

Minutes of a meeting of Beccles Town Council held on Tuesday 5 June 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	J Janney
A Downes	S Kenward
G Elliott	

IN ATTENDANCE **Mrs C Boyne, Town Clerk**
Councillor Mark Bee, Suffolk County Council

MEMBERS OF PUBLIC **2**

A presentation was given by Alice Sparksman and Valerie Cadmore prior to the start of the meeting regarding Dementia Friends.

Councillor Stubbings led the council in prayer.

13. TO RECEIVE AND CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Catchpole, Haynes, Kathuria, Topping and Walmsley.

14. 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 pecuniary interest in item 8 on the agenda regarding the possible development of Blyburgate Hall Car Park as he lives next to the hall. Council had granted a dispensation for him to speak but not to vote on the matter.

15. MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 15 MAY 2018

RESOLVED To accept for accuracy and adoption the minutes of the town council meeting held on Tuesday 15 May 2018

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

There were none.

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

Reports are attached.

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

Council's Representatives on Outside Bodies

There were no reports.

Working Party Reports

Pride In Beccles

The mayor reported that the Community Gardening Group would be working on the planters at Blyburgate Hall and would be sowing wild flower seeds in the Bell Tower garden, prior to shrub planting taking place in the autumn which will be funded by Waveney District Council. The replanting of geraniums would be taking place on Saturday in Sheepgate.

19. MINUTES AND DRAFT MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON WEDNESDAY 2 MAY 2018 AND MONDAY 21 MAY 2018

RESOLVED To receive the minutes and draft minutes of the Planning Committee Meetings held on Wednesday 2 May 2018 and Monday 21 May 2018

20. DRAFT MINUTES OF THE BLYBURGATE HALL CAR PARK WORKING PARTY MEETING HELD ON MONDAY 30 APRIL 2018

PROPOSAL

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

1. *To consider the current office accommodation at the Town Hall in relation to its fitness for purpose and suitability for any future expansion in relation to staffing, storage and public access and also consider the possible conversion of the Blyburgate Hall Cottage to office accommodation as an alternative*
2. *To explore the following three options in respect of the redevelopment of the Blyburgate Hall Car Park and obtain costings so that the council can be fully informed before any formal decision is taken:-*
 - (i) *Three storey town houses*
 - (ii) *Office on ground floor with flats above*
 - (iii) *Flats*

1. Councillor Stubbings reported that the council was growing and so it needed to decide whether the current office accommodation could be expanded to take more staff. The office only had one fire exit, had a shared toilet/kitchen facility and no disabled access. The working party was therefore recommending that the Town Hall should be assessed to ascertain whether alterations in order to modernise the accommodation were viable. The working party was also suggesting that the cottage at Blyburgate Hall could also be considered as

alternative office accommodation.

It was generally agreed that the cottage should remain residential and should be let out to a private tenant.

Councillor Brooks proposed the removal of the reference to the use of Blyburgate Cottage as office accommodation from the original recommendation and the addition that an architect should be engaged to carry out a feasibility study on the Town Hall, at a maximum cost of £2,000. This was seconded by Councillor Stubbings. A vote was taken and it was therefore:-

RESOLVED To consider the current office accommodation at the Town Hall in relation to its fitness for purpose and suitability for any future expansion in relation to staffing, storage and public access and to engage an architect to carry out a feasibility study at a maximum cost of £2,000

2. There was discussion regarding the various options in respect of the car park, with concern being expressed that the council was not a property developer and had no expertise in this area. The office on the ground floor did not necessarily need to be for the council to occupy.

It was generally agreed that expert advice should be sought regarding what would be acceptable from a planning point of view on this site and that developers should then be approached.

Councillor Bubb therefore proposed an addition to the recommendation that expert advice should be sought from the Planning Authority initially before an approach is then made to possible developers. This was seconded by Councillor Brooks, a vote was taken and it was

RESOLVED To explore the following three options in respect of the redevelopment of the Blyburgate Hall Car Park through obtaining initial advice from the Planning Authority and then approaching possible developers

- (i) Three storey town houses
- (ii) Office on ground floor with flats above
- (iii) Flats

21. DRAFT MINUTES OF THE ASSETS AND ENVIRONMENT COMMITTEE MEETING HELD ON MONDAY 14 MAY 2018

PROPOSAL

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

To consider the two quotations from Carters for the repair and renovation of Blyburgate Cottage and agree the extent of works that should be carried out

RESOLVED To receive the draft minutes of the Assets and Environment

Committee meeting held on Monday 14 May 2018

Councillor Stubbings reported that Carters had provided two quotations, one for the creation of a downstairs bathroom as well as all of the other decoration requirements, and one leaving the bathroom upstairs as an ensuite. The quotations had differed by just under £3k. It was generally agreed that the differential was small enough to go ahead with creating a separate bathroom downstairs. It was clarified that there was no budget set aside for these works to the cottage and so they would need to be financed from reserves or underspends. The income from the rental would cover the cost of the works over a reasonably short period of time.

Councillor Stubbings therefore proposed acceptance of the quotation from Carters for £15,200 which would include the creation of a downstairs bathroom. This was seconded by Councillors Brooks, a vote was taken and it was

RESOLVED To accept the quotation from Carters of £15,200 for the repairs and renovation of the Blyburgate Hall Cottage, which would include the creation of a new downstairs bathroom.

22. DRAFT MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 23 MAY 2018

PROPOSAL

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

- (i) *To agree the Retention Policy for documents*
- (ii) *To receive and approve the Annual Governance Statement for 2017/18*
- (iii) *To receive and approve the Accounting Statements for 2017/18*
- (iv) *To receive and approve the Internal Auditors Report for 2017/18*
- (v) *To obtain professional advice regarding the merits of VAT registration*

RESOLVED To receive the draft minutes of the Finance and General Purposes Committee meeting held on Wednesday 23 May 2018

- (i) Councillor Stubbings reported that the Retention Policy for documents was required for the new Data Protection Regulations.

RESOLVED To agree the Retention Policy for documents

- (ii) **RESOLVED** To receive and approve the Annual Governance Statement for 2017/18

- (iii) **RESOLVED** To receive and approve the Accounting Statements for 2017/18

- (iv) The clerk was congratulated for her work on the accounts and for achieving an excellent Internal Auditor's Report.

RESOLVED To receive and approve the Internal Auditors Report for 2017/18

- (v) Councillor Stubbings reported that the council and the trust should consider a possible change to their VAT status given that income from the Quay moorings, which was classed as a business activity, could reach the threshold of compulsory VAT registration. Given that the trust would also be building a skate park later in the year, it was important to ensure that the VAT on this could still be claimed back. These were complex circumstances that required professional VAT advice to ascertain the best VAT status for the council and the trust.

RESOLVED To obtain professional advice regarding the merits of VAT registration

23. CORRESPONDENCE FROM WAVENEY DISTRICT COUNCIL REGARDING BIDDING FOR COMMUNITY INFRASTRUCTURE LEVY PAYMENTS

The mayor reported that Waveney District Council (WDC) had approached all local councils regarding bidding for Community Infrastructure Levy (CIL) funds. The clerk clarified that although the deadline for submissions of 25 May had passed, the council could still submit projects for consideration. Any submissions would need to be properly worked up, and needed to include evidence as to why they were important.

There was discussion regarding suitable projects to put forward, and it was generally agreed that improvements to Beccles Quay should be submitted, along with a request for better cycle paths around Ellough Business Park. Although it was outside of the parish boundary, this area still served Beccles. These projects could be submitted initially and a request made as to what further information would be required from the council.

Councillor G Elliott proposed that the above two project should be put forward, this was seconded by Councillor Brooks, a vote was taken and it was

RESOLVED To bid for Community Infrastructure Levy funds for two projects:-

- (i) Improvements to Beccles Quay
- (ii) Creation of cycle paths around Ellough Business Park

24. REQUEST FROM THE MAYOR TO CONSIDER MATCH FUNDING SCHOOL HOLIDAY ACTIVITY DAYS (PARKLIVES) IN BECCLES

The mayor reported that these free events were currently held in Lowestoft and were a big success. Giant inflatable football pitches were erected and coaches were on hand to assist the children. The mayor had agreed to fund two days in Beccles at a cost of £300 per day, one in Darby Park and one at Beccles Quay from her Suffolk County Council Locality budget and was requesting that council considers match funding a further two days for Beccles.

Councillor Harris proposed that the council match funds two further days in Beccles, with this being financed from the Beccles Projects Grants budget, this was seconded by Councillor G Elliott, a vote was taken and it was

RESOLVED To match fund two further school holiday activity days (Parklives) in Beccles at a cost of £300 per day, this to be financed from the Beccles Projects Grants budget

25. REQUEST FROM COUNCILLOR DOWNES TO APPOINT A MENTAL HEALTH CHAMPION FOR BECCLES TOWN COUNCIL

Councillor Downes reported that the Youth Champion role had been a great success and she would like the town council to elect a Mental Health Champion in order to support the general well-being of the community and to work jointly with other organisations to provide advice and help and to eliminate the stigma around being mentally unwell. The Mental Health Champion would report back to town council meetings just like the Youth Champion. Councillor Downes was happy to take on this role.

Councillor Brooks proposed that Councillor Downes is Mental Health Champion for 2018/19, with re-election taking place each year at mayor making, this was seconded by Councillor Birrell, a vote was taken and it was

RESOLVED That Councillor Downes is elected Mental Health Champion for Beccles Town Council for 2018/19 with re-election taking place each year at mayor making

Councillor Downes agreed to submit a vision and aims statement at a future council meeting.

26. REQUEST FROM THE MAYOR TO LOBBY SUFFOLK COUNTY COUNCIL REGARDING WEIGHT RESTRICTIONS AND SIGNAGE FOR ENTRANCES TO BECCLES

There was general agreement that signage should be implemented as soon as the road was opened rather than wait 12 months and carry out a traffic survey. In order to achieve this, Councillor Harris proposed an addition to the original proposal that officers from Suffolk County Council should be invited to attend a council meeting in order that the new signage and weight restrictions can be discussed and agreed.

RESOLVED *To agree the request from the mayor to lobby Suffolk County Council regarding the following:-*

- (i) 7.5 ton weight limit on all roads inside the principal road network around Beccles*
- (ii) Directional signage to encourage all through traffic around the town*
- (iii) Directional signage to the most appropriate access point for HGV's accessing the town*

And to invite officers from Suffolk County Council to attend a council meeting in order to agree appropriate signage prior to the opening of the Southern Relief Road

27. SUMMARY OF RECEIPTS AND PAYMENTS TO DATE

RESOLVED To approve the Summary of Receipts and Payments to date

28. SCHEDULE OF PAYMENTS FOR JUNE 2018

RESOLVED To approve the Schedule of Payments for June 2018

29. MAYOR'S COMMUNICATIONS

The mayor made a request for volunteers to help with the Community Gardening.

The first planning meeting for the Suffragette event was being held at the Town Hall at 7:00pm on Friday 8 June.

30. TO CONFIRM THE DATE OF THE NEXT TOWN COUNCIL MEETING AS TUESDAY 19 JUNE 2018

The date of the next meeting was confirmed as Tuesday 19 June 2018, provided there was substantive business requiring attention.

EXPENDITURE AND INCOME - JULY 2018

Payments	Chq No.	Total (exc VAT)	Total (inc VAT)	Unrecoverable VAT
Retrospective				
Beccles Town Council	bacs	£ 6,884.47	£ 6,884.47	
- Monthly salaries			£ 6,884.47	
- Quarterly salaries	100700	£ 195.00	£ 195.00	
Google	dd	£ 8.25	£ 8.25	
Email Accounts-May			£ 8.25	
Waveney District Council	dd	£ 65.00	£ 65.00	
Business Rates - Hungate Store - June			£ 65.00	
Business Rates - Market June	dd	£ 53.00	£ 53.00	
Business Rates - Blyburgate Hall (June)	103726	£ 755.53	£ 755.53	
Business Rates - Ambulance Station (June)	103726	£ 582.18	£ 582.18	
Lloyds Bank	CHAPS	£ 77,368.00	£ 77,368.00	
12 Month Investment			£ 77,368.00	
CHAPS Charge	bacs	£ 25.00	£ 25.00	
Anglia Farmers	dd	£ 143.64	£ 172.37	
- Telephone Charges			£ 172.37	
- Service Charge	dd	£ 91.37	£ 109.65	
- Town Hall Electricity	dd	£ 479.73	£ 575.67	
Waveney District Council	dd	£ 145.00	£ 145.00	
D Peck	dd	£ 61.34	£ 46.38	
Current	103727			
Various Planting around the town				
IRS Recruitment	103729	£ 1,563.86	£ 1,876.64	
Staff and Mileage			£ 1,876.64	
Coopers	103730	£ 42.92	£ 51.51	
Equipment Supplies			£ 51.51	
S Goodwin	103731	£ 38.00	£ 38.00	
Window Cleaning - Blyburgate Hall			£ 38.00	
Beccles Home Improvements	103732	£ 312.50	£ 375.00	
Repair to Leaking Gutter and Gate			£ 375.00	
Beccles Business Ass	103733	£ 40.00	£ 40.00	
Annual Subscription			£ 40.00	
Micropress	103734	£ 128.80	£ 154.56	
- Charter Distribution			£ 154.56	
- Printing of Charter	103734	£ 305.42	£ 305.42	
First Utility	103735	£ 6.50	£ 6.83	
Gas/Electric Blyburgate Cottage			£ 6.83	
Securicom	103736	£ 95.00	£ 114.00	
Fire Alarm Servie - Blyburgate Hall			£ 114.00	
Southern Electric	103737	£ 49.36	£ 51.82	
Electricity - Ambulance Station			£ 51.82	
Electricity - Blyburgate Hall	103737	£ 99.93	£ 104.92	
Repair to Wheel Chair Lift - Community Bus	103738	£ 587.01	£ 704.41	
Batteris for VAS Signs	103739	£ 160.00	£ 192.00	
Photocopy Charges	103740	£ 118.10	£ 141.72	
Jubilee Clips	103741	£ 8.54	£ 10.25	
Legal & General	103742	£ 221.38	£ 221.38	
Ill Health Retirement Insurance			£ 221.38	
Goose Green Nurseries	103743	£ 22.00	£ 22.00	
Wild Flower Seeds for Church Tower			£ 22.00	
Total expenditure		£ 90,656.83	£ 91,395.96	£ -
Receipts				
Rents		£ -		

CEL

Rents	Unit rents	£ 2,393.96
Rents	Property rents	£ -
Hall Hire	Blyburgate Hall	£ 1,422.33
Friday Market	Market rents	£ 973.25
Bell Tower	Tour Income	£ 521.35
Beccles Business Ass	Hotel Site Cutting and Electricity for Food Festival	£ 60.00
Lloyds Bank	Dividend	£ 14.21
CCLA Deposit Fund	Interest	£ 33.95
	Total Income	£ 5,419.05
Bank balances at 3 July 2018		
Barclays Current account		£ 73,511.00
Barclays Imprest account		£ 2,732.30
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

E Bramby-Crawshaw

~~Responsible Financial Officer~~

Signed: *E Bramby-Crawshaw* Chair of meeting 4th July 2018

Responsible Financial Officer

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

03-Jul-18