

Minutes of a meeting of Beccles Town Council held on Tuesday 2 October 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	J D Harris
N Brooks	J Janney
G Catchpole	R Kathuria
A Downes	A Lever
G Elliott	Mrs C A Topping
N Elliott	J B Walmsley
Mrs M D Haynes	

IN ATTENDANCE Tom Fenning, Beccles Baptist Church
Mrs C Boyne, Town Clerk

MEMBERS OF PUBLIC 2

88. TO RECEIVE AND CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor Bubb.

89. 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.

90. MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 4 SEPTEMBER 2018

RESOLVED To accept for accuracy and adoption the minutes of the town council meeting held on Tuesday 4 September 2018

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

There were none.

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

Reports attached.

(Councillor Catchpole arrived)

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

Council's Representatives on Outside Bodies

Beccles Sea Cadets

Councillor Topping reported that she and Councillor Stubbings attended the Beccles Sea Cadets Inspection Evening. The unit was considered by the inspector to be one of the best in the country.

Beccles Twinning Association

Councillor Haynes reported that the trip to France was going ahead that weekend and that three councillors were going on the trip, including the mayor.

Beccles and Bungay Cycle Strategy

Councillor N Elliott had attended the meeting of the group and had circulated a report from the meeting (attached).

Beccles Lido

Councillor G Elliott reported that it was a record breaking season for the Lido with close on 50,000 visitors. Major refurbishment works were required during the closed season.

Working Party Reports

There were none.

94. TERMINATION OF LOCAL AREA COORDINATION IN EAST SUFFOLK

It was reported that Suffolk County Council had decided to terminate the Local Area Coordinator roles in East Suffolk. Joseph Young, who was the coordinator for the Beccles area had made a huge difference to the lives of many vulnerable people in Beccles and in total had dealt with over 130 people in his time in the role. Some of these people would have built up a relationship with Joseph and would now have to be moved on to another service. He had referred vulnerable people to community groups such as the Bombs, Men's Shed etc as well as working closely with the Job Centre and the Citizens Advice Bureau. Suffolk County Council had recognised the positive results that had been achieved, but were looking to replace the coordinators with two new roles within the Social Prescribing project, a Living Welfare Officer and a Coordinator.

The point was made that the role was always a pilot and that the NHS did not have unlimited funds. If money was invested in one service, it had to be taken from another service.

Whilst funding would always be an issue for the NHS, the mayor explained that it was important to still put the council's position forward as in the long term, these types of roles ultimately saved money by addressing and acting on people's needs at an early stage before they become more serious.

Councillor Downes proposed that the council writes to Suffolk County Council expressing concern at the loss of the Local Area Coordinator role for Beccles

and also writes a reference for Joseph Young in order to assist him with obtaining funding for a similar role in the community.

RESOLVED That council writes to Suffolk County Council expressing concern at the loss of the Local Area Coordinator role for Beccles and also writes a reference for Joseph Young, the current Local Area Coordinator for Beccles, in order to assist him with obtaining funding for a similar role in the community

95. AIMS AND OBJECTIVES OF THE COUNCIL'S MENTAL HEALTH CHAMPION

Councillor Downes had circulated the aims and objectives of the role to all councillors.

RESOLVED To receive for information the Aims and Objectives from the council's Mental Health Champion

96. DRAFT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 12 SEPTEMBER 2018

RESOLVED To receive the draft minutes of the Planning Committee meeting held on Wednesday 12 September 2018

It was reported that Larkfleet was attempting to increase the number of properties at the proposed Garden Village off the Southern Relief Road from 1,600 to 2,750. This had been published in a report that was going to be presented to the inspector. The mayor suggested that this matter should be considered by the Planning Committee.

97. DRAFT MINUTES OF THE ASSETS & ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 10 SEPTEMBER 2018

PROPOSAL

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

- (i) To consider funding a Traffic Regulation Order to create a coach drop off point in the layby at Sheepgate*

RESOLVED To receive the draft minutes of the Assets & Environment Committee meeting held on Monday 10 September 2018

- (i) Councillor Topping, chair of the Assets & Environment Committee, reported that coach companies were looking for a suitable drop off location in Beccles Town Centre. It was clarified that they could drop off at the Bus Station, but it would then necessitate exiting the town down Northgate which had weight restrictions in place, or going through the centre of town which was not ideal given the narrow, bending roads. It would cost between £2k and £3k to apply for a Traffic Regulation Order (TRO) to change the layby on Sheepgate to a coach drop off and the coaches could then exit the town straight down Station Road.

There was discussion regarding the fact that the layby was also used as an unofficial bus stop and so this should not be lost. The layby was part loading area and part taxi rank, although only licensed Hackney Carriages were allowed to pick up from this area, and there were none in Beccles at this time. The layby was not policed and was often filled with parked cars. This would continue to be an issue if the layby was turned into a bus/coach stop. Wetherspoons may also have objections to the change of use as the layby was used for its deliveries. Any objections to a TRO were likely to lead to it not being approved and the cost of the TRO would be wasted.

The mayor therefore proposed that the council should carry out its own consultation initially regarding changing this layby to a bus/coach drop off, to include consultation with the Beccles Business and Tourism Association. This consultation would then contribute to any consultations that Suffolk County Council would need to carry out as part of the Traffic Regulation Order process. Councillor Harris seconded this proposal, a vote was taken and it was therefore

RESOLVED To carry out a consultation regarding the change of use of the layby at Sheepgate from a Taxi Rank/Loading Area to a Coach/Bus Drop off Point

98. REVIEW THE COUNCIL'S ACTION PLAN FOR 2019/20

RESOLVED To agree the council's Action Plan for 2019/20

99. DRAFT PLANS FOR INTERNAL ALTERATIONS TO BECCLES TOWN HALL

It was reported that the Chamber, Mayor's Parlour, existing downstairs toilet and kitchen would remain unchanged, but that a new disabled access kitchen and toilet would be created in the current Archivist's cupboard and that a designated waiting area would be created in the existing toilet upstairs so that visitors did not have to go into the actual office and the office. The office would be altered in order to create more space for a further desk if required. A fire escape window would also be installed in the office.

RESOLVED To agree the draft plans for internal alterations to Beccles Town Hall, subject to receiving quotations for the works and advice from the Conservation Officer at Waveney District Council

100. FUTURE OF LOWESTOFT RECORD'S OFFICE CONSULTATION

It was reported that the Assets & Environment Committee had sent a letter to Suffolk Archives requesting that it reconsiders excluding from the consultation the chance for the council to find funding for a local strong room to hold the town's assets in rather than have them moved to Ipswich. No information had been received regarding which stakeholders have been consulted with regarding the desk stop study that had been carried out and council had not received a costing for funding a local strong room, only being informed that the costs would be prohibitive. Concern was expressed that any services that were being offered by Suffolk County Council may be short term anyway given the

funding issues that it was facing. There was also some issues regarding how the Beccles Archives had been indexed, as the Rix Collection had been filed under 1227 Beccles Borough Archives and in the future may not be easy to locate.

The Beccles Museum Curator had asked to display Beccles Archives in controlled conditions at the museum. The council needed to consider whether it was happy for Beccles Archives to be moved to Ipswich or whether it wanted to join with others to try and secure funding for a new strong room in Lowestoft.

Councillors discussed these issues and agreed that the formal consultation that was taking place did not address the concerns of the council and so the council should respond accordingly. It was suggested that council should make its views public.

Councillor Topping therefore proposed that the council should respond to the Lowestoft Record's Office Consultation stating that the consultation did not address the concerns of the council and that the council wished for a selection of its Archives to be displayed at Beccles Museum. This response would be made public. This was seconded by Councillor N Elliot, a vote was taken and it was

RESOLVED To respond to the Lowestoft Record's Office Consultation stating that the council is dissatisfied with the consultation as it does not address the council's concerns and to state that the council wishes for its Archives to be displayed at the Beccles Museum over the coming 12 months and that this response is made public

101. INDEMNITY GUARANTEE FOR THE PENSION LIABILITIES OF THE BECCLES FENLAND CHARITY TRUST

It was reported that due to the Harbour Master being transferred to the employment of the Beccles Fenland Charity Trust, the trust needed to honour his membership of the Local Government Pension Scheme (LGPS). In order for the trust to become a member of the scheme as a new employer, the LGPS required the council to act as a guarantor for the trust in the event that the trust was no longer financially viable. The LGPS required indemnity of approximately £12,000.

RESOLVED To agree to indemnify the Beccles Fenland Charity Trust for Pension Liabilities

102. NOMINATION OF COUNCILLOR LEVER AS AN ADDITIONAL YOUTH CHAMPION TEAM MEMBER

Councillor Topping had put forward Councillor Lever as an additional Youth Champion given his interest in improving facilities for young people in the town.

RESOLVED To agree that Councillor Lever becomes an additional Youth Champion Team Member

103. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE

There was a question as to whether the Utility Vehicle budget would be removed as this had now been removed from the Action Plan for the coming year. The clerk explained that this would be addressed when the budget was being reviewed for next year.

There was a question regarding the income from the Blyburgate Hall being under budget. It was clarified that this budget also included the rent from the cottage that had not yet been received for this financial year as the cottage had been vacant.

RESOLVED To approve the Summary of Receipts and Payments to date

104. SCHEDULE OF PAYMENTS FOR OCTOBER 2018

There was a correction to the schedule as it referred to Business Rates being paid at the Blyburgate Cottage, but it was Council Tax that was actually being paid.

There was a question as to whether the oil at the hall was shared by the cottage, but the clerk clarified that the Cottage had gas central heating that was completely separate from the hall.

RESOLVED To approve the Schedule of Payments for October 2018

105. MAYOR'S COMMUNICATIONS

The mayor reported that she would be attending the Twinning trip that coming weekend. On the 13 October the Celebration of 100 Years of Women's Voting event was being held at the Blyburgate Hall. On the 28 October the Pumpkin Festival was being held on the land next to Morrisons. Money raised was going to the Mayor's Appeal. The Waveney Light Opera Group were performing The Wedding Singer from 15 October at the Beccles Public Hall.

106. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS TUESDAY 6 NOVEMBER 2018

The date of the next meeting was confirmed as Tuesday 6 November 2018 at 7:00pm.

EXPENDITURE AND INCOME - NOVEMBER 2018

Payments		Chq No.	Total (exc VAT)	Total (Inc VAT)	Unrecoverable VAT
Retrospective					
Beccles Town Council	Monthly salaries	bacs	£ 6,977.12	£ 6,977.12	
Google	Email Accounts - Sept	dd	£ 8.80	£ 8.80	
Waveney District Council	Business Rates - Hungate Store (Oct)	dd	£ 65.00	£ 65.00	
	Business Rates - Market (Oct)	dd	£ 53.00	£ 53.00	
	Business Rates - Blyburgate Hall (Oct)	dd	£ 223.00	£ 223.00	
	Business Rates - Ambulance Station (Sep)	dd	£ 51.00	£ 51.00	
	Business Rates - Ambulance Station (Oct)	dd	£ 145.00	£ 145.00	
	Council Tax - Blyburgate Cottage	dd	£ 160.00	£ 160.00	
Anglia Farmers	- Telephone Charges	dd	£ 72.40	£ 86.89	
	- Electricity-Town Hall	dd	£ 112.61	£ 118.24	
	- First Aid Kits (Blyburgate Hall)	dd	£ 22.38	£ 26.85	
Carters	- Decoration of Disabled Toilet - Blyburgate Hall	bacs	£ 385.00	£ 385.00	
	- Additional works to Blyburgate Cottage	bacs	£ 1,715.00	£ 1,715.00	
Felix Shoe Repairs	Councillor name plate	103810	£ 15.00	£ 15.00	
David Johnson	Piano for Blyburgate Hall	bacs	£ 300.00	£ 300.00	
N Elliott	Plants	103809	£ 9.97	£ 11.96	
Suffolk County Council	Mobile platform licence	bacs	£ 70.00	£ 70.00	
Crisp Contractors	Brick work repairs to The Pound	103822	£ 4,550.00	£ 5,460.00	
Current					
IRS Recruitment	Staff and Mileage	103811	£ 2,203.94	£ 2,644.73	
Coopers	- Equipment Supplies	103812	£ 65.12	£ 78.15	
	- Equipment Supplies (Bell Tower)	103812	£ 43.94	£ 52.73	
	- Tools (PIB)	103812	£ 19.62	£ 23.54	
	- Padlocks (VAS Signs)	103812	£ 29.98	£ 35.98	
Suffolk Assn of Local Councils	6 Month Payroll Service	103813	£ 88.00	£ 105.60	
Emerald Autoservices	Welding works - Community Bus	103814	£ 190.00	£ 228.00	
Just Perfect Cleaning	Cleaning of Town Hall	103815	£ 105.00	£ 105.00	
Townsend Electrical	Replace light in Ringing Chamber - Bell Tower	103816	£ 248.84	£ 298.61	
EACS	Stationery	103817	£ 64.08	£ 76.90	
Gordon Hogg	Plans for Town Hall Alterations	103818	£ 880.00	£ 880.00	
Mark Jolly Pest Control	Blyburgate Hall Pest Control	103819	£ 60.00	£ 60.00	
First Utility	Blyburgate Cottage - Electricity and Gas	103820	£ 21.97	£ 23.07	
Westcotec	Additional brackets and batteries for VAS signs	103821	£ 187.50	£ 225.00	
Stephen Goodwin	Town Hall Window Cleaning	103823	£ 42.00	£ 42.00	
Waveney Norse	Friday Market Set Up	103824	£ 200.00	£ 240.00	

CBE

Goose Green Nurseries	Watering of Flower Towers	103825	£ 58.00	£ 58.00	
PKF Littlejohn LLP	External Audit Fees	103826	£ 800.00	£ 960.00	
Waveney District Council	Pay Over Market Trader Car Park Fees	103827	£ 45.50	£ 45.50	
R Stubbings	Domain for Neighbourhood Plan Website	103828	£ 66.38	£ 75.62	
	Total expenditure		£ 20,288.77	£ 22,054.67	£ -

Receipts

Rents	Land rents		£ -
Rents	Unit rents		£ 2,393.96
Rents	Property rents		£ -
Hall Hire	Blyburgate Hall		£ 1,588.32
Friday Market	Market rents		£ 725.65
Bell Tower	Tour Income		£ 325.00
St John Ambulance	Contribution to Window Repairs at Blyburgate Hall		£ 625.00
Stars of Waveney	Contribution for Purchase of Compost		£ 10.00
Your Property Solutions	Rent for Blyburgate Cottage		£ 363.00
Waveney District Council	Community Infrastructure Levy Receipt		£ 1,373.81
CCLA Deposit Fund	Interest		£ 38.92
	Total income		£ 7,443.66

Bank balances at 6 November 2018

Barclays Current account		£ 66,553.55
Barclays Imprest account		£ 2,662.51
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: 
Chair of meeting


Responsible Financial Officer

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

06-Nov-18