

**Minutes of a meeting of Beccles Town Council held on Tuesday 6 March 2018
In the Council Chamber of Beccles Town Hall at 7.00pm**

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

N Brooks **J Janney**
 G Birrell **S Kenward**
 Mrs S A Bubb **Mrs C A Topping**
 Mrs M D Haynes **J B Walmsley**

IN ATTENDANCE **Mrs C Boyne, Town Clerk**
 Rev Bosse, Hungate Church

MEMBERS OF PUBLIC **4**

Rev Bosse led the council in prayer.

**214. TO RECEIVE AND CONSIDER ACCEPTANCE OF APOLOGIES FOR
ABSENCE**

There were apologies for absence from Councillors Catchpole, Downes, G Elliott, N Elliot, Kathuria and Harris.

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

There were none.

**216. MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 6
FEBRUARY 2018**

RESOLVED To accept for accuracy and adoption the minutes of the town council meeting held on Tuesday 6 February 2018

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

There were none.

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

Reports attached.

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

Council's Representatives on Outside Bodies



Youth Champions/Sir John Leman High School

Councillor Kenward reported that the students at the High School were currently sitting their mock exams. The Youth Magazine was going well. There will be a combination of advertisements and articles in the publication and it will be distributed in two weeks' time. The Youth Café is still moving forward.

Beccles Museum

Councillor Haynes reported that a new trustee had been appointed. The 100 club is not very successful at the moment with just over 60 members. There is a new shop display area at the museum. The number of stewards remains the same, but more would be preferable. Exhibitions this year would include vintage cars and embroidery. Security of the museum was discussed and a CCTV system is going to be installed.

Beccles Fairtrade Steering Group

Councillor Brambley-Crawshaw reported that the Fairtrade Town reception had been rearranged for Friday 9 March at 7pm. A pop up café would be taking place on Saturday 10 March.

Working Party Reports

Councillor Brambley-Crawshaw reported that the Pride in Beccles Gardening Group cleared the brambles at Blyburgate Car Park on Saturday, with the assistance of Waveney Norse staff.

220. MINUTES AND DRAFT MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON WEDNESDAY 7 FEBRUARY 2018 AND WEDNESDAY 21 FEBRUARY 2018

RESOLVED To receive the minutes and draft minutes of the Planning Committee meetings held on Wednesday 7 February 2018 and Wednesday 21 February 2018

221. LOWESTOFT RECORD OFFICE CLOSURE - PRE-CONSULTATION INVITATION FROM SUFFOLK COUNTY COUNCIL

It was reported that the pre-consultation will agree the scope of the consultation. It was important for the scope to be wide and to not just concentrate on the proposed new facility in Ipswich, 'The Hold'. The initial reason for the closure of the Lowestoft Record Office given by Suffolk County Council (SCC) was that it was too expensive to run. However, SCC has committed £5 million to 'The Hold', which would run the Lowestoft Office for five years. A new reason has now been given for the closure, relating to the current building not being fit for purpose. SCC had plans to invest funds in Ipswich and it was important to lobby for some of those funds to be redirected to Lowestoft.

The point was made that Lowestoft had been designated a Heritage Action Zone. It was important to ascertain the cost of maintaining 'The Hold' for the next 20 years.

It was generally agreed that the security and safety of the records was the most important consideration and the preference would be for the records to remain

in Lowestoft.

Councillor Stubbings therefore proposed that he, Councillors Brambley-Crawshaw and Councillor Topping represent the council on the pre-consultation group and that the council's view was that every opportunity should be taken to explore the option for keeping a records office in Lowestoft and that the safety and security of the records was an important consideration. This was seconded by Councillor Topping, a vote was taken and it was

RESOLVED To receive the invitation from Suffolk County Council to take part in a consultation regarding the closure of the Lowestoft Record Office and nominate Councillors Stubbings, Brambley-Crawshaw and Topping to represent the council on the pre-consultation group and that the council's view was that every opportunity should be taken to explore the option for keeping a records office in Lowestoft along with the important consideration of the safety and security of the records

222. MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 12 FEBRUARY 2018

PROPOSAL

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

RESOLVED To receive the draft minutes of the Assets & Environment Committee meeting held on Monday 12 February 2018

(I) To agree to hold a Youth Café at the former Ambulance Station on Blyburgate, for a small budget to be agreed and for any councillors wishing to be involved to have Disclosure Barring Service (DBS) checks carried out on their behalf

Councillor Topping, chair of the Assets and Environment Committee, explained that the Youth Champions were hoping that this would be a town council initiative so that all town councillors could be involved in the Café. Councillors would need to be DBS checked and so a small budget of £150 would be required in order to cover the cost of DBS checks.

RESOLVED To agree to hold a Youth Café at the former Ambulance Station on Blyburgate, with a budget of £150 agreed and for any councillors wishing to be involved to have Disclosure Barring Service (DBS) checks carried out on their behalf

(II) To allocate the S106 Contribution DC/12/0699FUL (£956) to the purchase of a piece of Play Equipment for Waveney Meadow

The deputy mayor explained that she had met with a play equipment provider on site and because of the economies of scale, it would be more cost effective to replace all of the equipment at the same time.

The mayor explained that there was also another contribution on the list, DC/12/1242/ROC for £7,216 which was allocated to the skate park project. It was unlikely that all of these funds could be committed by the deadline of 9 April. WREN funding for the skate park had been offered and an upfront contribution of £5,900 was required. This would leave a balance of £1,316 needing to be spent by 9 April. The amount of £956 expires on 9 August 2018.

It was suggested that the recently agreed works to Napier Terrace regarding the engineer's design for the footbridge could be funded by the S106 contributions, to ensure that they are used before they expire. Any request for spending the funds would be subject to approval from Waveney District Council. Councillor Topping therefore proposed that the balance of contribution DC/12/1242/ROC and the whole of contribution DC/12/0699FUL is used to fund the engineer's design for a footbridge to the land at Napier Terrace. This was seconded by Councillor Brambley-Crawshaw, a vote was taken and it was therefore

RESOLVED That S106 contributions DC/12/0699FUL (£956) and DC/12/1242/ROC (balance of £1316) are allocated to the cost of the Napier Terrace Footbridge engineer's design

223. REVIEW OF COUNCIL'S EMERGENCY PLAN

Councillor Brambley-Crawshaw, who, as deputy mayor, is currently responsible for the Emergency Plan, explained that she would like to prepare a list of vulnerable people in the community. These people would need to opt in to being included on the list. The list could then be used to assist these people in times of emergency. A list of people who can help out in emergency situations would also be very useful to hold. She suggested that it might make sense for the councillor that is responsible for the Emergency Plan to be agreed for a four year period, so that there is continuity, rather than the responsibility falling to the deputy mayor, who is likely to change every year.

The deputy clerk had indicated that he would be prepared to review the Emergency Plan. It was also pointed out that the contents of the emergency boxes required reviewing. Councillor Brambley-Crawshaw therefore proposed that the deputy clerk is tasked with reviewing the Emergency Plan and reporting back to council. This was seconded by Councillor Topping, a vote was taken and it was therefore

RESOLVED That the deputy clerk carries out a review of the Emergency Plan and prepares a report for council

224. REPAIRS TO THE POUND, POUND LANE

The mayor explained that the Pound was damaged by an unknown vehicle. Approximately one third of the structure has been damaged. The structure was insured for £7,863 but the quotation for repairs was £8,750. This had led the insurance company to ascertain that the structure was underinsured and they were only prepared to pay £3,157 towards the cost of repair (less the excess).

The clerk explained that the Pound is a Grade II listed building. The bricks that the contractor had chosen were in keeping with the existing bricks and had a weathered appearance. If a cheaper brick had been selected then the cost to repair may have been significantly lower, but the repair would not necessarily have been aesthetically appropriate.

It was agreed that the Finance & General Purposes Committee would review all sums insured at its next meeting.

RESOLVED To accept the quotation from Crisp Contractors for repairs to The Pound and note the correspondence from the insurer regarding underinsurance

225. NAMING OF THE BECCLES SOUTHERN RELIEF ROAD

The mayor explained that Councillor Bee had withdrawn his suggestion but that council could still discuss the naming of the road.

It was reported that there had been an unofficial poll carried out on social media and Joe Crowfoot Way was a popular choice. There was also a suggestion of Dorothy Hodgkin Crowfoot Way, although it was noted that there was already a Dorothy Hodgkin Court in Beccles. It was agreed that it would be good to get the community's view on a name for the road, and so an article could be placed in the Beccles & Bungay Journal and The Charter.

There was discussion as to whether a short list of names to choose from should be included, but it was generally agreed that the choice of name should be left open so that it was not restrictive. It would need to be made clear that the council would not have the final say on the name but wanted to put forward a name that had community support.

The clerk suggested that Councillor Bee should be consulted so that a common approach to the naming could be agreed.

Councillor Topping therefore proposed that Councillor Bee is consulted and if in agreement, that an article is included in the press and The Charter asking for suggestions for the naming of the new road. This was seconded by Councillor Brambley-Crawshaw, a vote was taken and it was therefore

RESOLVED To consult with Councillor Bee, and if in agreement, to place an article in the press and The Charter asking for suggestions for the naming of the new Southern Relief Road

226. CONSULTATION REGARDING PROPOSALS TO TACKLE CRIME AND POOR PERFORMANCE IN THE WASTE SECTOR

It was considered to be the District Council's responsibility to monitor fly tipping etc.

RESOLVED To not send a response to the consultation regarding proposals to tackle crime and poor performance in the waste sector

227. GRANT OFFER FROM THE WAR MEMORIAL'S TRUST

The clerk reported that a particular method of cleaning had been specified by the trust in order for the grant to be payable, and the contractor had confirmed that it was able to use this method.

RESOLVED To receive and accept the grant offer from the War Memorial's Trust in respect of works to the Beccles War Memorial

228. VISION AND AIMS CONSULTATION IN RESPECT OF THE BECCLES NEIGHBOURHOOD PLAN

Councillor Brambley-Crawshaw, chair of the Neighbourhood Plan Operational Group, explained that the Vision and Aims had been created from the feedback received via the public consultations. Responses to the Vision and Aims could be given individually or as a council. Ultimately the final plan would need the approval of the whole town.

The mayor thanked the Operational Group for its work in preparing these documents. It was confirmed that there would be approximately a month to respond to the Vision and Aims.

There was a question as to how the consultations had been advertised, and Councillor Brambley-Crawshaw explained that a large part of Beccles had been leafleted but there was still more to do. There had been four articles in the press as well as display boards at Tesco, the schools, the library and the Doctor's Surgery.

The mayor suggested that councillors take time to consider this and that the item is deferred to the next meeting.

RESOLVED To defer the response to the Vision and Aims consultation in respect of the Beccles Neighbourhood Plan to the next meeting

229. FLOODING ON THE LAND IN THE VICINITY OF THE BECCLES ROWING CLUB

It was reported that the area around the Rowing Club off Puddingmoor, owned by Waveney District Council, had been under water for the past 4 months and boat owners with moorings had been unable to access their boats. A pump had operated for one day in order for the water level to be reduced so that divers could assess the sluices.

Councillor Bubb proposed that the council writes to Waveney District Council in the strongest possible terms regarding the issues of flooding of the land around the rowing club off Puddingmoor, and asks for an update on the progress made in solving these issues, this was seconded by Councillor Haynes, a vote was taken and it was

RESOLVED that the council writes to Waveney District Council in the strongest possible terms regarding the issues of the flooding of

the land around the rowing club off Puddingmoor, and asks for an update on the progress made in addressing these issues

230. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE

RESOLVED To approve the Summary of Receipts and Payments to date

231. SCHEDULE OF PAYMENTS FOR MARCH 2018

RESOLVED To approve the Schedule of Payments for March 2018

232. MAYOR'S COMMUNICATIONS

The mayor reported that he would be attending a Clinical Commissioning Group meeting which was being held the next day at the Waveney House Hotel.

A meeting had been held at the new Cucumber Lane allotments where it was likely that 15 new plots would be created. It had been suggested that households in the vicinity were notified of the new plots via a leaflet drop.

The funding from WREN for the new skate park had been confirmed, but further work was required before the funding offer could be finalised.

233. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS TUESDAY 20 MARCH 2018

The date of the next meeting was confirmed as Tuesday 20 March 2018, providing there is substantive business requiring attention.

234. ADMISSION TO MEETING - 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 REMAINING MATTERS

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

EXPENDITURE AND INCOME - APRIL 2018

Payments	Chq No.	Total (exc VAT)	Total (inc VAT)	Unrecoverable VAT
Retrospective				
Beccles Town Council	- Monthly salaries	bacs £ 6,349.84	£ 6,349.84	
	- Quarterly salaries	100699 £ 195.00	£ 195.00	
	- Members Allowances	100686to698 £ 1,300.00	£ 1,300.00	
Google	Email Accounts-February	dd £ 5.50	£ 5.50	
Waveney District Council	Business Rates - Hungate Store - March	dd £ 59.00	£ 59.00	
Anglia Farmers	- Reflectors for Posts	dd £ 25.83	£ 30.99	
	- Telephone Charges	dd £ 45.74	£ 54.89	
	- Town Hall Electricity	dd £ 587.37	£ 704.83	
Tia Grace	Website for Neighbourhood Plan	103656 £ 450.00	£ 450.00	
Blackwell Print	Youth Magazine	103652 £ 519.00	£ 519.00	
Berry Oils Ltd	Oil for Blyburgate Hall	bacs £ 590.00	£ 619.50	
Navigus	Neighbourhood Plan Support	103655 £ 344.55	£ 413.46	
FCC Recycling	WREN Third Party Funding Cont - Skate Park	103650 £ 5,907.88	£ 5,907.88	
Suffolk Libraries	Hire of Room for Neighbourhood Plan Meeting	103653 £ 250.00	£ 250.00	
Beccles Town Council	- Float for Bell Tower	103657 £ 40.00	£ 40.00	
	- Petty Cash Float	103657 £ 50.00	£ 50.00	
Force Fresh	Toilet roll holders for Blyburgate Hall	103666 £ 65.85	£ 79.02	
Suffolk Libraries	Hire of Room for Neighbourhood Plan Meeting	bacs £ 144.00	£ 144.00	
Navigus	Neighbourhood Plan Support	103655 £ 1,444.45	£ 1,733.34	
Current				
IRS Recruitment	Street Cleaner	103658 £ 1,077.07	£ 1,292.49	
Securicom	Fire Alarm Service	103659 £ 95.00	£ 114.00	
Wave	Sewerage Charge Town Hall	103660/676 £ 213.59	£ 213.59	
First Utility	Bluburgate Hall Cottage Electricity	103661 £ 29.96	£ 31.46	
Leisure Bench Ltd	Planters for Ambulance Station	103662 £ 268.40	£ 322.08	
GYH	Toilet Repair - Blyburgate Hall	103663 £ 65.00	£ 78.00	
Micropress	Printing and Delivery of the The Charter	103664 £ 434.22	£ 459.98	
Stephen Goodwin	Window Cleaning - Blyburgate Hall	103665 £ 38.00	£ 38.00	
Scribe	Licence for Accounting Software	103667 £ 385.00	£ 462.00	
East Anglian Computer Supplies	- Housekeeping Supplies	103668 £ 47.85	£ 57.42	
	- Stationery	103668 £ 151.37	£ 181.64	
EBS Ltd	Photocopy charges	103669 £ 127.03	£ 152.44	
NP Security Solutions	Smart Lock at Blyburgate Hall	103670 £ 565.00	£ 678.00	
Adrian Jarrett	Legionella Risk Assessment and Training	103671 £ 575.00	£ 690.00	
Sage	Payroll Software	dd £ 21.00	£ 25.20	

Countrywide Publications	Advert in Broadcaster	103672	£ 750.00	£ 900.00	
C Boyne	Framing of Joe Crowfoot Portraits for Bell Tower	103673	£ 47.48	£ 56.98	
Zurich Municipal	Insurance Premium	103674	£ 5,851.47	£ 5,851.47	
Coopers	Equipment Repairs	103675	£ 4.23	£ 5.08	
	Total expenditure		£ 29,120.68	£ 30,516.08	£ -

Receipts			
Rents	Land rents		£ 25.00
Rents	Unit rents		£ 2,393.96
Rents	Property rents		£ -
Hall Hire	Blyburgate Hall		£ 1,340.37
Friday Market	Market rents		£ 1,165.25
Waveney District Council	S106 Funding		£ 5,907.88
CCLA Deposit Fund	Interest		£ 23.56
	Total income		£ 10,856.02
Bank balances at 3 April 2018			
Barclays Current account			£ 27,528.89
Barclays Imprest account			£ 3,798.62
Barclays Active Saver			£ -
CCLA Deposit Fund			£ 75,000.00
Santander Business Bond			£ 77,002.81
Nationwide Business Bond			£ 77,537.79
Co-Op Current Account			£ 5,729.93

Signed: 
Chair of meeting

6/3/4/18


Responsible Financial Officer

**** Items in bold and italics have been added since the draft version**

03-Apr-18