £30 VAT = £180
10 February 2022	SLCC	Deputy Clerk Membership	£289
10 February 2022	Lowestoft Electrical	Town Hall Reinstating Distribution Board	£1,190 + £238 VAT = £1,428
10 February 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
16 February 2022	Lloyds Bank	Credit Card Purchases	£302.82
16 February 2022	Suffolk County Council	Christmas Light License 2022	£450
16 February 2022	Wave	Kensington Gardens Water	£1029.17 + £99.98 VAT = £1,129.15
16 February 2022	East Suffolk Norse	High Street Open Space Planting	£330 + £66 VAT = £396
16 February 2022	East Suffolk Norse	Overspend 2020/21 FM Managed Budget	£2,266.74 + £453.35 VAT = £2,720
16 February 2022	Broadland Security Alarms	Town Hall Works	£100 + £20 VAT = £120
17 February 2022	X2Connect	Telephone Box Repair Parts	£54.73 + £10.95 VAT = £65.68
17 February 2022	Lowestoft and Plaisir	Plaisir Twinning Grant	£1,000

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Date	Payment To	Description	Amount
	Twinning Association		
18 February 2022	NPower	Electricity Charges	£544.55
18 February 2022	HMRC	HMRC January 2022	£4,872.80
21 February 2022	NPower	Electricity Charges	£5,078.67
22 February 2022	C&C Consulting	Travel Reimbursement	£34.65 + £6.93 VAT = £41.58
22 February 2022	Ricoh	Printer Charges	£172.86 + £34.57 VAT = £207.43
22 February 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
22 February 2022	MS Oakes	Martello Café Gas Pipe Replacement	£3,861 + £772.20 VAT = £4,633.20
22 February 2022	Northumbrian Water	Legionella Checks	£593.97 + £118.79 VAT = £712.76
23 February 2022	Eon	Whitton Hall Gas	£10
23 February 2022	NPower	Pakefield St PC Electric	£88.79 + £4.44 VAT = £93.23
23 February 2022	British Diabetic Association	Diabetic Association Grant	£640
23 February 2022	Salaries	Salaries February 2022	£12,365.01
23 February 2022	Great Yarmouth Heating Co. Ltd	Gunton Hall Gas Inspection	£66.67 + £13.33 VAT = £80
25 February 2022	One Stop Badges	500x LTC Badges	£366.67 + £73.33 VAT = £440
28 February 2022	Eon	Whitton Hall Electric	£32
28 February 2022	Gazprom	Town Hall Gas	£57.11 + £2.86 VAT = £59.97
28 February 2022	Breckland Council	Council Tax Leaflet	£1,170 + £234 VAT = £1,404
28 February 2022	Paul Connew	Travel Reimbursement	£79.50
28 February 2022	East Suffolk Council	HH NNDR Refund	-£32,190.63

March Receipts

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Table 3 - March Receipts

Date	Received From	Description	Amount
1 March 2022	East Suffolk Council	Capital Works for Kensington Gardens and Triangle Market	£8,290.15
1 March 2022	Market Income	Weekly Market Income	£24
2 March 2022	Whitton Hall Hire	Whitton Hall Hire	£56
4 March 2022	Howsham Memorials	Belle Vue Park Interment	£234.50
8 March 2022	East Suffolk Council	Capital Works for Triangle Market	£32,980.58
8 March 2022	Market Income	Weekly Market Income	£24
9 March 2022	Kirkley Friendship Group	Whitton Hall Hire	£80
11 March 2022	Coaching	Use of Normanston Park for Sports Coaching	£285
11 March 2022	The Tree Council	The Tree Council Grant	£1,549
15 March 2022	East Suffolk Council	Capital Works Grant	£40,748.73
15 March 2022	Market Income	Weekly Market Income	£24
15 March 2022	Whitton Hall Hire	Whitton Hall Hire	£100
18 March 2022	Tenant	Rental Income from Tenant	£1,000
21 March 2022	Market Income	Weekly Market Income	£18.50
21 March 2022	Tenant	Rental Income from Tenant	£213.16

March Payments

Table 4 - March Payments

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Date	Payment to	Description	Amount
3 March 2022	Rialtas	Finance Software Subscription	£959 + £191.80 VAT = £1,150.80
3 March 2022	One Stop Badges	Payment Adjustment LTC Badges	£3.33 + £0.67 VAT = £4
3 March 2022	Broadland Security Alarms	Town Hall Fire Alarm Contract	£630 + £126 VAT = £756
3 March 2022	SCC Pension Fund	Pensions February 2022	£5,152.98
3 March 2022	Marina Theatre Trust	Jack Rose Society Event Hire	£289.63 + £57.93 VAT = £347.56
3 March 2022	Broadland Security Alarms	Town Hall Intruder Alarm Contract	£185 + £37 VAT = £222
8 March 2022	Trevor Brown	Internal Audit Services	£174.20
9 March 2022	PIP-UK	PIP-UK Grant	£2,500
9 March 2022	East Suffolk Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
9 March 2022	East Suffolk Norse	Tree Watering x20	£350 + £70 VAT = £420
9 March 2022	East Suffolk Norse	Tree Planting x32	£1,400.28 + £280.06 VAT = £1,680.34
9 March 2022	Broadland Security Alarms	Whitton Hall Fire Alarm Contract	£170 + £34 VAT = £204
10 March 2022	C&C Consulting Services Ltd	Health and Safety Support	£735 + £147 VAT = £882
14 March 2022	Broadland Security Alarms	Fire Alarm Demonstration	£55 + £11 VAT = £66
14 March 2022	Broadland Security Alarms	Town Hall Repairs	£180 + £36 VAT = £216
14 March 2022	First Light Festival	First Light Grant	£6,000
14 March 2022	Orbis Furniture	Wardens Office Furniture	£1,299 + £259.80 VAT = £1,558.80
15 March 2022	Energy Assets Ltd	Town Hall Gas Removal	£546.20 + £109.24 VAT = £655.44
17 March 2022	East Suffolk Council	TM Planning Application	£117

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17 March 2022	Suffolk County Council	Job Adverts	£225
18 March 2022	NPower	Triangle Market Electric	£266.55 + £13.33 VAT = £279.88q
18 March 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
18 March 2022	Suffolk Cloud	Website Hosting 2022 – 23	£120
18 March 2022	Shona Bendix	Parking Reimbursement	£14.57 + £2.93 VAT = £17.50
18 March 2022	Lowestoft Players	Lowestoft Players Grant	£1,500
18 March 2022	East Suffolk Travel Association	ESTA Grant	£190
18 March 2022	Sarah Foote	Travel (£15.83 and £6.66) , Events (£7) and Stationery (£3.85) Reimbursements	£26.68 + £3.61 VAT = £30.29
18 March 2022	Lauren Elliott	Travel Reimbursement	£6.66 + £1.34 VAT = £8
21 March 2022	NPower	Kensington Gardens Electric	£77.87 + £3.89 VAT = £81.76
21 March 2022	NPower	Kensington Gardens Electric	£79.20 + £3.96 VAT = £83.16
21 March 2022	NPower	Low Cemetery PC Electric	£80.14 + £4.01 VAT = £84.15
21 March 2022	NPower	Denes Oval Electric	£541.85 + £108.37 VAT = £650.22
21 March 2022	NPower	Pakefield St PC Electric	£104.94 + £5.25 VAT = £110.19
21 March 2022	Gazprom Energy	Town Hall Gas	£55.21 + £2.76 VAT = £57.97
21 March 2022	HMRC	HMRC February 2022	£5,004.61
22 March 2022	Lloyds Bank Account	Credit Card Purchases	£629.18

- 183.6. The insurance renewal – The Clerk advised this is a three yearly package and there will be an uplift of £537.08 on the previous year's renewal, bringing the total of this renewal to £17,212. Cllr Pearce proposed approval of the insurance renewal; seconded by Cllr Brooks; all in favour.
- 183.7. The application to staff salaries of the national cost of living increase of 1.75% for 1 April 2021 to 31 March 2022, and noting that the Finance and Governance Committee considers the

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amount is too low – The Clerk advised that a commitment to the NJC terms is a commitment to the result of the negotiations regarding salaries as well. The Clerk advised there would need to be a contractual change for one member of staff, should the Council wish to add to the cost of living increase, and changes would need to be negotiated regarding other members of staff.

- 183.8. Quotations for work to remove access to the Great Eastern Linear Park 'Nature Walk', and re-wilding of that area – Cllr Pearce proposed approval of the quotation of £9,800 plus VAT, subject to checks from the Town Council's health and safety advisor; seconded by Cllr Brooks; all in favour.
- 183.9. The redevelopment of the Town Hall and report from the Project Board – Cllr Taylor reported that MossKing had been appointed, following a fair and thorough process. Cllr Pearce advised that a decision had been made previously that only members of the Project Board should be able to sit on evaluation panels, and this did not include the Project Manager. Sheila Moss King has however specifically asked to sit on the evaluation panels, particularly for the architect role, but has advised she would not sit on panels for roles which her own employees or freelancers had applied for. Cllr Pearce proposed appointing Sheila Moss King to the Project Board and allowing her to participate on evaluation panels for future consultants; seconded by Cllr Barker; all in favour. Cllr Butler requested that an item is added to the next agenda to announce the winning Design Team tender.

184. Governance

- 184.1. Any requests for membership to Committees or Sub-Committees from Cllr Jen Jones – Cllr Jones had not submitted any requests. This item will be deferred to the next meeting.
- 184.2. Whether to extend the Town Clerk's emergency delegated authority – Cllr Pearce advised that emergency delegations had been agreed in March 2020, to enable the Council to function if it could not meet during the pandemic. Since then it has been reviewed at six monthly intervals. As Covid restrictions have been removed for now, Cllr Pearce proposed removing the blanket delegations, and for the Clerk to submit requests for individual delegations she considers to be still necessary. Cllr Pearce suggested any agreed delegations should be reviewed annually, which would take place at the Annual Meeting anyway. The Clerk agreed to put a proposal together. Cllr Taylor suggested deferring this to the next meeting, so that the existing delegations can remain in place in the interim, until the requests for specific delegations to remain can be considered. Cllr Pearce agreed to amend his proposal on this basis. Cllr Taylor seconded the proposal and all Councillors voted in favour.

A comfort break was taken 19:45 and the meeting resumed 19:51

185. Assets, Inclusion and Development

- 185.1. The draft minutes of the meeting on 7 March 2022 – The draft minutes were received and noted.
- 185.2. Site layout plans for the installation of the outdoor fitness equipment in Normanston Park and Fen Park – The Project and Committee Clerk advised that appropriate sites had been identified between officers, Norse and the contractor, and will ensure relevant tenants and Friends Groups are kept informed. Pending approval of the site layout plans, installation can commence shortly. Cllr Pearce proposed delegating authority to officers to approve the site layout plans, taking account of any feedback from tenants and Friends Groups; seconded by Cllr Barker; all in favour.
- 185.3. The response to East Suffolk Council's request for feedback on its Community Governance Review – The Clerk had not received a lot of comments from Councillors but put forward suggestions for a response as follows:
- The creation of the Town Council has been beneficial in providing a grass roots voice and tailored services and facility management, and as such should be retained as a local Government unit.

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- Whilst its boundary works well, the Town Council would also be happy to consider an extension to incorporate any neighbouring parishes, given the importance of its hub services to the surrounding areas.
- Lowestoft Town Council is content with its own name, which it adopted in exercise of its legal power to do so, following its initial naming as Lowestoft Parish Council.
- Whilst twenty Councillors is a large number, this reflects the geography and population of Lowestoft Town Council's area. The holding of regular by-elections is indicative of the interest in this level of democratic representation. The Clerk will also incorporate comments previously made on warding arrangements.
- Lowestoft Town Council would be happy to consider a grouped arrangement, where this could support smaller neighbouring parish Councils and complement the Town Council's existing services.

Cllr Pearce requested that the first point is expanded to include that Lowestoft being unparished for forty three years was detrimental to the town in terms of community representation, and the Council therefore considers it important not to lose its parish level status. Cllr Pearce proposed approval of the response, subject to insertion of this comment; seconded by Cllr Butler; all in favour.

185.4. An update on the implementation of the December 2021 Full Council resolution regarding the missing civic artefacts – Cllr Pearce reported that the decision of Full Council had been to report the missing items to the Police, without making any allegations. The Clerk advised that the Police had been in contact with East Suffolk Council, who had made an initial response. As the items had been moved historically, with different people involved, the Police have requested reassurance that the Town Council has undertaken thorough inventory work. As the Police have only just started their enquiries, the Clerk advised it would likely be at least two months until there is an update, but an item will be added to the Full Council agenda if there is an update in the interim. Cllr Pearce requested that the missing artefacts listed on the Asset Register are annotated as 'whereabouts unknown'.

185.5. Expressing dissatisfaction with the activities of Tingdene and East Suffolk Council in relation to 'Phase 3' land at the North Denes – Cllr Brooks proposed that as landowner, the Town Council should publicly express its disappointment that Tingdene has not complied with the enforcement notice to remove the fence and return the land to its previous state. Additionally, whilst the Town Council acknowledges the fact that legal issues are to remain confidential, it would like a public statement from East Suffolk Council about when Tingdene will be expected to comply with the legal notice, and the measures being taken to ensure compliance. The Town Council also notes the lack of information to the Town Council and its residents from East Suffolk Council on this issue. Cllr Pearce seconded the proposal. The Clerk would review any public statement in terms of legal impact, but this should not be an issue in principle. The vote was taken and thirteen Councillors voted in favour; one Councillor abstained from the vote.

185.6. Lease arrangements for tenants in Sparrows Nest (confidential) – To be discussed during the confidential session.

185.7. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – To be discussed during the confidential session.

186. Planning

186.1. The draft minutes of the meetings on 1 and 15 March 2022 – The draft minutes were received and noted.

187. Climate Emergency and Ecological

187.1. The draft minutes of the meeting on 1 March 2022 – The draft minutes were received and noted.

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187.2. Recommendations from the Climate Emergency and Ecological Committee:

187.2a. Opposing the development of Sizewell C – Cllr Brooks had recently attended a meeting for Councillors on the development of Sizewell C and had reported back to the Committee. Cllr Page reported that Town and Parish Councils in the area surrounding the development had concerns regarding infrastructure, coastal erosion and the loss of habitats. Cllr Page proposed approval of the recommendation to oppose the development of Sizewell C. Cllr Frost requested a recorded vote. Cllr Pitts seconded the proposal. Cllr Pearce clarified that the agenda item is to oppose the development of Sizewell C, not nuclear power in general. The vote was taken and Councillors Barker, Breakspear, Brooks, Page, Pearce, Pitts and Youngman voted in favour; Cllrs Butler, Frost, Newsome, Parker, Patience and Taylor voted against; Cllr Green abstained from the vote. Cllr Brooks requested that this decision is relayed to Town and Parish Councils in East Suffolk and East Suffolk Council. The Clerk advised that this decision would also inform Planning Committee decisions, should any matters relating to Sizewell C be brought before the Council.

188. Outside Bodies

188.1. Appointing a representative to attend meetings of the Lowestoft and District Allotment Association – Cllr Youngman volunteered for this position; seconded by Cllr Pearce; all in favour.

188.2. Appointing representatives to the Environment and Waste Working Group – Cllr Pearce advised that the Group was formed last August. The Climate Emergency and Ecological Committee appointed Cllrs Brooks, Parker and Patience but this decision had not been ratified by Full Council. The Group is looking to find ways to reduce fly tipping and is working with East Suffolk Council and Suffolk County Council to introduce a service to help residents with the disposal of bulky waste. Cllr Pearce proposed formally recognising the Group and the current representatives, and any other Councillors who would like to join do so; seconded by Cllr Barker; all in favour.

189. Date of next meeting

26 April 2022 18:30

190. Items for the next agenda and close

Cllr Patience requested an item is added to the next agenda regarding accessibility issues for members of the public, particularly when meetings are already underway. The Clerk reported that any measures put into place would need to be facilitated by the landlord, whom the Clerk has previously complained to regarding this.

Cllr Barker reminded Councillors that the ‘Safari’ of the Somerleyton Estate is taking place at 10:00 on 4 May.

At 20:41, Cllr Pearce proposed suspending Standing Order 3y for fifteen minutes to allow the meeting to continue; seconded by Cllr Barker; all in favour.

Cllrs Frost, Patience, Taylor and the member of the public left the meeting 20:41

Regarding item 185.7, the Clerk advised that comments have been received back from Councillors for discussion and redrafting of the lease.

Regarding item 185.6, the Clerk has received advice from the Town Council’s lawyers regarding leasing arrangements. This will be taken forward via the Finance and Governance Committee and liaison with tenants.

Regarding item 185.7, Cllr Pearce proposed delegating authority to staff in conjunction with members of the Finance and Governance Committee to review the feedback and put together the draft lease for Full Council to consider; seconded by Cllr Barker; all in favour.

Regarding item 185.6, Cllr Pearce requested that the Movie Makers Club is included, to understand what the lease arrangement is. Cllr Pearce proposed that the review of the leases is

Lowestoft Town Council

Full Council Meeting

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

18:30 on 22 March 2022

taken forward by the Finance and Governance Committee and brought back to Full Council when ready; seconded by Cllr Barker; all in favour.

There were no confidential matters for consideration and the Mayor closed the meeting at 20:45.

191. Resolution to close the meeting to the public:

191.1. Any matters, including those above as required

Signed:

26 April 2022