

Minutes of a meeting of Beccles Town Council held on Tuesday 4 September 2018 in the Council Chamber of Beccles Town Hall at 7.00pm

PRESENT E Brambley-Crawshaw, Mayor, in the chair
R Stubbings, Deputy Mayor

| | |
|--------------|-----------------|
| G Birrell | N Elliott |
| N Brooks | J D Harris |
| Mrs S A Bubb | R Kathuria |
| G Catchpole | Mrs C A Topping |
| G Elliott | |

IN ATTENDANCE Mrs C Boyne, Town Clerk
Councillor Chris Scott, Ringsfield and Weston Parish Council

MEMBERS OF PUBLIC 0

72. TO RECEIVE AND CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Downes, Haynes, Janney and Walmsley.

73. DECLARATIONS OF INTEREST OR ANY REQUESTS FOR THE GRANTING OF DISPENSATIONS IN RELATION TO ANY DISCLOSABLE PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

Councillor Stubbings declared a non-pecuniary interest in item 7 on the agenda regarding the co-option of a councillor as he rents his shop to Ashley Lever.

74. MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 7 AUGUST 2018

RESOLVED To accept for accuracy and adoption the minutes of the Town Council meeting held on Tuesday 7 August 2018

75. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC IN RESPECT OF ITEMS ON THE AGENDA

There were none.

76. TO ADJOURN THE MEETING AND RECEIVE REPORTS FROM THE FOLLOWING, AND TO ALLOW COMMENTS FROM MEMBERS OF THE PUBLIC

Reports attached.

77. TO RECONVENE THE MEETING AND RECEIVE REPORTS FROM THE FOLLOWING:-

There were none.

**78. CO-OPTION OF A COUNCILLOR FOR THE RIGBOURNE WARD
PROPOSAL**

***(i) To Invite candidates to speak regarding their applications for the
Rigbourne Ward vacancy***

The six candidates, Josi Home, Ashley Lever, John Mondon, Sandy Perrin, Brian Taylor and Christine Wheeler were invited to say a few words and councillors then asked questions.

**(ii) ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE
PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS
PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF
THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS
LEAVE THE MEETING DURING CONSIDERATION OF THE
FOLLOWING MATTERS**

RESOLVED Pursuant to section 1(2) of the public bodies (admission to meetings) act 1960 It is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following matters

(iv) ADMISSION TO MEETINGS – IT IS PROPOSED TO READMIT MEMBERS OF THE PUBLIC AND PRESS

Members of the public were invited back into the chamber.

(v) To vote and agree the new councillor for Rigbourne Ward

A councillor requested that the decision is made by secret ballot. A vote was taken and this was agreed. The council then voted by secret ballot and Ashley Lever achieved an absolute majority and was invited to sign his Declaration of Acceptance of Office and take his seat in the Chamber.

RESOLVED That Ashley Lever is co-opted as the new councillor for Rigbourne Ward

79. DRAFT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 8 AUGUST 2018

Councillor N Elliott, chair of the committee, explained that the committee had discussed the application for the former Keely Print site on Fen Lane, but had discovered that Waveney District Council had already made a decision on the application, despite not enough information being provided on the planning portal. A letter was to be sent to the Planning Department at Waveney.

RESOLVED To receive the draft minutes of the Planning Committee meeting held on Wednesday 8 August 2018

80. DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 28 AUGUST 2018

Councillor Harris, chair of the committee, reported that the committee agreed to recognise the excellent work of former councilor Sam Kenward with a letter from the mayor and a certificate.

The committee agreed the appraisal of the Street Cleaner/Maintenance person, Michael Graveling, and put forward a recommendation to increase the hours of the post to the Assets & Environment Committee. It was noted that one of Michael's objectives would be concentrating on obtaining his weed spraying qualification.

RESOLVED To receive the draft minutes of the Personnel Committee meeting held on Tuesday 28 August 2018

81. DRAFT MINUTES OF THE ASSETS & ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 13 AUGUST 2018

RESOLVED To receive the draft minutes of the Assets & Environment Committee meeting held on Monday 13 August 2018

82. DRAFT MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 29 AUGUST 2018 AND

CONSIDER THE FOLLOWING RECOMMENDATIONS:-**PROPOSAL**

To receive the draft minutes of the above meeting and consider the following recommendations:-

- (i) That the council does not register for VAT or opt to tax on any of its assets at this time**
- (ii) To hold one town council meeting per month on the first Tuesday of the month, and to arrange emergency meetings as and when required**
- (iii) To adopt the draft Privacy Policy**
- (iv) To accept the quotation from Waveney Fencing In respect of the fencing off of the Blyburgate Hall Cottage Garden, subject to receiving confirmation that posts with a 25 year guarantee would be used, and that this work would be funded from reserves**
- (v) To accept the quotation from JEM Electrical Contractors Ltd for the replacement of lighting at Blyburgate Hall, but for this work to be delayed until 2019/20 when the cost can be incorporated into the budget**
- (vi) To adopt the draft Press and Media Policy**
- (vii) To engage the services of a Letting Agent to manage the letting of Blyburgate Hall Cottage and to select Your Property Solutions to provide this service**

RESOLVED To receive the draft minutes of the Finance & General Purposes Committee meeting held on Wednesday 29 August 2018

- (i) Councillor Stubbings, chair of the committee, explained that the recommendation from the Accountant was that the council did not need to register for VAT at this time, but that it should be aware of the threshold for reclaiming VAT of £37,500 relating to business exempt activities.

RESOLVED That the council does not register for VAT or opt to tax on any of its assets at this time

- (ii) The chair explained that it did not reflect well on the council when it appeared to be always cancelling meetings. The council could have one meeting per month and then arrange an emergency meeting, if required, for the third Tuesday of the month. This was generally agreed, and it was pointed out that the council had a good committee system in place and so one meeting per month should be adequate.

RESOLVED To hold one town council meeting per month on the first Tuesday of the month, and to arrange emergency meetings as and when required

- (iii) The chair explained that the Privacy Policy was required for the council's website.

RESOLVED To adopt the draft Privacy Policy

- (iv) The chair reported that the Assets & Environment committee had agreed to

fence off part of the garden at Blyburgate Hall in order to create a Fire Exit away from the cottage and some outdoor space for the users. The Finance Committee had recommended that this work could be paid for from reserves. However, Councillor Stubbings was concerned that the quotation did not include the work required to level the ground and make it an appropriate fire escape for the disabled.

There was concern expressed that delaying installing the fencing would mean that potentially the work would have to be carried out when a tenant was occupying the cottage. It was suggested, however, that a codicil could be added to the tenancy agreement and the tenants made aware that this work could occur whilst they were in occupation.

The chair pointed out that as well as the ground levelling works being required, the council also needed to consider the cost of maintaining the garden. A full business case for the work needed to be established before any decision was made. It was also noted that the quotation needed to be revisited as concrete posts should be considered instead of wooden, and there was no indication of the depth of the fence panels.

Councillor Catchpole therefore proposed an amendment to the original recommendation, that the installation of the fence is postponed, that the specifications for the works are reviewed by the Assets & Environment Committee and that a codicil should be added to the new Tenancy Agreement regarding the potential for the work to be carried out in the future. This was seconded by Councillor Stubbings, a vote was taken and it was agreed.

A vote was then taken on this revised recommendation and it was

RESOLVED That the fencing off of the garden at Blyburgate Hall is postponed, that the specifications for the works are reviewed by the Assets & Environment Committee and that a codicil should be added to the new Tenancy Agreement regarding the potential for the work to be carried out in the future

- (v) The chair explained that some of the fluorescent lights at the hall were starting to fail and it was very difficult to find replacements. The Assets & Environment Committee had recommended replacement of the lights with LED's. The Finance Committee had agreed that the work was not necessarily urgent and so should be budgeted for in next year's budget.

There was concern expressed as to what would happen if more of the lights failed before next year. Councillor Stubbings therefore proposed that the council agrees in principle to the replacement of the lighting at Blyburgate Hall, and that the clerk is given delegated powers to go ahead with the works as and when further lights start to fail and the lighting becomes insufficient. This was seconded by Councillor Brooks, a vote was taken and the amended proposal was agreed.

A vote was then taken on the amended proposal and it was:-

RESOLVED That the council agrees in principle to the replacement of the lighting at Blyburgate Hall, and that the clerk is given delegated powers to go ahead with the works as and when further lights start to fail

(vi) The chair explained that this policy would act as guidance to councilors when dealing with the press.

RESOLVED To adopt the draft Press and Media Policy

(vii) The chair reported that three quotations had been received in respect of acting as Letting Agents for Blyburgate Cottage. Your Property Solutions had offered the most favourable fees.

RESOLVED To engage the services of a Letting Agent to manage the letting of Blyburgate Hall Cottage and to select Your Property Solutions to provide this service

83. REQUEST FROM PARRAVANI'S ICE CREAM TO TRADE FOR TWO EXTRA SATURDAYS IN SEPTEMBER FROM SHEEPGATE

There was disappointment expressed that an ice cream cart had not been used over the summer period, as specified in the original application. A van had been in place instead, which could travel and stop around the town anyway. There was also concern expressed at the impact that the selling of ice cream on Sheepgate had on other traders. It was pointed out that many people had been seen buying ice creams from the van and it had obviously been a success if Parravani was requesting some further dates.

It was suggested that the council needed to agree proper, strict criteria regarding allowing trading in this area. It was noted that Parravani was a local employer.

Councillor Topping proposed that the request from Parravani to trade for two extra Saturdays in September from Sheepgate was turned down. This was seconded by Councillor Kathuria, a vote was taken and it was

RESOLVED To decline the request from Parravani's Ice Cream to trade for two extra Saturdays in September

84. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE

RESOLVED To approve the Summary of Receipts and Payments to date

85. SCHEDULE OF PAYMENTS FOR SEPTEMBER 2018

There was a query regarding the payment for the bricks for The Pound and whether the council had been insured after the wall was hit by a lorry. The clerk explained that the council had been underinsured, so only a proportion of the costs would be covered by the insurance.

RESOLVED To approve the Schedule of Payments for September 2018

86. MAYOR'S COMMUNICATIONS

The mayor would report again at the next meeting.

87. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS TUESDAY 2 OCTOBER 2018 AT 7:00PM.

EXPENDITURE AND INCOME - OCTOBER 2018

| Payments | Chq No. | Total (exc VAT) | Total (inc VAT) | Unrecoverable VAT |
|--|----------------|------------------------|------------------------|--------------------------|
| Retrospective | | | | |
| Beccles Town Council | bacs | £ 6,977.12 | £ 6,977.12 | |
| - Monthly salaries | | | £ 6,977.12 | |
| - Quarterly salaries | bacs | £ 195.00 | £ 195.00 | |
| Google | dd | £ 8.25 | £ 8.25 | |
| Email Accounts - Sept | | | £ 8.25 | |
| Waveney District Council | dd | £ 65.00 | £ 65.00 | |
| Business Rates - Hungate Store (Sep) | | | £ 65.00 | |
| Business Rates - Market (Sep) | dd | £ 53.00 | £ 53.00 | |
| Business Rates - Blyburgate Hall (Sep) | dd | £ 223.00 | £ 223.00 | |
| Business Rates - Ambulance Station (Sep) | dd | £ 415.33 | £ 415.33 | |
| Business Rates - Blyburgate Cottage | dd | £ 145.00 | £ 145.00 | |
| Beccles Town Council | 103792 | £ 50.00 | £ 50.00 | |
| Petty Cash | | | £ 50.00 | |
| Anglia Farmers | dd | £ 26.50 | £ 31.80 | |
| - Workwear-Mr Tidy | | | £ 31.80 | |
| - Telephone Charges | dd | £ 61.37 | £ 73.65 | |
| - Equipment Supplies | dd | £ 85.29 | £ 97.75 | |
| - Drinks for Mayor's Reception | dd | £ 176.94 | £ 212.32 | |
| Zurich Municipal | 103791 | £ 699.71 | £ 699.71 | |
| Additional Insurance Premium | | | £ 699.71 | |
| Berry Oils Ltd | bacs | £ 550.00 | £ 577.50 | |
| Oil for Blyburgate Hall | | | £ 577.50 | |
| John Foster | 103793 | £ 64.21 | £ 64.21 | |
| Bulbs | | | £ 64.21 | |
| Post Office Ltd | 103794 | £ 168.00 | £ 168.00 | |
| Stamps | | | £ 168.00 | |
| Navigus Planning | 103795 | £ 1,674.50 | £ 2,009.40 | |
| Consultant's Fees | | | £ 2,009.40 | |
| Matt Carter | bacs | £ 3,495.00 | £ 3,495.00 | |
| Painting of exterior windows on Cottage and Hall | | | £ 3,495.00 | |
| Current | | | | |
| IRS Recruitment | 103797 | £ 1,550.47 | £ 1,860.57 | |
| Staff and Mileage | | | £ 1,860.57 | |
| Coopers | 103798 | £ 36.36 | £ 43.64 | |
| Equipment Supplies | | | £ 43.64 | |
| Wave | 103799 | £ 145.43 | £ 145.43 | |
| Sewerage - Town Hall | | | £ 145.43 | |
| First Utility | 103800 | £ 26.19 | £ 27.50 | |
| Gas & Electric-Blyburgate Cottage | | | £ 27.50 | |
| Waveney Norse | 103801 | £ 250.00 | £ 300.00 | |
| Market Set Up - August | | | £ 300.00 | |
| Suffolk Preservation Society | 103802 | £ 15.00 | £ 15.00 | |
| Landscape Training Event | | | £ 15.00 | |
| SSE | 103803 | £ 201.43 | £ 211.50 | |
| Blyburgate Hall Electric | | | £ 211.50 | |
| EACS | 103804 | £ 59.76 | £ 71.71 | |
| Stationery | | | £ 71.71 | |
| Westcotec | 103805 | £ 5,850.00 | £ 7,020.00 | |
| VAS Signs | | | £ 7,020.00 | |
| V C Cooke | 103806 | £ 166.67 | £ 200.00 | |
| Skip for Blyburgate Hall | | | £ 200.00 | |
| LITE | 103807 | £ 6,780.00 | £ 8,136.00 | |
| Christmas Light Column Motif | | | £ 8,136.00 | |
| GYH | 103808 | £ 125.09 | £ 150.11 | |
| Servicing of Boiler - Blyburgate Hall | | | £ 150.11 | |
| Total expenditure | | £ 30,339.62 | £ 33,742.50 | £ |
| Receipts | | | | |
| Rents | | £ | | |

ESE.

| | | |
|--|---------------------------------|--------------------|
| Rents | Unit rents | £ 2,393.96 |
| Rents | Property rents | £ - |
| Hall Hire | Blyburgate Hall | £ 1,729.11 |
| Friday Market | Market rents | £ 607.57 |
| Bell Tower | Tour Income | £ 368.00 |
| LLoyds Bank 12 Month Bond | Interest | £ 7.42 |
| Waveney District Council | Precept | £ 56,713.50 |
| SSE | Blyburgate Hall Electric Refund | £ 80.64 |
| Member or the Public | Photocopying | £ 5.00 |
| CCLA Deposit Fund | Interest | £ 40.77 |
| | Total income | £ 61,945.97 |
| Bank balances at 2 October 2018 | | |
| Barclays Current account | | £ 90,897.09 |
| Barclays Imprest account | | £ 2,662.71 |
| Barclays Active Saver | | £ - |
| CCLA Deposit Fund | | £ 75,000.00 |
| Nationwide Business Bond | | £ 77,537.79 |
| LLoyds Bank 12 Month Bond | | £ 77,368.00 |
| Co-Op Current Account | | £ 5,729.93 |

Signed: *E. Foranby*
Chair of meeting

..... Responsible Financial Officer

**** Items in bold and italics have been added or amended since the draft version**
02-Oct-18