

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB**  
**18:30 on 26 October 2021**

**MINUTES**

**Present:** Cllrs Nasima Begum, Robert Breakspear, Wendy Brooks, Colin Butler, Alan Green (Mayor), Peter Knight, Peter Lang, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, John Pitts, David Youngman and Elise Youngman

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

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

**98. Welcome**

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

**99. Apologies for absence from any Councillors not in attendance**

Apologies were received from Cllrs Sonia Barker, Amanda Frost, Paul Page and Alice Taylor. Cllrs Tara Carlton and Tracey Eastwood had not provided apologies and were absent. Cllr Knight proposed acceptance of the apologies received; seconded by Cllr Pearce; all in favour.

**100. Declarations of Interests and dispensations**

Cllr Pearce declared a local non-pecuniary interest in items 105.4 and 105.11. Regarding item 105.6, Cllr Pearce declared that he had offered assistance to the Lowestoft Men's Shed but only to facilitate contact between them and another party. Cllrs Begum and Knight declared that regarding item 105.5, they both own properties in that area but have no pecuniary or local non-pecuniary interest in the item. Cllr Brooks declared a local non-pecuniary interest in items 105.4 and 110.2. Cllr Patience declared a local non-pecuniary interest in item 105.7. Cllr Breakspear declared a local non-pecuniary interest in any matters relating to Kensington Gardens. Cllr Green declared that he had been lobbied by the member of the public in attendance.

**101. The draft minutes of the meeting on 28 September 2021**

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

**102. Public forum**

The member of the public had attended September's Full Council meeting regarding the climate emergency, and made a further statement at this meeting regarding the importance of climate change and the actions needed. The member of the public had previously asked for the Town Council to take the lead on action in the town and would like the Mayor to attend a planned COP26 event. There was no corresponding agenda item but the Mayor allowed the approach on a discretionary basis as there will not be another Full Council meeting before the planned event. The Events and Communications Sub-Committee considered the proposal for the Town Council to host an event, or grant permission for an event to take place on its land. The decision of the Sub-Committee was reiterated. The Town Council broadly supports the aims of the COP26 Summit and is committed to addressing climate change. The Council cannot align with a political protest but Councillors could use their own discretion and attend in a personal capacity should they wish. It has already been agreed that the Council cannot organise the event, particularly not on land belonging to another authority. As a compromise, Councillors and officers had offered to assist the member of the public with submitting an application to hold the event on Town Council land, including possible funding towards insurance costs.

**103. Finance**

103.1. The draft minutes of the meeting on 14 October 2021 – The draft minutes were received and noted.

103.2. Recommendations from the Finance and Governance Committee:

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- 103.2a. Delegating the Community Engagement budget to the Assets, Inclusion and Development Committee and on to the Events and Communications Sub-Committee – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Brooks; all in favour.
- 103.2b. Ring fencing an additional £15,000 in the play areas budget for the Whitton Green project – This relates to phase two of the project (outdoor fitness equipment) and the cost is based on a quotation from the supplier, but this includes VAT, so should be more in the region of £9,000. Cllr Pearce proposed approval of the recommendation to ring an additional £15,000 in the play areas budget for the Whitton Green project, as a contingency; seconded by Cllr Lang; all in favour.
- 103.2c. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) – To be discussed during the confidential session.
- 103.3. Receipt and consideration of the following:
- 103.3a. 2021 – 2022 budget position – The budget monitoring documents had been circulated in advance of the meeting. Cllr Knight proposed to receive and approve the current budget position; seconded by Cllr Pearce; all in favour.
- 103.3b. Bank reconciliations – The bank reconciliations for August and September had been approved by the Councillor bank reconciliation signatories.
- 103.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 30 September 2021 and October 2021 to date, and any payments for approval, including the following: Cllr Pearce proposed receiving and noting the income and expenditure reports as follows; seconded by Cllr Brooks; all in favour:

Table 1 September Income

Date	Received From	Description	Amount
6 September 2021	Market Income	Weekly Market Income	£42.50
6 September 2021	Tenant	Rental Income from Tenant	£213.16
7 September 2021	Access Community Trust	Return of Grant Double Payment	£1,482.33
13 September 2021	Market Income	Weekly Market Income	£94.50
16 September 2021	Tenant	Rental Income from Tenant	£6,300
20 September 2021	Roche	Return of incorrect payment	£43.18
20 September 2021	Heads-Up Tennis	Use of Tennis Courts for Coaching	£20
20 September 2021	Market Income	Weekly Market Income	£18.50
27 September 2021	Market Income	Weekly Market Income	£42.50

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Date	Received From	Description	Amount
29 September 2021	East Suffolk Council	Precept 2021 – 2022 2 <sup>nd</sup> Installment	£882,622.50
30 September 2021	Whitton Hall Hire	Whitton Hall Hire	£56
30 September 2021	BVP Cemetery	BVP Cemetery	£103
30 September 2021	Tenant	Rental income from tenant	£625

Table 2 September Expenditure

Date	Payment to	Description	Amount
1 September 2021	East Suffolk Council	Links Road Car Park Business Rates August 2021	£187
1 September 2021	East Suffolk Council	Sparrows Nest Bowls Pavilion Business Rates August 2021	£110
1 September 2021	East Suffolk Council	Hamilton House Business Rates August 2021	£2,008
1 September 2021	Peoples Carpet Bowls	People Carpet Bowls Grant	£750
2 September 2021	Gunton Resident Association	Gunton Resident Association Grant	£1,613
3 September 2021	Suffolk Pension Fund	Pensions August 2021	£3,884.65
8 September 2021	MS Oakes	Damp Survey at the Marina Theatre	£249.60
8 September 2021	Archant	Job Adverts	£1,975 + £384.99 VAT = £2,309.99
10 September 2021	C&C Consulting	Health & Safety Support + Vision	£735 + £147 VAT = £882
14 September 2021	Land Registry	Land Registry Searches	£6
14 September 2021	Roche	Printing Charges (intended for Ricoh, later refunded)	£45.18

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Date	Payment to	Description	Amount
14 September 2021	Darren Breeze	Dunkirk Plaque	£640
14 September 2021	Waveney Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
16 September 2021	Lloyds Bank	Credit Card Purchases	£1,130.57
20 September 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
20 September 2021	HMRC	HMRC August 2021	£3,573.93
21 September 2021	NPower	Denes Oval Pavilion Electric	£228.95 + £11.45 VAT = £240.40
21 September 2021	NPower	Lowestoft Cemetery PC Electricity	£70.07 + £3.50 VAT = £73.57
21 September 2021	NPower	Kensington Gardens Electricity	£65.98 + £3.30 VAT = £69.28
21 September 2021	NPower	Kensington Gardens Electricity	£49.61 + £2.48 VAT = £52.09
22 September 2021	NPower	Triangle Market Electric	£212.69 + £10.63 VAT = £223.32
23 September 2021	Salaries	Salaries September 2021	£9,106.34
23 September 2021	British Gas	Whitton Hall Gas	£45
23 September 2021	BSA Security	Town Hall Alarm Callout	£115 + £23 VAT = £138
23 September 2021	Nicholsons Solicitors	Legal Advice	£550.80 + £110.16 VAT = £660.96
23 September 2021	Ricoh	Printing Charges	£37.65 + £7.53 VAT = £45.18
23 September 2021	Archant	Lowestoft Journal Advert	£25 + £5 VAT = £30
23 September 2021	BSA Security	Town Hall Fire Alarm, Emergency Lights and Extinguishers Annual Check	£620 + £124 VAT = £744

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Date	Payment to	Description	Amount
23 September 2021	Archant	Lowestoft Journal Advert	£70 + £14 VAT = £84
23 September 2021	BSA Security	Town Hall Key Holder Contract	£175 + £35 VAT = £210
23 September 2021	Sarah Foote	Reimbursement for Wi-Fi and Parking	£14
24 September 2021	NPower	Pakefield Street PC Electricity	£56.20 + £2.81 VAT = £59.01
27 September 2021	Gazprom Energy	Town Hall Gas	£45.70
28 September 2021	Eon	Whitton Hall Electricity	£44
28 September 2021	NPower	Normanston Park Electricity	£85.47 + £4.27 VAT = £89.74
30 September 2021	East Suffolk Norse	Partnership Charge September 2021	£37,550 + £7,510 VAT = £45,060
30 September 2021	PKF Littlejohn LLP	External Audit 2020-21	£2,400 + £480 VAT = £2,880
30 September 2021	Unity Trust Bank	Bank Service Charge	£46.35

Table 3 October Income

Date	Received From	Description	Amount
4 October 2021	Market Income	Weekly Market Income	£42.50
4 October 2021	Tenant	Rental Income from Tenant	£213.16
11 October 2021	Lamarti	Use of Links Road Car Park	£460 + £92 VAT = £552
11 October 2021	Market Income	Weekly Market Income	£42.50
11 October 2021	Tenant	Rental Income from Tenant	£5,000
18 October 2021	Market Income	Weekly Market Income	£42.50
18 October 2021	Sarah Foote	Repayment of Credit Card purchase	£15.98

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Date	Received From	Description	Amount
20 October 2021	Roche Chartered Surveyors	Repayment of incorrect printing payment	£2
22 October 2021	Market Income	Weekly Market Income	£42.50

Table 4 October Expenditure

Date	Payment to	Description	Amount
1 October 2021	East Suffolk Council	Links Road Car Park Business Rates October 2021	£187
1 October 2021	East Suffolk Council	Sparrows Nest Bowls Pavilion Business Rates October 2021	£110
1 October 2021	East Suffolk Council	Hamilton House Business Rates October 2021	£2,008
6 October 2021	Suffolk Pension Fund	Pensions October 2021	£3,939.76
8 October 2021	MS Oakes	Town Hall Roof Repair	£372.20 + £74.44 = £446.64
8 October 2021	MS Oakes	Martello Coffee Coping Stone	£392 + £78.40 VAT = £470.40
8 October 2021	MS Oakes	Town Hall Repairs	£4,121.50 + £824.30 VAT = £4,945.80
8 October 2021	East Suffolk Council	Hamilton House Business Rates 2018-2021	£25,492.99
8 October 2021	Great Yarmouth Heating	Denes Oval Water Heater Inspection	£83.33 + £16.67 VAT = £100.00
8 October 2021	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
8 October 2021	Christina Parnell	Return of Whitton Hall Deposit	£100
11 October 2021	C&C Consulting	Health & Safety Support + Vision	£735 + £147 VAT = £882

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Date	Payment to	Description	Amount
15 October 2021	Thomas Fattorini	Freedom of the Town Badges	£1,342.24 + £288.45 VAT = £1,610.69
15 October 2021	Ricoh UK Ltd	Printer Hire and Usage	£207.47
15 October 2021	H Baker	Event Filming	£390
15 October 2021	Michaels Civic Robes	Mayoral Robes	£6,223.30 + £1,244.66 = £7,467.96
18 October 2021	Lloyds Bank	Credit Card Charges	£216.52
18 October 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
20 October 2021	NPower	Electricity Charges	£207.46
20 October 2021	HMRC	HMRC September 2021	£4,047.70
20 October 2021	Andy Pearce	Reimbursement	£12
20 October 2021	Shona Bendix	Reimbursement	£4
20 October 2021	Marina Theatre	Marina Theatre Trust Management Fee	£37,500 + £7,500 VAT = £45,000
21 October 2021	NPower	Electricity Charges	£884.77
21 October 2021	Essex and Suffolk Water	Water Charges	£361.49
21 October 2021	Langton Brooks Consultants	Neighbourhood Plan Support	£400
22 October 2021	Salaries	Salaries October 2021	£9,542.40
25 October 2021	NPower	Electricity Charges	£56.63
25 October 2021	British Gas	Whitton Hall Gas	£45

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Date	Payment to	Description	Amount
25 October 2021	East Suffolk Norse	Links Road Vegetation Cutting	£230 + £46 VAT = £276

103.3ci. Two additional officer car parking permits for the Whapload Road car park, at a cost of £650 each – Cllr Pearce proposed approval of this expenditure, also to be noted by the Budget and Loan Sub-Committee for budgeting purposes; seconded by Cllr Brooks; eleven Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

103.3cii Installation of ventilation fans in the Marina Theatre stairwell, at a cost of £885.71 plus VAT – The budget and earmarked reserve for the Marina Theatre were used up earlier in the year, but this may have included budget provision for roofing repairs which did not proceed. Cllr Pearce proposed approval of this expenditure, to come from the Marina Theatre budget and earmarked reserve first, then the repairs and maintenance budget if required. Any funds taken from the repairs and maintenance budget should first be transferred to the Marina Theatre earmarked reserve, for the purposes of accurately recording expenditure for the Marina Theatre. Cllr Brooks seconded the proposal. Twelve Councillors voted in favour and one Councillor voted against.

103.4. Any costs relating to the delivery of the Tree Council Branching Out Fund grant – A horticultural budget, which includes £10,000 for tree watering costs, has already been approved by the Council. The maximum cost of tree watering will be approximately £10,500 but it is hoped that volunteer support from the community will reduce this sum. Councillors had been liaising with schools regarding their participation and officers can assist if required. Cllr Pearce proposed approval of the tree watering costs, with expenditure to be taken from the specific allocation within the horticultural budget; seconded by Cllr Lang; all in favour.

### 104. Governance

- 104.1. The External Audit report – Regarding this and the next item, Cllr Pearce proposed accepting the External Audit report and the Interim Internal Audit report; seconded by Cllr Knight; all in favour. Cllr Green offered a vote of thanks to staff for their work in preparing for the audits.
- 104.2. Completion of the interim Internal Audit – This was covered with the discussion of the previous item.

### 105. Assets, Inclusion and Development

- 105.1. The draft minutes of the meeting on 4 October 2021 – The draft minutes were received and noted.
- 105.2. Recommendations from the Assets, Inclusion and Development Committee:
- 105.2a. Removing and not reinstating the three items of teen equipment from the Britten Road play area, but consider replacement equipment at a later date as part of wider plans for the park – Cllr Pearce proposed approval of this recommendation; seconded by Cllr Breakspear; all in favour.
- 105.3. An update on amplification and recording equipment options for the Council Chamber – There had been some issues in finding a solution for the Council. The Clerk has now approached Suffolk County Council's supplier and a quotation is pending.
- 105.4. The agreement of Anglian Water's standard compound licence and conditions to use the Links Road car park as a compound site for forty four weeks from 4 January 2022 – This is important work to move sewer pipes further inland due to coastal erosion. Whatever it is agreed, it was suggested that the Council should notify the regular trader at the site, and whatever rent is collected from Anglian Water during this period should at least be enough to offset the loss of



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income to the Council from the trader. The Council also pays business rates on the car park, which should be factored into the negotiations. It is understood that the car park will remain completely closed for the duration of the works. If possible, the Council would like an area of the car park to be retained for public use during this period. If not, it was suggested that Anglian Water should provide signage advising when the work will finish and directing visitors to the nearest alternative car park in the interim. Cllr Pearce proposed concluding this discussion in confidential session; seconded by Cllr Parker; all in favour.

- 105.5. Public safety concerns regarding traffic management around the Triangle Market and High Street area – Residents and local business owners have expressed their concerns about public safety and there was recently an accident on Dukes Head Street. Suffolk County Councillor James Reeder has committed to securing the Police and Crime Commissioner's attendance at a public meeting, to listen to the community's concerns about the area. Cllr Pearce proposed that the Town Council writes a letter of support to Cllr Reeder and the Most Easterly Community Group in calling for a meeting with residents and business in the area, involving the Police and Crime Commissioner and Suffolk Highways, to review the traffic management system, illegal activities and wider anti-social behaviour. The Council will not be taking a partisan position on any of the concerns raised. Cllr Brooks seconded the proposal. The issues also extend to the area at the top of London Road North. A bollard was being progressed to address traffic management issues, but not the lockable bollard which was requested. The Town Council has refused to act as licensee for the bollard until it is satisfied that the design. The vote on Cllr Pearce's proposal was taken and all Councillors voted in favour. It was suggested that restricting access through Rant Score may reduce the volume of traffic in the Dukes Head Street area. Cllr Lang proposed asking the Planning Committee to contact Suffolk Highways with regard to making Rant Score a no entry zone from west to east; seconded by Cllr Pearce; none Councillors voted in favour; four Councillors voted against.
- 105.6. Issuing a letter of support to the Lowestoft Men's Shed in securing a premises in Lowestoft for their activities – Cllr Pearce had an update to give, which contained information which was not yet within the public domain. Cllr Pearce proposed moving this item to the confidential session; seconded by Cllr Green; twelve Councillors voted in favour; one Councillor voted against.
- 105.7. Lowestoft Town Council's involvement with the East Suffolk Town Celebrations – Cllr Pearce proposed moving this item to the confidential session, as discussions may be commercially sensitive. Cllr Green seconded the proposal. Twelve Councillors voted in favour; one Councillor voted against.
- 105.8. Noting that the joint East Suffolk Council and Great Yarmouth Borough Council bid for a City of Culture involving Great Yarmouth and Lowestoft was not successful – It was noted that the bid had been expanded from Great Yarmouth and Lowestoft to Great Yarmouth and East Suffolk, thus including areas that it was felt were not in need of regeneration funding. The Town Council has received comments that this may have harmed the bid and it was requested that this is fed back to East Suffolk Council, should any similar opportunities arise in the future.
- 105.9. Residents' concerns regarding the transparency in allocation of cultural investment and regeneration funding (some aspects may be confidential) – To be discussed during the confidential session.
- 105.10. Options for a replacement conservatory in Normanston Park (confidential) - To be discussed during the confidential session.
- 105.11. Whether to proceed with capital investment at the Denes Oval sports facilities, and if so to consider the project timeframe and budget, and clarification from East Suffolk Council regarding leaseback arrangements (confidential) - To be discussed during the confidential session.
- 105.12. Marina Theatre contracts and funding (confidential) - To be discussed during the confidential session.
- 105.13. The position regarding the civic artefacts transferred from East Suffolk Council (confidential)

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- To be discussed during the confidential session.

**106. Personnel**

- 106.1. The draft minutes of the meeting on 13 October 2021 – The draft minutes were received and noted.
- 106.2. The decisions of the Personnel Committee regarding staff recruitment – Christopher Meek was welcomed as the Town Council's Office Assistant. Paul Connew has been appointed as Community Warden and is due to start on 8 November. The remaining vacancies will be considered by the Personnel Committee.

**107. Planning**

- 107.1. The draft minutes of the meeting on 5 October 2021 – The minutes have been ratified by the Committee and were noted.

**108. Climate Emergency and Ecological**

- 108.1. The draft minutes of the meeting on 5 October 2021 – The draft minutes were received and noted.

**109. Outside Bodies**

- 109.1. Cllr Barker's report from the Marina Theatre Trust Annual General Meeting Away Day on 27 September 2021 – The report was received and noted.

**110. Legal**

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

**111. Date of next meeting**

23 November 2021 18:30

**112. Items for the next agenda and close**

There were no requests for items to be added to the next agenda.

*The member of the public left the meeting 19:31*

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

**113. Resolution to close the meeting to the public:**

- 113.1. Any matters, including those above as required:

*A comfort break was taken 19:32 and the meeting resumed 19:39*

- 103.2c. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential) – An update was given. Cllr Pearce made a confidential proposal. Cllr Parker proposed an amendment to the proposal; seconded by Cllr David Youngman. Cllr Lang proposed an amendment to the proposal; seconded by Cllr Pearce. The vote was taken on Cllr Lang's proposed amendment and all Councillors voted in favour. The vote was taken on Cllr Parker's proposed amendment. Two Councillors voted in favour; nine Councillors voted against; two Councillors abstained from the vote. Cllr Pearce made an overall proposal; seconded by Cllr Brooks; ten Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.
- 105.4. The agreement of Anglian Water's standard compound licence and conditions to use the Links Road car park as a compound site for forty four weeks from 4 January 2022 –

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Anglian Water – Arrangements for the payment of rent were discussed. Cllr Pearce proposed approving the request from Anglian Water to use Links Road car park as a compound site, with delegated authority to the Clerk to agree the weekly rent amount and arrangements including an indemnity and appropriate signage; seconded by Cllr Knight; all in favour.

- 105.6. Issuing a letter of support to the Lowestoft Men's Shed in securing a premises in Lowestoft for their activities –

*Cllrs Begum and Patience left the meeting 20:19*

Cllr Pearce proposed that if a letter of support is requested, delegated authority be made to the Clerk to respond in support of the proposed approach; seconded by Cllr Knight; all in favour.

- 105.7. Lowestoft Town Council's involvement with the East Suffolk Town Celebrations – Cllr Pearce made a proposal in response to an approach from East Suffolk Council; seconded by Cllr Brooks; five Councillors voted in favour; four Councillors voted against; two Councillors abstained from the vote.

- 105.9. Residents' concerns regarding the transparency in allocation of cultural investment and regeneration funding (some aspects may be confidential) – Cllr Pearce proposed approving recommendations from the Assets, Inclusion and Development and Finance and Governance Committees regarding an approach to East Suffolk Council for more information about the application and decision making processes involved with the allocation of cultural investment and regeneration funding. The proposal was seconded by Cllr Brooks; nine Councillors voted in favour; one Councillor voted against and one Councillor abstained from the vote.

- 105.10. Options for a replacement conservatory in Normanston Park (confidential) – There had been some ambiguity over the previous decision.

*Cllr Butler arrived 20:42*

Cllr Pearce made a proposal on how to proceed, with delegated authority to the Clerk; seconded by Cllr Brooks; all in favour.

The need for lighting in the park was discussed. Cllr Knight proposed delegating authority to the Parks and Open Spaces Sub-Committee to progress the installation of reflective strips and/or spotlights in Normanston Park to make the bicycle racks more visible, within a maximum budget of £6,000; seconded by Cllr Pearce; all in favour.

- 105.11. Whether to proceed with capital investment at the Denes Oval sports facilities, and if so to consider the project timeframe and budget, and clarification from East Suffolk Council regarding leaseback arrangements (confidential) – The question of the leaseback arrangements was going to be raised at the planned quarterly liaison meeting with East Suffolk Council, but the meeting was subsequently cancelled. It was agreed to defer this item until the position regarding the leaseback arrangements is known.

- 105.12. Marina Theatre contracts and funding (confidential) – Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

Cllr Pearce proposed suspending Standing Order 3y for fifteen minutes to allow the meeting to continue; seconded by Cllr Brooks; ten Councillors voted in favour; one Councillor abstained from the vote.

- 105.13. The position regarding the civic artefacts transferred from East Suffolk Council (confidential) – The matter is ongoing and Cllr Brooks offered to assist.

- 110.1. Legal issues relating to land transfers (confidential) – This item will be carried forward to the next meeting.

*Cllr Parker temporarily left the meeting 21:07*

An update was given regarding the transfer of the Vermeer Close pond.

*Cllr Parker returned 21:08*

An update was given regarding Land Registry matters relating to the Town Hall.

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110.2. An update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential) – An update was given.

The meeting was closed 21:15.



Signed: .....

23 November 2021