

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

### MINUTES

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

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

#### **33. Welcome**

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

#### **34. Apologies for absence from any councillors not in attendance, and whether blanket apologies will be accepted for Zoom meetings**

Apologies were received from Cllrs Peter Lang and Graham Parker. Cllrs Tara Carlton, Peter Collecott and Tracey Eastwood were not present. Cllr Barnard proposed accepting the apologies; seconded by Cllr Breakspear; all in favour. Blanket apologies have previously been accepted at some meetings, due to the move to the video meeting platform, but video meetings have been held for some time now, and if Councillors are having issues joining the meetings they should be providing apologies for that meeting. Cllr Barnard proposed that blanket apologies are not accepted; seconded by Cllr Hardie; all in favour. Cllr Green requested that, where possible and in adherence with the Town Council's Standing Orders, Councillors only speak once on an item.

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

There were none.

#### **36. Receipt of any comments and noting that the draft minutes of the meeting on 26 May 2020 will be considered at the next appropriate meeting**

There were no comments on the draft minutes, and these were noted.

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

The comments had been circulated in advance of the meeting and were displayed during the meeting. Three separate comments had been received regarding item 39.2biii, expressing support for the recording of face-to-face meetings, and making the recordings publicly available for a civic year. Cllr Patience agreed with the comments and asked whether anything can be done to admit members of the public who arrive late to the meetings. It is anticipated there should soon be more staff to support the meetings, as long as the Council is happy for this resource to be committed to this purpose.

#### **38. Finance**

38.1. Receipt of the draft minutes of the meeting on 11 June 2020 – These were noted and will be reviewed by the Finance and Governance Committee at its next meeting.

38.2. Consideration of the following:

38.2a. The 2020 – 2021 budget position and to note any bank reconciliations – The Budget and Loan Sub-Committee is meeting on 26 June, and will review the budget in detail as requested. The bank reconciliations have been sent to one of the bank reconciliation signatories.

38.2b. Payments, income and expenditure reports for the month ending 31 May 2020 and June 2020 to date, including any payments made under delegated authority – These had been circulated in advance of the meeting and were noted as follows:

**Lowestoft Town Council**  
**Full Council Meeting**  
**Held via Video Meeting**  
**19:30 on 23 June 2020**

*Table 1 May Income*

| <b>Date</b> | <b>Payment from</b>  | <b>Description</b>        | <b>Amount</b> |
|-------------|----------------------|---------------------------|---------------|
| 13 May 2020 | East Suffolk Council | S106 for Pakefield        | £6,108.81     |
| 18 May 2020 | East Suffolk Council | Rental income from tenant | £213.16       |

*Table 2 May Expenditure*

| <b>Date</b> | <b>Payment to</b>            | <b>Description</b>                     | <b>Amount</b>                  |
|-------------|------------------------------|--|--------------------------------|
| 1 May 2020  | East Suffolk Council         | Triangle Market PC NNDR May 20         | £117                           |
| 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         | £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                       | Kensington 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 Mar 2020      | £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  | Society Local Council Clerks | Town Clerk SLCC membership             | £525                           |
| 1 May 2020  | Social Local Council Clerks  | The Clerks' Manual 2019                | £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 |

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

| Date        | Payment to                   | Description                           | Amount                                 |
|-------------|------------------------------|---------------------------------------|--|
| 1 May 2020  | Essex and Suffolk Water      | Normanston Park water Dec 19 – Mar 20 | £516.87                                |
| 1 May 2020  | NPower                       | Normanston Park electric Jan – Mar 20 | £3,779.83 + £755.97<br>VAT = £4,535.80 |
| 1 May 2020  | NPower                       | Lowestoft Cemetery PC elec Jan-Mar 20 | £228.62 + £11.43<br>VAT = £240.05      |
| 1 May 2020  | NPower                       | Denes Oval electric Jan – Mar 20      | £1,084.78 + £216.96<br>VAT = £1,301.74 |
| 1 May 2020  | NPower                       | Sparrows Nest electric Jan – Mar 20   | £305.69 + £15.28<br>VAT = £320.97      |
| 1 May 2020  | Suffolk County Council       | 2x recruitment adverts                | £150                                   |
| 4 May 2020  | East Suffolk Norse           | Partnership charge May 2020           | £36,525 + £7,305<br>VAT = £43,830      |
| 4 May 2020  | Nicholsons Solicitors        | Professional charges (legal)          | £712.80 + £142.56<br>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  | Society Local Council Clerks | Community Governance qualification    | £1,376                                 |
| 18 May 2020 | Gazprom Energy               | Town Hall gas April 2020              | £42.11 + £2.11 VAT =<br>£44.22         |
| 18 May 2020 | Ricoh UK Ltd                 | Printer hire                          | £286.47 + £57.30<br>VAT = £343.77      |
| 18 May 2020 | NPower                       | Sparrows Nest electric Feb-Apr        | £263.32 + £13.17<br>VAT = £276.49      |
| 18 May 2020 | NPower                       | Triangle Market electric Apr20        | £74.87 + £3.74 VAT =<br>£78.61         |
| 18 May 2020 | NPower                       | Triangle Market elec Apr20 DD         | £74.87 + £3.74 VAT =<br>£78.61         |
| 18 May 2020 | East Suffolk Norse           | Partnership charge June 2020          | £36,525 + £7,305<br>VAT = £43,830      |
| 20 May 2020 | Guy McGregor                 | Payslips 19-20 Q4                     | £46.50 + £9.30 VAT =<br>£55.80         |

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

| Date        | Payment to           | Description                    | Amount                              |
|-------------|----------------------|--------------------------------|-------------------------------------|
| 20 May 2020 | Gilbert Builders Ltd | Belle Vue Park wall works      | £2,674 + £534.80<br>VAT = £3,208.80 |
| 20 May 2020 | Groundwork UK        | Return of grant underspend     | £535                                |
| 20 May 2020 | Need2Store Ltd       | Civic artefact storage May 20  | £200 + £40 VAT =<br>£240            |
| 20 May 2020 | HMRC                 | HMRC April 2020                | £3,750.19                           |
| 22 May 2020 | ICO                  | ICO membership 20-21           | £35                                 |
| 22 May 2020 | Salaries             | Salaries May 2020              | £8,725.47                           |
| 22 May 2020 | NPower               | Sparrows Nest electric Jan-Apr | £108.16 + £5.41 VAT<br>= £113.57    |
| 22 May 2020 | NPower               | Town Hall electric April 2020  | £102.89 + £5.14 VAT<br>= £108.03    |
| 22 May 2020 | NPower               | Sparrows Nest electric Feb-Apr | £680.70 + £34.04<br>VAT = £714.74   |
| 28 May 2020 | NPower               | Sparrows Nest elec Jan-Apr DD  | £108.16 + £5.41 VAT<br>= £113.57    |
| 28 May 2020 | NPower               | Sparrows Nest elec Feb-Apr DD  | £680.70 + £34.04<br>VAT = £714.74   |
| 28 May 2020 | NPower               | Sparrows Nest elec Feb-Apr DD  | £91.44 + £4.57 VAT =<br>£96.01      |
| 28 May 2020 | NPower               | Town Hall electric April DD    | £102.89 + £5.14 VAT<br>= £108.03    |

Table 3 June Income

| Date         | Payment from               | Description               | Amount  |
|--------------|----------------------------|---------------------------|---------|
| 15 June 2020 | Market Income              | Market income             | £18.50  |
| 15 June 2020 | Tenant                     | Rental income from Tenant | £213.16 |
| 18 June 2020 | Armed Forces Day Lowestoft | Grant repayment           | £5,000  |
| 18 June 2020 | NPower                     | Electricity refund        | £662.83 |
| 22 June 2020 | Market Income              | Market income             | £18.50  |

**Lowestoft Town Council**  
**Full Council Meeting**  
**Held via Video Meeting**  
**19:30 on 23 June 2020**

Table 4 June Expenditure

| <b>Date</b>  | <b>Payment to</b>               | <b>Description</b>  | <b>Amount</b>                       |
|--------------|---------------------------------|---|-------------------------------------|
| 1 June 2020  | East Suffolk Council            | Triangle Market<br>Public Conveniences<br>NNDR June 2020    | £117                                |
| 1 June 2020  | East Suffolk Council            | Links Road Car Park<br>NNDR June 2020                       | £187                                |
| 1 June 2020  | East Suffolk Council            | Sparrows Nest<br>Bowling Pavilion<br>NNDR June 2020         | £110                                |
| 1 June 2020  | East Suffolk Council            | Kensington Gardens<br>Public Conveniences<br>NNDR June 2020 | £210                                |
| 1 June 2020  | East Suffolk Council            | Pakefield Street<br>Public Conveniences<br>NNDR June 2020   | £122                                |
| 4 June 2020  | Suffolk Pension Fund            | Pensions May 2020   | £3860.90                            |
| 5 June 2020  | MS Oakes                        | Town Hall Repairs   | £700.23 + £140.05<br>VAT = £840.28  |
| 16 June 2020 | Lloyds                          | Credit Card Expenses  | £8.94                               |
| 17 June 2020 | Gazprom Energy                  | Town Hall Gas May<br>2020                                   | £43.52 + £2.18 VAT<br>= £45.70      |
| 17 June 2020 | Wave                            | North Denes Water<br>April 2019 – October<br>2019           | £60.50                              |
| 17 June 2020 | Wave                            | Town Hall Water<br>April 2019 – October<br>2019             | £60.50                              |
| 17 June 2020 | Wave                            | Sparrows Nest Water<br>April 2019 – February<br>2020        | £159                                |
| 17 June 2020 | Wave                            | Town Hall Water<br>April 2019 – October<br>2019             | £60.50                              |
| 17 June 2020 | East Point Business<br>Services | Hamilton House Rent<br>Q2                                   | £3,675.00 + £735.00<br>VAT = £4,410 |
| 17 June 2020 | Wave                            | Kensington Gardens<br>Water November<br>2019 – May 2020     | £58.84                              |

**Lowestoft Town Council**  
**Full Council Meeting**  
**Held via Video Meeting**  
**19:30 on 23 June 2020**

| <b>Date</b>  | <b>Payment to</b>            | <b>Description</b>                                | <b>Amount</b>                         |
|--------------|------------------------------|---|---------------------------------------|
| 17 June 2020 | Wave                         | Kensington Gardens Water May 2019 – November 2019 | £60.83                                |
| 17 June 2020 | YMCA                         | Covid-19 Grant                                    | £1,300                                |
| 17 June 2020 | East Point Business Services | Hamilton House Capital Q2                         | £3,357.40 + £671.48 VAT = £4,028.88   |
| 17 June 2020 | East Point Business Services | Hamilton House Service Charge                     | £6,841.75 + £1,368.35 VAT = £8,210.10 |
| 18 June 2020 | NPower                       | Triangle Market Electric May 2020                 | £82.28 + £4.11 VAT = £86.39           |
| 19 June 2020 | Need2Store Ltd               | Civic Artefact Storage June 2020                  | £200.00 + £40 VAT = £240              |
| 19 June 2020 | HMRC                         | HMRC May 2020                                     | £3,750.39                             |
| 23 June 2020 | The Seagull                  | Covid-19 Grant                                    | £1,492.53                             |
| 23 June 2020 | Salaries                     | Salaries June 2020                                | £8,725.47                             |
| 23 June 2020 | Lowestoft in Bloom           | Covid-19 Grant                                    | £300                                  |

There were two payment related matters to be discussed during the confidential session. It was agreed that when the meeting is closed to the public, the intention will be to include these matters also.

38.3. Any payments for approval (see schedule) – There were no payments for consideration.

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

38.4a. Noting that a review of signatory delegations has taken place and consideration of a recommendation to approve the current position – Cllr Green proposed to note that a review of the signatory delegations has been completed by the Finance and Governance Committee, and to approve the current position; seconded by Cllr Coleby; all in favour.

38.4b. Progressing letters of thanks, in line with any advice received, to local keyworkers for their efforts during the COVID-19 pandemic and to defer a decision on any further actions – A seven point proposal from Cllr Green, to offer thanks to local keyworkers for the efforts during the COVID-19 pandemic, was presented to the Finance and Governance Committee at its last meeting. Legal advice had been sought, which recommended exercising caution in what actions are taken at this stage. The proposal for the gifting of luxury hampers was deferred, but the recommendation from the Finance and Governance Committee is to proceed with the letters of thanks. The letters would be sent to organisations, rather than each individual keyworker, and every effort would be made to reach as many of them as possible. The exact number of care homes in Lowestoft has not yet been identified and there was a concern this would become a big task for officers. It was suggested that a message from the Mayor could be broadcast via the local press and the Town Council's website and Facebook page, and this was included as part of Cllr Green's original proposal. Officers will do all they reasonably can to identify the organisations to receive thanks, and suggestions were

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

welcomed from Councillors. As a starting point, it was suggested that the emergency services, care homes and ICU department at the James Paget Hospital be contacted first, whilst a list of other organisations is compiled. Cllr Knight found a list of the care homes in Lowestoft during the meeting and forwarded this to the Clerk. Cllr Hardie proposed that a full page advert be included in the local press, and a message added to the Town Council's website and Facebook page, offering thanks to local keyworkers, followed by letters being issued to organisations as they are identified. This was seconded by Cllr Frost. As this agenda item was a recommendation from the Finance and Governance Committee this would need to be voted on as an amendment, but it is not possible to have an amendment which opposes the original motion. It was clarified that the suggestion of putting a notice in the press was not in place of issuing letters. This was part of Cllr Green's original proposal and it was felt that a notice in the press and on the website and Facebook page alone would not be sufficient and was therefore to be done alongside the letters of thanks. Cllr Coleby seconded Cllr Green's proposal, as recommended by the Finance and Governance Committee, to progress letters of thanks, in line with any advice received, to local keyworkers for their efforts during the COVID-19 pandemic, including messages in the Lowestoft Journal and Eastern Daily Press, and on the Town Council's website and Facebook page; twelve Councillors voted in favour; two Councillors abstained from the vote.

- 38.4c. Adopting the Infrastructure Investment Plan for CIL and s106 as a working document – The Clerk had been asked to produce a draft plan as a working document to form the basis for the consideration of priorities for the expenditure and investment of CIL and s106 funds. It had been discussed that an item be added under investment priorities for general improvements to parks, as a proposal had been made regarding a piece of artwork, but has been deferred for now following advice received on offering gifts to keyworkers. This is however a working document, so will be adapted as required. The Friends of Kensington Gardens would like to have an input if the artwork is progressed there, but this is not being considered at the moment. Cllr Coleby proposed adoption of the Infrastructure Investment Plan for CIL and s106 as a working document; seconded by Cllr Green; eleven Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote. The Assets, Inclusion and Development Committee and Finance and Governance Committee will take forward implementation of the Plan.
- 38.5. The COVID-19 grant applications approved to date – Information had been circulated about the applications made so far and the status of them. It was noted that since this status had been provided, Lowestoft in Bloom had provided the information required of them and a payment of £300 had been made to them, towards their online competition this year.
- 38.6. The renewal of the Town Council's corporate registration as a Data Controller with the Information Commissioner's Office, as of 24 May 2020 – This was noted.

### 39. Governance

- 39.1. Actions by the Town Council in response to the COVID-19 pandemic, including the implementation of recovery measures and the Reopening High Streets Safely Fund – Officers are continuing to keep a list of the required organisational recovery actions. The Town Council made contact with various organisations about the Reopening High Streets Safely Fund, which is being managed by East Suffolk Council, and equipment has been ordered, including for the Kirkley shopping precinct. Meetings will be taking place to look at the recovery of the historic High Street. The Town Council's COVID-19 grant awarding fund is still available. A meeting of the Community Safety Committee is being arranged to look at incidents of anti-social behaviour. Advice has been issued by the Government today that outdoor play areas can reopen if safe to do so. The Clerk will be liaising with East Suffolk Norse regarding this.
- 39.2. Consideration of the following regarding policies and procedures:
- 39.2a. A review of the Equality Policy and practice – The Town Council has received a complaint from a member of public that it has failed in its duty to uphold equal

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

opportunities under the Equality Act 2010. The complaint is separate to recent allegations which have appeared on social media and in the local press, although these have been referred to. The complaint raises no allegations against individual Councillors, but the complainant believes there is a poor understanding of prejudice and discrimination by Councillors. A proposal from Cllr Green was circulated ahead of the meeting, that a Working Group of a minimum of four Councillors review the conduct of the Town Council in relation to the Equality and Diversity Policy and the Code of Conduct, and makes recommendations back to the Council. Members of the Working Group were suggested as two Councillors from the Standing Orders and Policies Sub-Committee and two Councillors from the Personnel Committee, plus other Councillors up to the number decided. Cllr Green further proposes that, as this is a complex matter, external professional and expert advice is sought, and representatives from relevant bodies be invited to sit on the Working Group. The complainant suggests that the Town Council review its practices and implements what changes it can to improve equality. The Clerk has been looking into this and suggested all Councillors and staff attend the LGA Equality, Diversity and Unconscious Bias training course, which can be made available straight away. The Finance and Governance Committee could review the Equality and Diversity Policy, although this may be taken forward by the Working Group, should the Council wish. A diversity assessment can be provided to all Councillors and staff, and this matter can be kept on the agenda to ensure the Council demonstrates its commitment to look at this thoroughly. This matter is looking at systemic discrimination and it was commented that the current make-up of the Town Council is not representative of its electorate at all levels, which needs to be looked at. There was support for Cllr Green's proposal as it was made, and it was agreed that other systemic issues could be looked at in due course. Cllr Coleby seconded Cllr Green's proposal as it was stated and all Councillors voted in favour of this. It was agreed that the Working Group should be made up of four Councillors and three representatives from appropriate external organisations. The Councillor members will be appointed from the Personnel Committee and the Standing Orders and Policies Sub-Committee. Cllr Hardie proposed that arrangements for staff and Councillors to attend the LGA training course be progressed; seconded by Cllr Coleby; twelve Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote. The Clerk will make arrangements for this.

### 39.2b. The Video Meeting Protocol, in relation to:

39.2bi Retention of recordings for the civic year – Cllr Green proposed acceptance of the amendment to the Video Meeting Protocol, that recordings will be retained for a civic year; seconded by Cllr Pearce; thirteen Councillors voted in favour; one Councillor abstained from the vote.

39.2bii Whether to allow Councillors to participate in video meetings via telephone by sound only – Legally there is nothing to prevent Councillors participating via telephone, so it would be a policy decision for the Council to consider. The transparency of the meetings would need to be considered, and this would be a matter of trust, particularly during the confidential session, as the participant would not be visible. The voting process would also need to be determined. Cllr Hardie proposed not to accept participation in video meetings via telephone by sound only; seconded by Cllr Knight; eleven Councillors voted in favour; one Councillor voted against; two Councillors abstained from the vote.

39.2biii Recording face-to-face meetings, once these resume, and make recordings publicly available for a civic year – If approved, the Council would need to consider any members of the public in attendance, and how this would align with the right to be forgotten. It was reported that Suffolk County Council records its meetings, including members of the public, and they have had no issues so far. Data protection laws would



# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

need to be considered. At the start of face-to-face meetings a notice is already read out explaining that meetings can be recorded by those present, and provision can be made for those not wishing to be recorded. Cllr Pearce proposed approval in principle for face-to-face meetings to be recorded and for recordings to be publicly available for a civic year, subject to officers exploring the infrastructure and cost of doing so, and for information to be brought back to the next Full Council meeting for consideration; seconded by Cllr Green; all in favour. A five minute comfort break was requested, and it requested that these be incorporated into Full Council meetings as standard. This will be added to the next agenda.

*A five minute comfort break was taken 20:57*

### **40. Assets, Inclusion and Development**

- 40.1. Receipt of the draft minutes of the meeting on 1 June 2020 – The draft minutes were noted.
- 40.2. Confirming the composition of the Assets, Inclusion and Development (AID) Committee, with retrospective effect from 1 June 2020 – It was agreed that the composition could be confirmed, but was queried whether it could be retrospectively agreed. A retrospective agreement should not be necessary. A Councillor participated in the meeting who was not formally a member of the Committee at the time. This did not make a difference to the outcome of the voting, and this will just need to be noted at the next meeting of the Assets, Inclusion and Development (AID) Committee. Cllr Frost requested to join the AID Committee also. Cllr Coleby proposed to confirm the composition of the AID Committee from this point as Cllrs Barnard, Breakspear, Butler, Coleby, Collecott, Frost, Hardie, Knight, Page, Parker, Patience, Pearce, Pitts and Taylor; seconded by Cllr Barnard; all in favour.
- 40.3. The following recommendations from the AID Committee:
  - 40.3a. Adoption of the Terms of Reference of the AID Committee – No amendments had been made since these were presented at the Annual Meeting in May. Cllr Green proposed adoption of the AID Committee’s Terms of Reference; seconded by Cllr Hardie; all in favour.
  - 40.3b. Approval of the register of land and assets, including building and office equipment, following its review – Cllr Knight proposed approval of the register of land and assets; seconded by Cllr Butler; all in favour.
  - 40.3c. Adoption of the Defibrillator Policy – Cllr Green proposed adoption of the Defibrillator Policy; seconded by Cllr Pearce; all in favour.

### **41. Planning**

- 41.1. Receipt of the draft minutes of the meeting on 26 May and 9 June 2020 – Cllr Taylor proposed noting the draft minutes. It was clarified that this was not a vote to accept the minutes, or the Planning and Environment Committee would not be able to amend them if required. Cllr Green seconded the proposal and all Councillors voted in favour.

### **42. Representative Roles**

- 42.1. Formalising officer representation and clarifying Councillor representation on The Ness Steering Group – It was clarified that the purpose of this item is not to change the representation or prevent anyone from attending, or seeking new volunteers. It was agreed that the Clerk’s attendance is important, and the Deputy Clerk should attend in her absence. Cllr Carlton is the Town Council’s appointed representative. Cllr Patience is the substitute representative, Cllr Butler substitutes for Cllr Patience, and Cllrs Coleby and Taylor are the reserve substitutes. At the last Steering Group meeting the Clerk was in attendance with no Councillor representation from the Town Council. The project is at an important stage and the Town Council should ensure the maximum attendance possible. The protocol for Councillor representation on outside bodies states that if the representative cannot attend, they should let the Clerk know and arrange for a substitute to attend in their place. Cllr Patience was

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

unaware that Cllr Carlton was unable to attend. He was also unable to attend, therefore no substitution was arranged. The Clerk will circulate the protocol for Councillor representation on outside bodies, and will remind Cllr Carlton of the arrangements for representatives. It was suggested that the Council could decide to allow Cllr Patience to attend the meetings as well as Cllr Carlton. This would not be contradictory to the original decision, and would allow Cllr Patience to make his own arrangements with Cllr Butler if he is not able to attend. Cllr Pearce proposed approval of the current arrangements for representation on The Ness Steering Group, noting that there will be a standing arrangement for Cllr Patience to be assumed to be attending for Cllr Carlton, and may make his own arrangements with Cllr Butler, unless Cllr Carlton confirms her attendance. This was seconded by Cllr Green and all Councillors voted in favour.

- 42.2. A request from Cllr Frost to step down as the Council's representative to the Fen Park Friends, and for Cllr Hardie to be appointed in her place – Cllr Frost made this proposal and it was seconded by Cllr Coleby; all Councillors voted in favour.
- 42.3. A recommendation from the AID Committee to appoint Cllr Coleby as the Town Council's representative to ParksEast – Cllr Green proposed approval of this recommendation; seconded by Cllr Pearce; thirteen Councillors voted in favour; one Councillor voted against.

### 43. Legal

- 43.1. A wayleave request for the Uplands Children's Centre – Concerns have been raised regarding similar work completed in other areas. As it had reached 21:30, all Councillors voted in favour to suspend Standing Order 3y to allow the meeting to continue. Should the Council grant approval of the wayleave request, contractors can be reminded of social distancing measures, and it was suggested that the Children's Centre could be asked to undertake making good work if they would like this work progressed. It was suggested this should not be the responsibility of the Children's Centre, but it may make it difficult for the Council to address this afterwards if no measures are put in place. It was suggested that an arrangement could be made for the works to be signed off, or an Elmtree Councillor could take before and after photographs of the site. Cllr Taylor proposed approval of the wayleave request for the Uplands Children's Centre, subject to suitable arrangements being put in place to ensure quality of the work; seconded by Cllr Knight; all in favour.
- 43.2. The design and construction features for completion of The Ness (confidential) – To be discussed during the confidential session.
- 43.3. Legal issues relating to the Northern coastal land transferred, including Ness Point and The Ness (confidential) – To be discussed during the confidential session.
- 43.4. Transfer issues relating to the Normanston Allotments (confidential) – To be discussed during the confidential session.
- 43.5. A transfer request from East Suffolk Council regarding land transferred in error (confidential) – To be discussed during the confidential session.
- 43.6. The final transfers of land relating to the Town Hall (SK313856 and SK261491) (confidential) – To be discussed during the confidential session.

### 44. Date of next meeting

28 July 2020 19:30

### 45. Items for the next agenda and close

As discussed during the meeting, it was requested that the next agenda include provision for the discussion of comfort breaks during meetings and details about the infrastructure and cost of recording face-to-face meetings. It was requested that provision is made on the next agenda to discuss the items deferred from Cllr Green's proposal about offering thanks to keyworkers, as the legal advice and situation with regard to the pandemic may have changed by the next meeting.

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 23 June 2020

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

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

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

46.1. Any legal matters, including those at item 43 above as required –

43.2 The design and construction features for completion of The Ness (confidential) and 43.3 Legal issues relating to the Northern coastal land transferred, including Ness Point and The Ness (confidential) – The Clerk advised the Council of the latest legal advice. Cllr Green made a confidential proposal regarding the Northern coastal land transfers, with signatories as Cllrs Green and Pearce as the Mayor and the Chair of the Finance and Governance Committee; seconded by Cllr Hardie; all in favour. It was reported that the fence posts at The Ness must be preserved in order to be covered by a warranty. It has been requested that the preservative be as environmentally friendly as possible. Any objections can be fed back to The Ness Steering Group. Councillors requested provision for further discussion about The Ness. The Assets, Inclusion and Development, Climate Emergency and Finance and Governance Committees are all meeting in the same week and provision will be included on these agendas.

43.4 Transfer issues relating to the Normanston Allotments (confidential) - The Clerk advised the Council of the latest legal advice. The Clerk is seeking further legal advice and East Suffolk Council was meeting today regarding this matter. No feedback has been provided yet. The Clerk will circulate any updates to Councillors. Cllr Coleby proposed proceeding as per the legal advice, with Cllrs Green and Pearce as signatories, as Mayor and Chair of the Finance and Governance Committee; seconded by Cllr Pearce; all in favour.

43.5 A transfer request from East Suffolk Council regarding land transferred in error (confidential) - Cllr Coleby proposed approval for the land erroneously transferred to the Town Council be transferred back to East Suffolk Council; seconded by Cllr Green; all in favour.

43.6 The final transfers of land relating to the Town Hall (SK313856 and SK261491) (confidential) –Cllr Green proposed proceeding with the final transfers of land relating to the Town Hall, with Cllrs Green and Pearce as signatories, as the Mayor and the Chair of the Finance and Governance Committee; seconded by Cllr Pearce; all in favour.

The two payment related matters as referred to earlier in the meeting were also discussed. The first was the Jubilee Bridge. East Suffolk Council has arranged for a condition survey to be completed and the report has been received. The Clerk has delegated authority to progress the expenditure. Cllr Hardie made a confidential proposal which was seconded by Cllr Coleby and all Councillors voted in favour.

The second payment related matter was regarding seasonal work at the Town Council's assets. It was agreed that the Assets, Inclusion and Development, Climate Emergency and Finance and Governance Committees should consider a plan for this. Cllr Pearce made a confidential proposal, which was seconded by Cllr Hardie and all Councillors voted in favour.

The Mayor closed the meeting 22:01.

**Lowestoft Town Council**

**Full Council Meeting**

**Held via Video Meeting**

**19:30 on 23 June 2020**

Signed: .....

27 April 2021