

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 25 August 2020

MINUTES

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

61. Welcome

Councillors and members of the public were reminded of the right to report and the application of the video meeting protocol, and the meeting was welcomed. The Mayor explained that the agenda and associated papers had been issued in good time and any recommendations on the agenda arising from the Committee meetings had been considered and agreed by those Committees. It was requested that where possible, Councillors only speak once on an individual item, and limit those comments to three minutes. Discussions should be limited to items on the agenda only. As per the previous decision of the Council, a comfort break will be taken at approximately 20:30.

62. Apologies for absence

Cllr Frost joined the meeting 19:33

Apologies had been received from Cllrs Lang, Parker and Youngman. Cllrs Carlton, Collecott and Eastwood had not provided apologies and were absent. Cllr Coleby proposed acceptance of the apologies; seconded by Cllr Hardie; eleven Councillors voted in favour; one Councillor abstained from the vote.

63. Declarations of Interests and dispensations

There were none.

64. Receipt of any comments and noting that the draft minutes of the meeting on 28 July 2020 will be considered at the next appropriate meeting

There were no comments.

65. Any advance comments from the public on any matters on this agenda

A comment had been received regarding item 66.5, enquiring as to whether the Town Council had received a copy of the application made by East Suffolk Council to develop The Ness, and confirmation of the items in and out of scope. The Ness Steering Group is due to meet shortly, where any outstanding matters will be discussed.

66. Finance

66.1. Receiving the draft minutes of the meeting on 13 August 2020 – The minutes were noted but had not yet been considered by the Finance and Governance Committee.

66.2. Receipt and consideration of the following:

66.2a. The 2020 – 2021 budget position – The budget papers had been circulated and there were no comments.

66.2b. Bank reconciliations – It was noted that the bank reconciliations were up to date, up to and including July.

66.2c. Payments, income and expenditure reports for the month ending 31 July 2020 and August 2020 to date, including any payments made under delegated authority and any COVID-19 grant awards – The income and expenditure reports had been circulated, and were noted as follows:

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Table 1 July Income

Date	Received from	Description	Amount
6 July 2020	Market Income	Market Income	£54.50
10 July 2020	East Coast Community Healthcare	Meeting Room Hire	£900
13 July 2020	Tenant	Rental Income from Tenant	£6,300
13 July 2020	Market Income	Market Income	£54.50
13 July 2020	Tenant	Rental Income from Tenant	£213.16
20 July 2020	Land Hire Income	Land Hire Income	£120 + £24 VAT = £144
20 July 2020	Market Income	Market Income	£18.50
27 July 2020	Market Income	Market Income	£54.50
27 July 2020	Land Hire Income	Land Hire Income	£140.00 + £28.00 VAT = £168.00

Table 2 July Expenditure

Date	Payment to	Description	Amount
1 July 2020	East Suffolk Council	Triangle Market PC NNDR July 2020	£117
1 July 2020	East Suffolk Council	Links Road Car Park NNDR July 2020	£187
1 July 2020	East Suffolk Council	Sparrows Nest Bowling Pavilion NNDR July 2020	£110
1 July 2020	East Suffolk Council	Kensington Gardens PC NNDR July 2020	£210
1 July 2020	East Suffolk Council	Pakefield Street PC NNDR July 2020	£122
3 July 2020	SCC Pensions	Pensions June 2020	£3,860.90
4 July 2020	Archant	Lowestoft Journal adverts for vacancies and COVID-19	£1,501 + £300.22 VAT = £1,801.22
14 July 2020	Lowestoft Arts Ltd	COVID-19 grant	£250

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Date	Payment to	Description	Amount
14 th July 2020	Archant	Lowestoft Journal Advert	£85 + £17 VAT = £102
14 July 2020	East Suffolk Norse	Partnership Charges July 2020	£36,525 + £7,305 VAT = £48,300
15 July 2020	Northumbrian Water	Water Survey for the Ness	£115 + £23 VAT = £138
15 July 2020	SLCC	Committee Clerk and Customer Services Assistant Membership	£217
15 July 2020	Guy McGregor	Payslips	£64.50 + £12.90 VAT = £77.40
15 July 2020	Ricoh UK Ltd	Printer Hire Q2 and Printing Costs Q1 2020-21	£245.64 + £49.13 VAT £294.77
16 July 2020	Lloyds	Credit Card Payments	£20.39
20 July 2020	Public Works Loan Board	Loan repayment for Marina Theatre Box Office	£7,210.75
20 July 2020	NPower	Triangle Market Electricity	£89.46 + £4.47 VAT = £93.93
21 July 2020	HMRC	HMRC June 2020	£2,734.79
23 July 2020	Salaries	Salaries July 2020	£8,725.27
29 July 2020	Lowestoft Players	COVID-19 Grant	£1,500
29 July 2020	PKF Littlejohn	External Audit 19-20	£2,400 + £480 VAT = £2,880
29 July 2020	Archant Community Media Ltd	Low Journal Tender Advert	£110.67 + £22.14 VAT = £132.81
29 July 2020	NPower	Sparrows Nest electric	£133.02 + £6.65 VAT = £139.67
29 July 2020	NPower	Low Cemetery PC electric	£222.76 + £11.14 VAT = £233.90
29 July 2020	NPower	Denes Oval electric	£767.43 + £38.37 VAT = £805.80

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Date	Payment to	Description	Amount
29 July 2020	NPower	Normanston Park electric	£955.66 + £47.78 VAT = £1,003.44
29 July 2020	NPower	Kensington Gardens electric	£209.25 + £10.46 VAT = £219.71
29 July 2020	NPower	Electricity direct debit	£150.98 + £7.55 VAT = £158.53
30 July 2020	SLCC	Community Governance course	£1,376
31 July 2020	Gazprom Energy	Town Hall gas Mar-Jun 20	£84.94 + £4.25 VAT = £89.19
31 July 2020	East Suffolk Norse	Partnership charge Aug 2020	£36,525 + £7,305 VAT = £43,830

Table 3 August Income

Date	Received from	Description	Amount
3 August 2020	Lamarti	Hire of Links Road Car Park for sale of ice cream	£120 + £24 VAT = £144
3 August 2020	Market Income	Market Income 3 August 2020	£54.50
10 August 2020	Market Income	Market Income 10 August 2020	£18.50
10 August 2020	Tenant	Rental Income from Tenant	£213.16
14 August 2020	HMRC	VAT Return Q1 2020-2021	£49,832.09
17 August 2020	Market Income	Market Income 17 August 2020	£42.50
21 August 2020	East Suffolk Council	Grant to refurbish project of The Green	£5,287
24 August 2020	Market Income	Market Income 24 August 2020	£42.50

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Table 4 August Expenditure

Date	Payment to	Description	Amount
3 August 2020	East Suffolk Council	Triangle Market PC NNDR August 2020	£117
3 August 2020	East Suffolk Council	Links Road Car Park NNDR August 2020	£187
3 August 2020	East Suffolk Council	Sparrows Nest Bowls NNDR August 2020	£110
3 August 2020	East Suffolk Council	Kensington Gardens PC NNDR August 2020	£210
3 August 2020	East Suffolk Council	Pakefield Street PC NNDR August 2020	£122
6 August 2020	NPower	Electricity Charges	£290.48 + £14.52 VAT = £305
6 August 2020	Nicholsons Solicitors	North Denes Legal Advice	£1260 + £237.60 VAT = £1497.60
6 August 2020	Nicholsons Solicitors	Hamilton House Legal Advice	£215.50 + £43.10 VAT = £258.60
6 August 2020	SCC Pension Fund	Pensions	£3860.90
6 August 2020	Nicholsons Solicitors	General Legal Advice	£495 + £99 VAT = £594
6 August 2020	Archant	Lowestoft Journal Adverts	£145 + £29 VAT = £174
6 August 2020	Urban Vision	Draft non-planning section of the Neighbourhood Plan	£525 + £105 VAT = £630
6 August 2020	Need2Store	Civic Artefact Storage August 2020	£200 + £40 VAT = £240
6 August 2020	Sandy Lane Nursery	2x Cherry Trees	£39 + £7.80 VAT = £46.80
6 August 2020	Nicholsons Solicitors	North Denes Legal Advice	£930.60 + £186.12 VAT = £1,116.72
7 August 2020	NPower	Town Hall electricity charges	£95.23 + £4.76 VAT = £99.99
17 August 2020	Gazprom Energy	Town Hall Gas	£43.52 + £2.18 VAT = £45.70

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Date	Payment to	Description	Amount
17 August 2020	Lloyds Bank	Credit Card Payments	£92.39
19 August 2020	Marina Theatre Trust	Covid-19 Grant	£1,880
20 August 2020	NPower	Electricity Charges	£27.54 + £1.38 VAT = £28.92
21 August 2020	Salaries	Salaries August 2020	£7,842.02
21 August 2020	HMRC	HMRC July 2020	£3750.59
24 August 2020	NPower	Sparrows Nest Electricity Charges	£96.68 + £4.83 VAT = £101.51
24 August 2020	NPower	Sparrows Nest Electricity Charges	£171.72 + £8.59 VAT = £180.31

66.3. Payments for approval (see schedule) – There were none.

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

66.4a. Adoption of the amended Complaints Procedure (amended so that the three references to timescales are standardised to ten working days, and the list represented by bullet points is represented by numbers or letters) –

Cllr Frost temporarily left the meeting at 19:40

Point 3.1g of the Complaints Procedure has now been updated to ten days. Cllr Pearce proposed adoption of the Complaints Procedure as amended; seconded by Cllr Green; all in favour.

66.4b. Seeking outline planning permission for the change of use of a Town Council property (confidential) – To be discussed during the confidential session.

66.5. A mains water supply to The Ness, at a cost of £912 (incl VAT)

Cllr Frost returned 19:41

It is noted that, should this proceed, there likely will be ongoing costs, including Legionella checks, the cost of the water supply, maintenance costs and ensuring the security of the pipe. The true cost of progressing this is not yet known, but the Council could make a decision in principle. There are contractors on site who may be able to lay the pipe, but this may not be possible in the timescale available. Cllr Pearce proposed that this matter should be discussed at the next meeting of The Ness Steering Group, and added to the agenda of the Extraordinary Meeting; seconded by Cllr Butler; all in favour.

66.6. Amplification and recording options for face-to-face meetings at Hamilton House – Two quotations had been received and circulated. It was agreed to discuss these as part of the confidential sessions, as the individual quotations were commercially sensitive.

66.7. To consider additional costs for the installation of Christmas lights in 2020 – The cost of power demands for the London Road South Christmas lights will be £350 (+VAT) per column (total of twenty-four lampposts), plus an additional £7,800 (+VAT) to install the necessary infrastructure on all the lampposts identified for Christmas lights on London Road South. Starting this year, Suffolk County Council need to survey all the lampposts on which the Town Council would like to install Christmas lights, including those where Christmas lights have been installed previously. This will be an annual cost and confirmation of the cost is still pending.

Cllr Page joined the meeting 19:50

The additional costs will exceed the budget allocation for Christmas lights. It has not yet been confirmed whether it is still possible to progress Christmas lights on London Road South this

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year, but it was agreed this should still be taken forward. Cllr Pearce proposed referring this matter to the Finance and Governance Committee, with a temporary increase to its financial delegation to whatever limit is necessary to allow consideration of this item and recommendations to be made, before immediately reverting back to the Committee's £10,000 financial delegation; seconded by Cllr Green; eleven Councillors voted in favour; two Councillors abstained from the vote.

66.8. The contract for the Architectural Heritage Fund and Lowestoft Town Council funded business planning and audience development work at the Town Hall (confidential) – To be discussed during the confidential session.

67. Governance

67.1. To consider actions by the Town Council in response to the COVID-19 pandemic – Applications for grant funding are still being received and considered by Cllrs Green and Pearce under delegated authority. The weekly markets at the Triangle Market have been successful so far, and the number of stalls is increasing. A longer term infrastructure for markets needs to be considered, but the main purpose in the early stages has been to promote the market both to traders and the visiting public. The Markets Working Group will be meeting this week to consider this further. The Town Council has supported East Suffolk Council officers with efforts to reopen the High Street safely. Funding has been used to purchase signage and equipment for this purpose, which Councillors have supported well.

67.2. To consider adoption of the Equality Working Group's Terms of Reference – The Working Group was set up following receipt of a complaint from a member of the public. The complainant is not seeking investigation into what has happened previously, but is looking at how the Town Council is applying the law and what can be learnt, including any appropriate training, etc. It was requested that the Terms of Reference cover the fact that membership includes three representatives from appropriate external bodies, and the Group should not meet without them. Cllr Green has been making enquiries regarding representatives from external bodies, some of which may have a cost attached, which will need to be considered. Cllr Pearce proposed an amendment to the Equality Working Group's Terms of Reference to state that membership includes representatives from three external bodies, and the Group should not meet without them; seconded by Cllr Barnard; nine Councillors voted in favour; one Councillor voted against; three Councillors abstained from the vote.

68. Assets, Inclusion and Development

68.1. The draft minutes of the meeting on 3 August 2020 – The draft minutes were received and noted.

68.2. The following recommendations from the AID Committee:

68.2a. Purchasing a wheelchair accessible picnic bench for the Stoven Close play area

Cllr Frost temporarily left the meeting 20:09

Cllr Coleby proposed approval of the recommendation to purchase a wheelchair accessible picnic bench for the Stoven Close play area, within a maximum budget of £1,000, to include the purchase and installation of the bench; seconded by Cllr Butler; all in favour.

Cllr Frost returned 20:10

68.2b. Ringfencing funds in the play parks budget to purchase a bus shelter for Harris Avenue – s106 funding is being used towards the purchase of an additional piece of play equipment for the Stoven Close play area. Cllr Butler had suggested using the funding for a bus shelter on Harris Avenue, but there was not enough information to progress this at the time. The necessary permissions need to be sought and residents need to be consulted. Cllr Butler is making enquiries to ensure the bus route is intended to stay in existence, and has been researching the cost of the bus shelter. There was a concern this could set a precedence that the Town Council will erect bus shelters all over the

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town. Parish Councils can provide bus shelters if requested, particularly if external funding is being used.

Cllr Page left the meeting 20:15

There was a concern that ringfencing funds for this purpose could take funds away from making improvements to the Town Council's play areas, and that bus shelters may become redundant if bus routes change. It was clarified that at this stage, the recommendation was only to ringfence funds. Cllr Coleby proposed approval of the recommendation to ringfence funds in the play parks budget, which would have been used to purchase an extra piece of play equipment for Stoven Close, to purchase a bus shelter for Harris Avenue; seconded by Cllr Butler; five Councillors voted in favour; three Councillors voted against; four Councillors abstained from the vote.

68.3. The promotion of apprenticeships – This item arose from a meeting of the Lowestoft Place Board, and is not specifically about the Town Council. With big projects going on in and around the town, such as the third crossing project and the Lowestoft flood defences, Councillors would like to see more firms appointing apprentices. It was suggested that the Town Council could promote this with the support of the local Member of Parliament. The Town Council has already been invited to a meeting with him to discuss other matters. A representative will be appointed at the next Full Council meeting, but Cllr Green provisionally has this in his diary as the Mayor, to ensure the Town Council is represented. It will be requested that this item is added to the agenda for consideration. Cllr Taylor has also written to him in her capacity as ward Councillor regarding this subject. The Town Council has already approached the college about specific projects, but these projects have not always been at an appropriate time for the college.

68.4. Noting that the Primary Care Trust will be naming their building on Gordon Road the 'Ness Point School' – This was noted.

69. Planning and Environment

69.1. Receipt of the draft minutes of the meeting on 7 July 2020, 28 July and 11 August – The draft minutes were received and noted. A recommendation to Full Council had arisen from today's meeting, in response to an East Suffolk Council consultation on cemetery/burial availability in East Suffolk. The proposed response from the Planning and Environment Committee is that the maintenance of the existing East Suffolk Council owned cemeteries needs to be reviewed. Better communication regarding rewinding areas is needed, including to explain to the public why certain areas are being left longer, and clearer explanations of East Suffolk Council's environmental policies are required. New cemetery land for the people of Lowestoft does not need to be in the Lowestoft Town Council parish area. Any spare land within the Lowestoft parish boundary should be kept as public open space and/or allotments, and cemeteries should be provided in neighbouring parishes where there is more available open space. Cllr Knight proposed approval of this recommendation from the Planning and Environment Committee, and this was seconded by Cllr Breakspear. Before the vote was taken it was commented that this item was not on the agenda for consideration, and therefore should not be considered at this meeting. It was agreed that this item will be included on the next regular Full Council agenda.

A five-minute comfort break was taken 20:28 and the meeting resumed 20:33

70. Climate Emergency

70.1. Receipt of the draft minutes of the meeting on 4 August 2020 – The draft minutes were received and noted.

70.2. The following recommendations from the Climate Emergency Committee:

70.2a. Additional bin/s at Fen Park (50L) – Additional bins were requested at Fen Park due to an issue with littering. The AID Committee also considered this request and thought it

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appropriate to equally consider the provision of bins across all of the Town Council's parks and open spaces, and where there may be a need for more. The Climate Emergency Committee considered this as part of a wider litter management strategy and were supportive of the AID Committee's decision to look at the provision more widely across all of the Town Council's assets, as to whether more bins should be provided and raise the public expectation that their litter will be disposed of, or whether they should be encouraged to take their litter home.

Cllr Pitts returned to the meeting from the comfort break at 20:39

It was requested that consideration be given to replacing the wheelie bins in Normanston Park with permanent bins.

Cllr Frost returned to the meeting from the comfort break at 20:35

This will form part of the public survey, which officers are preparing now. Cllr Pearce offered to map the current provisions in any parks in the North of the town which have not yet been done. Any sites still to do are listed on the Members' Area of the website. It was agreed to set a deadline of the end of the September for the mapping of the remaining sites, to ensure the survey can be progressed. East Suffolk Norse may be able to offer advice to ensure the provision across the town is decided fairly, including which areas have the highest demand for bins. Cllr Coleby proposed a temporary interim measure in Fen Park, to ask East Suffolk Norse to install two wheelie bins, until a formal decision regarding the provision of bins has been reached; seconded by Cllr Green; all in favour.

- 70.2b. Declaration of a Health Emergency and adoption of the Health and Wellbeing Emergency Declaration as a working document – It was agreed that this is a good working document, but further consideration needs to be given to implementing specific actions, such as planting an orchard tree for every other regular tree planted. On page three it states that Lowestoft and Great Yarmouth are within the top ten most deprived areas of the 'county' and it was queried whether this should say 'country' instead. The Clerk will check the statistics. It is understood that community gardens are being progressed in favour of individual allotment spaces, which is not yet referred to in this document. It was queried whether the term 'emergency' was appropriate, as there has been an ongoing health crisis. Cllr Pearce proposed adoption of the Health and Wellbeing Emergency Declaration as a working document, the title and content of which can be refined as it is implemented; seconded by Cllr Barnard; ten Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

71. Representative Roles

71.1. Noting that Cllr Taylor has stepped down as the substitute representative for the Lowestoft Vision Board, and consideration of the Town Council's representation – Cllr Collecott is the appointed representative and Cllr Taylor was the substitute. It is understood that Cllr Collecott is not currently attending the meetings, therefore the Council needs to consider appointing a replacement substitute to ensure it is represented at the meetings. Cllr Coleby proposed Cllr Pearce as the substitute representative; seconded by Cllr Patience. Cllr Knight proposed himself as the substitute representative; seconded by Cllr Hardie. The vote was taken and both Councillors received six votes each. Cllr Green used his casting vote as Mayor in favour of Cllr Knight and Cllr Knight was duly appointed as the Town Council's substitute representative for the Lowestoft Vision Board.

71.2. Cllr Patience's report from the Lowestoft Place Board meeting on 17 July – Cllr Patience's report was received and noted.

72. Date of next meeting

22 September 2020 19:30

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73. Items for the next agenda and close

The Extraordinary Meeting has provisionally been set for 17 September, the agenda for which will contain the legal items carried forward from July's Full Council agenda, as previously agreed by the Council. The recommendation from the Planning and Environment Committee, arising from their meeting today, will be carried forward to the next regular Full Council meeting.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Butler; 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.

74. Resolution to close the meeting to the public:

74.1. Any legal matters, including those above as required

66.4b Seeking outline planning permission for the change of use of a Town Council property (confidential) – Cllr Coleby made a confidential proposal; seconded by Cllr Hardie; nine Councillors voted in favour; three Councillors voted against.

66.6 Amplification and recording options for face-to-face meetings at Hamilton House – Two quotes have been received so far. The recording and livestreaming of Council meetings has been received positively by the public, whilst raising the Town Council's public profile and commitment to openness, transparency and equality. It was agreed that this item should be deferred to the next regular Full Council meeting, when three quotes should have been obtained. Cllr Pearce proposed deferring this item to the next regular Full Council agenda; seconded by Cllr Coleby; all in favour.

66.8 The contract for the Architectural Heritage Fund and Lowestoft Town Council funded business planning and audience development work at the Town Hall (confidential) – The awarding of the contract, and liaison with other parties involved with the process, was discussed.

The Mayor closed the meeting 21:32.

Signed:



27 April 2021