

**Minutes of a meeting of Beccles Town Council held on Tuesday 7 August 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
Mrs S A Bubb	R Kathuria
G Catchpole	J Janney
G Elliott	Mrs C A Toppling
N Elliott	J B Walmsley

**IN ATTENDANCE** Mrs C Boyne, Town Clerk  
Rose Norgate and Julie Mann, Baha'i Faith

**MEMBERS OF PUBLIC** 2

Rose Norgate and Julie Mann from the Baha'i Faith led the council in prayer.

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

There were apologies for absence from Councillors Brooks, Downes and Haynes.

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

Councillor Catchpole declared a non-pecuniary interest in the following items:-

Item 9 – Consultation regarding the Electoral Review of East Suffolk as he is a District Councillor

Item 10 – Consultation regarding Civil Parking Enforcement as he is the Cabinet Member at Waveney District Council dealing with this matter

Item 11 – Consultation regarding the revised Licensing Statement of Policy as he is a member of Waveney District Council's Licensing Panel

Councillor Toppling declared a non-pecuniary interest in the following items:-

Item 9 – Consultation regarding the Electoral Review of East Suffolk as she is a District Councillor

**51. MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 3 JULY 2018**

**RESOLVED** To accept for accuracy and adoption the minutes of the Town Council meeting held on Tuesday 3 July 2018

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

There were none.

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

Reports attached.

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

**Council's Representatives on Outside Bodies**

Citizen's Advice Bureau (CAB)

Councillor Harris circulated the latest report from CAB and reported that benefits issues were still the main enquiries received, followed by debt, relationships and work issues. CAB was currently seeking more volunteers.

Beccles Business and Tourism Association (BBTA)

Councillor Birrell reported that a minor complaint had been received from a member of the Association regarding permission being given for a Parravani ice cream trailer to sell ice creams at Sheepgate for the summer holiday period as it would affect businesses already selling ice creams in the town. The BBTA would be sending a formal letter but had asked that in future the BBTA is consulted regarding any future requests for stalls on Sheepgate.

**Working Party Reports**

There were none.

**55. DRAFT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 18 JULY 2018**

Councillor N Elliott reported that a presentation was given by Hopkins Homes at the meeting regarding the proposed new housing development off London Road. Residents from the vicinity had also attended the meeting.

**RESOLVED** To receive the draft minutes of the Planning Committee meeting held on Wednesday 18 July 2018

**56. CORRESPONDENCE REGARDING THE FUTURE OF CHARTER WEEKEND**

The mayor explained that the organisations involved in Charter Weekend had sent a letter asking the council to take on a 'light touch' coordinating role for future events.

It was generally agreed that the Charter Weekend was a very worthwhile event and that it would be good for the town if it could continue. However, council staff in the office did not have any capacity to take on any further responsibilities at this time. It was suggested that given the number of organisations involved in the event, perhaps one person from each organisation

could form a committee that would oversee the event.

There was a question as to why this matter had not been put to a council committee first and the clerk explained that as it was a town event it should be full council that discussed it first and then if necessary it could be passed down to a committee.

Councillor Topping proposed that the council should respond and explain that it fully supports Charter Weekend but is unable to offer any staff resources to assist with the event. This was seconded by Councillor Harris, a vote was taken and it was

**RESOLVED** That council fully supports Charter Weekend but is unable to offer any staff resources for a 'light touch' coordination role due to there being no capacity for staff to take on any further responsibilities

#### **57. CONSULTATION REGARDING THE BOUNDARY COMMISSION'S ELECTORAL REVIEW OF EAST SUFFOLK**

It was reported that the number of councillors for the new East Suffolk District Council had been set at 55 and this would see a reduction in the number of councillors representing Beccles. The Boundary Commission was looking to set logical boundaries and so the proposal was for 3 councillors to represent Beccles, Worlingham, Barnby and North Cove as there were no logical boundaries between these areas and the Boundary Commission was working to the County Boundaries.

There was general agreement that, moving forward, three councillors would not be enough to cover this area, giving the growing population but it was explained that a ratio was used to work out the number of councillors to head of population and 3 councillors for this area was within the accepted ratio.

Given that Beccles was working on its own Neighbourhood Plan it was generally agreed that it was important to still have councillors specifically representing just Beccles.

Councillor G Elliott therefore proposed that council responds to the Boundary Commission's Electoral Review of East Suffolk and recommends that there are 2 councillors for Beccles and 1 for Worlingham, Barnby and North Cove. This was seconded by Councillor Harris, a vote was taken and it was

**RESOLVED** That council responds to the Boundary Commission's Electoral Review of East Suffolk and recommends that there are 2 councillors for Beccles and 1 for Worlingham, Barnby and North Cove given that Beccles is working on its own Neighbourhood Plan and is a definite, separate entity from Worlingham

There was a request for the vote to be recorded. There were 7 for and 4 abstentions.

**58. CONSULTATION REGARDING CIVIL PARKING ENFORCEMENT BY WAVENEY DISTRICT COUNCIL FROM APRIL 2019**

It was reported that Waveney District Council, and once the new council was created, East Suffolk District Council would be taking over the control of on street parking, including having the power to introduce charging. The cost of providing this new service could be between £0.25 million to £0.5 million. The district council would also have the power to decide where double yellow lines are installed and disabled parking bays etc and would decide whether cars are able to park on verges or pavements. Any fines issued will be kept by the council. Consultations will not always be necessary regarding some aspects of the scheme as the Highway Code Criteria will be applied.

After discussion, it was generally agreed that on street parking should not be introduced in any of the market towns as this would be detrimental to the town's economy. It was clarified that district councillors had been assured that Beccles was not being considered for the introduction of on street parking charges.

Councillor Topping therefore proposed that council responds to the consultation, fully supporting the plan but stressing that it would be against the introduction of on street parking charges in market towns and would wish to be consulted if there were any future plans to introduce such measures. This was seconded by Councillor Harris, a vote was taken and it was

**RESOLVED** That council responds to the consultation regarding the East Suffolk Area Parking Plan, fully supporting the plan but stressing that it would be against the introduction of on street parking charges in market towns and would wish to be consulted if there were any future plans to introduce such measures

**59. CONSULTATION REGARDING WAVENEY DISTRICT COUNCIL'S REVISED LICENSING STATEMENT OF POLICY**

It was pointed out that the council was not named as a consultee in the document and that whilst council was not a statutory consultee, it could ask that town and parish councils are included as non-statutory consultees regarding any licence applications within their parish boundaries.

Councillor Stubbings therefore proposed that council should ask that town and parish councils are included as non-statutory consultees in the policy. This was seconded by Councillor G Elliott, a vote was taken and it was

**RESOLVED** To respond to Waveney District Council's draft Revised Licensing Statement of Policy and ask that the policy includes town and parish councils as non-statutory consultees for any licensing matters affecting their parishes

**60. DRAFT MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 9 JULY 2018**

**RESOLVED** To receive the draft minutes of the Assets and Environment Committee meeting held on Monday 9 July 2018

**61. DRAFT MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 11 JULY 2018**

**PROPOSAL**

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

- (i) To allocate S106 Contribution DC/12/0699/FUL for £956 to the regeneration of the moorings at Beccles Quay**
- (ii) To agree the schedule of budget carry forwards to 2018/19**

**RESOLVED** To receive the draft minutes of the Finance and General Purposes Committee meeting held on Wednesday 11 July 2018

- (i)** Councillor Stubbings, Chair of the Finance and General Purposes Committee, reported that the S106 officer at Waveney District Council had reported that S106 contributions could not be spent on mooring improvements. However, if a contract was placed for a new skate park prior to the expiry of the contribution on 9 August, then this contribution could still be applied to this. Council had already agreed at a previous meeting to allocate this contribution to the skate park, so no further decision was needed.
- (ii)** The committee was recommending two items for carry forward, the Neighbourhood Plan budget as this was ongoing and the Waveney Meadow budget as there were plans this year to improve the play equipment.

**RESOLVED** To agree the schedule of budget carry forwards to 2018/19

**62. REQUEST FOR FUNDING FOR THE BECCLES COMMUNITY BUS**

The clerk confirmed that the council held an earmarked reserve for the Community Bus.

**RESOLVED** To agree the request for funding for welding repairs to the Beccles Community Bus of £1,000

**63. REQUEST TO INSTALL A NEW DOROTHY CROWFOOT HODGKIN MEMORIAL ON BECCLES TOWN HALL**

The mayor reported that part of her Mayor's Appeal would be put towards a new memorial for Dorothy Crowfoot Hodgkin as the current memorial on the Town Hall was not fit for purpose as it only showed her married name. A number of members of the public had come together and created a beautiful plaque. The design work had been carried out for free and the cost to produce

the plaque would be £5,000. The face of Dorothy Crowfoot Hodgkin would be 3D. The old plaque could go to the museum to be displayed there. The mayor explained that the new plaque would be produced irrespective of whether it could be installed on the Town Hall and an alternative location would be found if necessary.

It was reported that the family of Dorothy Crowfoot Hodgkin had never been happy with the existing plaque on the Town Hall as she had only ever just used her married name of Hodgkin in order to be taken seriously and have her medical journals published.

There was opposition to the existing plaque being removed and replaced. This had been installed in 1996 by the then mayor Chris Scott. It was funded by the Town Council, the Feoffees and Beccles Museum and contained the town crest. There was already a plaque at the Leman School, a road named after Dorothy Crowfoot and the plaque on the Town Hall. This seemed adequate.

Councillor Catchpole proposed that as the plaque would be produced anyway, that the council should wait to see the finished plaque and then make a decision regarding its suitability to be installed on the Town Hall in place of the existing plaque. This was seconded by Councillor Stubbings, a vote was taken and it was

**RESOLVED** That council requests to see the finished Dorothy Crowfoot Memorial and then makes a decision as to its suitability to be installed on the Town Hall in place of the existing plaque

There was a request for abstentions to be recorded and there were 2 abstentions.

#### **64. PETTY CASH RECONCILIATION**

**RESOLVED** To approve the quarterly Petty Cash Reconciliation

#### **65. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE AND QUARTERLY MONITORING REPORT**

**RESOLVED** To approve the Summary of Receipts and Payments to date and the Quarterly Monitoring Report

#### **66. SCHEDULE OF PAYMENTS FOR AUGUST 2018**

**RESOLVED** To approve the Schedule of Payments for August 2018

#### **67. MAYOR'S COMMUNICATIONS**

The mayor reported that the Beccles Camera Club exhibition was taking place at the Public Hall on Saturday and the Mayor's Reception would be taking place on Friday evening.

#### **68. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS**

**TUESDAY 21 AUGUST 2018, PROVIDED THERE IS SUBSTANTIVE BUSINESS REQUIRING ATTENTION**

- 69. 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 REMAINING MATTERS**

**RESOLVED** Admission to meetings - pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is agreed 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

**EXPENDITURE AND INCOME - SEPTEMBER 2018**

<b>Payments</b>		<b>Chq No.</b>	<b>Total (exc VAT)</b>	<b>Total (inc VAT)</b>	<b>Unrecoverable VAT</b>
<b>Retrospective</b>					
Beccles Town Council	Monthly salaries	bacs	£ 8,612.92	£ 8,612.92	
Google	Email Accounts - July	dd	£ 8.25	£ 8.25	
Waveney District Council	Business Rates - Hungate Store (Aug)	dd	£ 65.00	£ 65.00	
	Business Rates - Market (Aug)	dd	£ 53.00	£ 53.00	
	Business Rates - Blyburgate Hall (Aug)	dd	£ 223.00	£ 223.00	
	Business Rates - Ambulance Station (Aug)	dd	£ 160.00	£ 160.00	
Waveney District Council	Pay over car parking income from Market Traders	103777	£ 276.50	£ 276.50	
Julia Harris	Plants for War Memorial	103773	£ 45.00	£ 45.00	
Anglia Farmers	- Telephone Charges	dd	-£ 36.40	-£ 43.68	
	- PDQ Machine	dd	£ 19.00	£ 22.80	
<b>Current</b>					
IRS Recruitment	Staff and Mileage	103781	£ 1,888.79	£ 2,266.80	
Coopers	Equipment Supplies	103782	£ 50.91	£ 61.10	
Crisp Contractors	Bricks for The Pound	bacs	£ 4,200.00	£ 5,040.00	
First Utility	Blyburgate Cottage Electricity and Gas	103783	£ 18.48	£ 19.41	
Stephen Goodwin	Window Cleaning - Blyburgate Hall	103784	£ 38.00	£ 38.00	
EACS	Stationery	103785	£ 41.38	£ 49.66	
<b>Total Workwear</b>	<b>Work Boots - Mr Tidy</b>	<b>103786</b>	<b>£ 20.68</b>	<b>£ 21.67</b>	
<b>SSE</b>	<b>Ambulance Station Electricity</b>	<b>103787</b>	<b>£ 64.61</b>	<b>£ 67.84</b>	
<b>Goose Green Nurseries</b>	<b>Watering of Flower Towers</b>	<b>103788</b>	<b>£ 145.00</b>	<b>£ 145.00</b>	
<b>Waveney Norse</b>	<b>Market Set Up</b>	<b>103789</b>	<b>£ 200.00</b>	<b>£ 240.00</b>	
<b>NWG Business</b>	<b>Town Hall - Water</b>	<b>dd</b>	<b>£ 56.98</b>	<b>£ 56.98</b>	
<b>Matt Carter</b>	<b>Balance-Works to Blyburgate Cottage</b>	<b>bacs</b>	<b>£ 7,100.00</b>	<b>£ 7,100.00</b>	
<b>EBC Ltd</b>	<b>Photocopier</b>	<b>103790</b>	<b>£ 107.21</b>	<b>£ 128.65</b>	
	<b>Total expenditure</b>		<b>£ 23,358.31</b>	<b>£ 24,657.90</b>	<b>£ -</b>
<b>Receipts</b>					
Rents	Land rents		£ -		
Rents	Unit rents		£ 2,393.96		
Rents	Property rents		£ -		
Room Hire	Town Hall		£ 600.00		
Hall Hire	Blyburgate Hall		£ 1,122.66		
Friday Market	Market rents		£ 1,177.50		
Bell Tower	Tour Income		£ 1,278.80		
CCLA Deposit Fund	Interest		£ 35.84		



	Total income	£ 6,608.76
<b>Bank balances at 4 September 2018</b>		
Barclays Current account		£ 56,851.80
Barclays Imprest account		£ 3,188.17
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**  
04-Sep-18