

Minutes of a meeting of Beccles Town Council held on Tuesday 3 April 2018 in the Council Chamber of Beccles Town Hall at 7.00pm

PRESENT

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

G Birrell	R Kathuria
G Catchpole	J Janney
G Elliott	S Kenward
N Elliott	Mrs C A Topping
J D Harris	J B Walmsley
Mrs M D Haynes	

IN ATTENDANCE

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

MEMBERS OF PUBLIC 3

Rev Bosse led the council in prayer.

236. TO RECEIVE AND CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Brooks, Bubb and Downes.

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

238. MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 6 MARCH 2018

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

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

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

Reports attached.

241. 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 Youth Magazine had been published and had been released to some of the schools and distributed around the town.

Beccles Sports & Social Club

Councillor Janney reported that she had attended the last meeting of the club. The club was unhappy that a lease with Waveney District Council was still not in place and there were ongoing complaints regarding the condition of the changing rooms.

Community Rail Partnership

Councillor N Elliott gave her report (attached)

Beccles Lido

Councillor G Elliott reported that the base for the new toilet block was ~~now in place and new paving was being installed~~. *about to be installed.* A Spring Beer Festival was being held at the Public Hall in order to raise funds for both the Lido and the Hall.

Working Party ReportsBell Tower Working Party

Councillor Topping reported that the Bell Tower reopened on Saturday and had a very successful day.

242. Minutes and draft minutes of the Planning Committee meetings held on Wednesday 7 March 2018 and Wednesday 21 March 2018

The draft minutes of the meeting held on Wednesday 21 March that had been included in the packs had been incorrect and so a revised version had been circulated.

Councillor N Elliott reported that at the meeting on 21 March 2018 the Garden Neighbourhood Master Plan was discussed and was well received by the committee.

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

243. Vision and Aims consultation in respect of the Beccles Neighbourhood Plan

PROPOSAL

To consider the Vision and Aims in respect of the Beccles Neighbourhood Plan and respond to the following questions:-

- 1. Is there anything you would change, or anything missing from the Vision and Aims document?**
- 2. What is the most important priority for Beccles over the next 20 years?**
- 3. Do you have any other input or comments for the Neighbourhood Plan in general?**

It was generally agreed that as the Vision and Aims document had been derived from the feedback received from the community, it was an appropriate document to take forward. Councillor Catchpole suggested that the town council should submit a response emphasising the importance of maintaining

the current market town characteristics of Beccles and the strong volunteer and partnership working spirit that currently exists. This was proposed by Councillor Stubbings, seconded by Councillor Topping, a vote was taken and it was

RESOLVED To respond to the Neighbourhood Plan Vision and Aims consultation and agree with the Vision and Aims Document and emphasise the importance of maintaining the character and spirit of Beccles as a market town

The Neighbourhood Plan Operational Group was thanked for all of its hard work to date.

244. RESPONSES TO THE CONSULTATION REGARDING THE NAMING OF THE BECCLES SOUTHERN RELIEF ROAD

The clerk reported that she had collated all of the responses received and would be forwarding the results to the Parish Councils whose land the road passed through and also to Councillor Mark Bee, Suffolk County Council and Waveney District Council. A petition had also been received from the Waveney Centre with 35 signatures in support of naming the new road after Joe Crowfoot.

49 votes had been received for naming the road after Joe Crowfoot, with the next most favoured suggestion being 'Vic Cooke Way' with 13 votes. It was suggested that the road should not be named after an individual as the road was not in the town and the road name should be relevant to the location that it was being built on.

Councillor Topping proposed that the council should put forward the name of 'Joe Crowfoot Way'. This was seconded by Councillor Kathuria, a vote was taken and it was therefore

RESOLVED To put forward the name 'Joe Crowfoot Way' as the council's suggestion for the name of the Beccles Southern Relief Road, based on the feedback received from the public

245. MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 12 MARCH 2018

PROPOSAL

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

- (i) To not introduce charges for parking on Waveney Meadow car park*
- (ii) To agree in principle to the policing of parking on Blyburgate Hall Car Park through the use of a photo app and signage*

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

- (i) Councillor Topping, chair of the Assets and Environment Committee, reported that the committee had agreed not to introduce charges for parking at Waveney Meadow as the cost to implement would outweigh any income raised, and charging for this car park could push more cars to park on the road as this car park was also used by residents in the area.

RESOLVED To not introduce charges for parking on Waveney Meadow car park

- (ii) Councillor Topping reported that there were currently issues with cars parking on Blyburgate Hall car park that were not hall users. Signage could be erected free of charge and then a photo app on a mobile phone could be used to take photos of any cars in the car park at times when the hall was not in use. The company would then issue fines.

RESOLVED To agree in principle to the policing of parking on Blyburgate Hall Car Park through the use of a photo app and signage

246. REQUEST FROM THE BECCLES COMMUNITY BUS FOR ASSISTANCE WITH REPAIRS

The mayor reported that council held a reserve for the Community Bus and so the repairs could be financed from this reserve. The committee was requesting that £1,000 is released from the reserve.

Councillor Harris proposed agreement to the request, this was seconded by Councillor Walmsley, a vote was taken and it was

RESOLVED To agree the request from the Beccles Community Bus for assistance with repairs to the bus

247. REQUEST FROM THE BRITISH RED CROSS FOR A SMALL GAZEBO ON SHEEPGATE ON SELECTED DATES

There was general agreement that Sheepgate was a nice area to sit and walk and should not be cluttered with too many stalls. There was already a fish stall in this area 4 days per week. The British Red Cross was requesting a stall for three separate weeks in order to encourage direct debit donations.

It was suggested that a gazebo would not necessarily be needed and that fundraisers could walk around with a clip board.

Councillor Catchpole proposed that the request should be refused but that the organisation could be offered a pitch on the Friday market or could approach Tesco. This was seconded by Councillor Brambley-Crawshaw, a vote was taken and it was therefore

RESOLVED To refuse the request from the British Red Cross for a small gazebo on Sheepgate on selected dates and offer a pitch on the Friday Market as an alternative

248. REQUEST FROM NATWEST BANK FOR A MOBILE BANK TO BE SITUATED ON SHEEPGATE

There was general agreement that as Natwest had made the decision to close its branch in Beccles, it would not be appropriate to have a mobile bank located on Sheepgate given that there was already a fish stall on Sheepgate for four days per week. It was suggested that Natwest should approach Tesco or Morrisons regarding a possible site or the Beccles Library.

Councillor Catchpole therefore proposed refusal of the request, this was seconded by Councillor G Elliott, a vote was taken and it was

RESOLVED To refuse the request from Natwest Bank for a mobile bank to be situated on Sheepgate for two hours on two days per week

249. REQUEST FROM COUNCILLOR BRAMBLEY-CRAWSHAW REGARDING APPLYING TO THE WOMEN'S VOTE CENTENARY FUND

Councillor Brambley-Crawshaw explained that she wished to organise an event to celebrate 100 year of women having a parliamentary vote and was requesting that the town council supports the application for funding.

RESOLVED To apply to the Women's Vote Centenary Fund in order to organise an event to celebrate 100 years of women having a parliamentary vote

250. GRANT APPLICATION FROM THE CITIZEN'S ADVICE BUREAU

There was general support for the grant application of £3,000 from the Citizen's Advice Bureau. This was a retrospective application for 2017/18 and there was discussion as to how the grant would be funded as the Beccles Projects Grants budget had already been spent for 2017/18. It was suggested that the grant should be funded from reserves or underspends, but that in future the amount of £3,000 should be ring fenced and shown under a separate cost code.

Councillor Walmsley therefore proposed that £3,000 is awarded to the Citizen's Advice Bureau and that in future £3,000 should be ring fenced in the budget, this was seconded by Councillor N Elliott, a vote was taken and it was therefore

RESOLVED To agree the grant application from the Citizen's Advice Bureau and to ring fence an amount of £3,000 in the budget in regards to any future applications from the Bureau

251. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 28 MARCH 2018

PROPOSAL

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

- (I) To receive the legal briefing from the National Association of Local Council regarding reporting personal data breaches*
- (II) To note the General Data Protection Regulations Toolkit, agree the*

Consent Form, General Privacy Notice and the Privacy Notice for Staff and Councillors and agree to engage the Services of the DPO Centre as the council's Data Protection Officer

- (iii) To adopt the Investment Strategy for 2018/19**
- (iv) To invest £77,368.20 In a Lloyds Bank 12 Month Deposit Account and agree the signatories for this new account**
- (v) To reduce the number of council Newsletters produced from four to two per annum and for the mayor to discuss with officers alternative methods of publicising the work of the council and community in the future**

RESOLVED To receive the draft minutes of the Finance and General Purposes Committee meeting held on Wednesday 28 March 2018

- (i) Councillor Kathuria, deputy chair of the Finance & General Purposes Committee, reported that the new regulations require that any personal data breaches are reported within 72 hours of being discovered.

RESOLVED To receive the legal briefing from the National Association of Local Councils regarding reporting personal data breaches

- (ii) Councillor Kathuria confirmed that the clerk was starting to work through the Toolkit and that there was some leeway in that the council did not necessarily need to be completely compliant with the new Data Protection Regulations by 25 May 2018 but did need to evidence that it was working towards compliance. The clerk could not be the Data Protection Officer and so the DPO Centre would be employed to take on this role.

RESOLVED To note the General Data Protection Regulations Toolkit, agree the Consent Form, General Privacy Notice and the Privacy Notice for Staff and Councillors and agree to engage the Services of the DPO Centre as the council's Data Protection Officer

- (iii) Councillor Kathuria reported that the council was required to adopt an Investment Strategy and security and liquidity of investments were the two main considerations.

RESOLVED To adopt the Investment Strategy for 2018/19

- (iv) Councillor Kathuria reported that Santander was offering a rate of 0.5% for a 12 month investment and Lloyds Bank was offering a rate of 0.72%.

RESOLVED To invest £77,368.20 In a Lloyds Bank 12 Month Deposit Account and agree the signatories for this new account

- (v) Councillor Kathuria reported that the committee agreed that the time and cost to produce four Newsletters per year could no longer be justified given that a lot of people throw the Newsletter straight in the bin. The

committee felt that other forms of communication, such as the website and social media, could be used more.

It was suggested that the way the Newsletter was delivered, tucked inside another publication with advertising leaflets, meant that a lot of people put it straight in the bin.

There was discussion regarding needing to keep social media up to date if this was to be used as a form of communication. It was reported that when council applied for Quality Parish Status some years ago, there was a requirement for four Newsletters per year to be produced in order to achieve this status.

RESOLVED To reduce the number of council Newsletters produced from four to two per annum and for the mayor to discuss with officers alternative methods of publicising the work of the council and community in the future

252. MINUTES OF THE GRANTS COMMITTEE MEETING HELD ON TUESDAY 6 MARCH 2018

PROPOSAL

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

- (i) To award Beccles Open Gardens and Spaces £500 towards publicity and operating costs, but to stipulate that it was the view of the Grants Committee that whilst supporting the activities of the Charter Weekend, they should be self-financing*
- (ii) To award the Link Lunch Club £500 towards the refurbishment of the dishwasher/sterilizer*
- (iii) To award Waveney Food Bank £500 to allow them to continue offering the food donor collection and food box distribution services*
- (iv) To not grant any funding towards Suffolk Neighbourhood Watch as no accounts had been provided as per the grants application criteria and that the local neighbourhood watch groups were not really aware of the Suffolk Neighbourhood Watch*
- (v) To not grant 2nd Beccles Scouts funds towards the new toilets as the requested criteria have still not been met*
- (vi) To defer the application from Beccles Public Hall for a User Friendly Lighting System and request further information about the lighting system*

RESOLVED To receive the draft minutes of the Grants Committee meeting held on Tuesday 6 March 2018

RESOLVED (i) To award Beccles Open Gardens and Spaces £500 towards publicity and operating costs, but to stipulate that it was the view of the Grants Committee that whilst supporting the activities of the Charter Weekend, they should be self-financing

(ii) To award the Link Lunch Club £500 towards the refurbishment of the dishwasher/sterilizer

(iii) To award Waveney Food Bank £500 to allow them to continue offering the food donor collection and food box distribution services

(iv) To not grant any funding towards Suffolk Neighbourhood Watch as no accounts had been provided as per the grants application criteria and that the local neighbourhood watch groups were not really aware of the Suffolk Neighbourhood Watch

(v) To not grant 2nd Beccles Scouts funds towards the new toilets as the requested criteria have still not been met

(vi) To defer the application from Beccles Public Hall for a User Friendly Lighting System and request further information about the lighting system

253. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE

RESOLVED To approve the Summary of Receipts and Payments to date

254. SCHEDULE OF PAYMENTS FOR APRIL 2018

RESOLVED To approve the Schedule of Payments for April 2018

255. MAYOR'S COMMUNICATIONS

256. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS TUESDAY 17 APRIL 2018

The date of the next meeting was confirmed as Tuesday 17 April 2018, subject to there being substantive business requiring attention.

A handwritten signature in blue ink, followed by the date '1/5/18' written in blue ink.

EXPENDITURE AND INCOME - MAY 2018

Payments		Chq No.	Total (exc VAT)	Total (inc VAT)	Unrecoverable VAT
Retrospective					
Beccles Town Council	- Monthly salaries	bacs	£ 6,884.47	£ 6,884.47	
Google	Email Accounts-March	dd	£ 5.50	£ 5.50	
Anglia Farmers	- Telephone Charges	dd	£ 47.38	£ 56.85	
	- Mount for Desk	dd	£ 15.11	£ 15.11	
Beccles Open Garden	Grant	103682	£ 500.00	£ 500.00	
Link Lunch Club	Grant	103683	£ 500.00	£ 500.00	
Waveney Food Bank	Grant	103684	£ 500.00	£ 500.00	
Citizens Advice Bureau	Grant	103681	£ 3,000.00	£ 3,000.00	
John Putman	Design of Footbridge	103677	£ 1,600.00	£ 1,600.00	
Randall Surveys	River Waveney Survey	103678	£ 3,250.00	£ 3,900.00	
Charlie Middleton	Travel cost reimbursement	103679	£ 18.50	£ 18.50	
Groundwork UK Ltd	Repayment of unspent Neighbourhood Plan Grant	103685	£ 4,709.32	£ 4,709.32	
C Topping	CRB Check	103686	£ 25.00	£ 25.00	
Waveney District Council	Pay over Market Traders car park fees	103687	£ 164.50	£ 164.50	
Sage Software	Payroll System	dd	£ 25.20	£ 25.20	
Current					
IRS Recruitment	Street Cleaner	103688	£ 815.96	£ 979.15	
Coopers	Equipment Supplies	103689	£ 23.22	£ 27.87	
Force Fresh	Janitorial Supplies - Blyburgate Hall	103690	£ 148.32	£ 177.98	
First Utility	Electricity/Gas - Blyburgate Cottage	103691	£ 94.15	£ 97.29	
SALC	Subscription	103692	£ 1,343.04	£ 1,343.04	
Fire Safety Services	Fire Alarm Maintenance - Clock Tower	103693	£ 103.00	£ 123.60	
Waveney Norse	Market setup	103694	£ 250.00	£ 300.00	
Gviews	Planters for Blyburgate Hall	103695	£ 636.34	£ 763.61	
East Anglian Computer Supplies	Stationery	103696/697	£ 57.93	£ 69.52	
Waveney District Council	Blyburgate Cottage Rates	103697	£ 298.60	£ 298.60	
Amberol	Bins and Self Watering Planters	103699	£ 1,164.00	£ 1,396.80	
Countrywide Publications	Advert in Broadcaster	103701	£ 750.00	£ 900.00	
S Goodwin	Window Cleaning - Blyburgate Hall	103702	£ 38.00	£ 38.00	
Beccles Sewing & Handicraft	Baseball Caps for Tower	103703	£ 25.00	£ 30.00	
Cube Connections	IT support and purchase of PC	103704	£ 437.00	£ 524.40	
	Total expenditure		£ 27,429.54	£ 28,974.31	£ -
Receipts					
Rents	Land rents		£ 4,525.00		
Rents	Unit rents		£ 2,393.96		

Rents	Property rents	£	-
Hall Hire	Blyburgate Hall	£	1,398.99
Friday Market	Market rents	£	563.75
Bell Tower	Tour Income	£	580.50
Bungay Town Council	Contribution to River Waveney Survey	£	1,400.00
Broads Authority	Contribution to River Waveney Survey	£	450.00
Waveney District Council	S106 Contributiion	£	1,308.12
CCLA Deposit Fund	Interest	£	25.91
	Total income	£	12,646.23
Bank balances at 1 May 2018			
Barclays Current account		£	68,475.31
Barclays Imprest account		£	2,732.30
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

Responsible Financial Officer

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

01-May-18