



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 15 May 2019** at **7pm** for the transaction of the following business preceded by:

Moment of Reflection: Rev. Andrew Dotchin, St. John's Church, Felixstowe

A G E N D A

- 1. Election of Mayor**
To elect the Mayor of Felixstowe for the Municipal Year 2019-20. The new Mayor will make the Statutory Declaration of Acceptance of Office and address the Council.
- 2. Election of Deputy Mayor**
To elect the Deputy Town Mayor for the Municipal Year 2019-20.
- 3. Councillors' Declaration of Acceptance of Office**
To note that, in accordance with section 83(3) of the Local Government Act 1972, all Members elected to Felixstowe Town Council have made their Declaration of Acceptance of Office before the Town Clerk.
- 4. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 5. Apologies for Absence**
To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest.
- 6. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 13 March 2019 as a true record. **(Pages 4-11)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 13 March 2019 **(Pages 12-14)**
 - b) Planning & Environment Committee 27 March 2019 **(Pages 15-18)**
 - c) Finance & General Purposes Committee 27 March 2019 **(Pages 19-21)**
 - d) Assets & Service Committee 3 April 2019 **(Pages 22-25)**
 - e) Planning & Environment Committee 10 April 2019 **(Pages 26-29)**
 - f) Personnel Committee 10 April 2019 **(Pages 30-31)**
 - g) Civic & Community Committee 17 April 2019 **(Pages 32-34)**
 - h) Planning & Environment Committee 1 May 2019 **(Pages 35-39)**

- 8. Annual Report 2018/19**
To receive and adopt the Council's Annual Report for 2018/19. **(Appendix A)**
- 9. Review of Asset Register**
To review and approve the Council's Asset Register for the year ending 31 March 2019. **(Page 40 & Appendix B)**
- 10. General Power of Competence**
To confirm the Council's eligibility to use the General Power of Competence as recommended by the Finance & General Purposes Committee. **(Pages 41-42)**
- 11. Delegation Arrangements 2019/20**
To review and approve authority delegated to the Town Clerk by Council for 2019/20. **(Page 43)**
- 12. Council Governance and Policy 2019/20**
To adopt the following governance and policy documents for 2019/20 as recommended:
- a) Terms of Reference **(Page 44 & Appendix C)**
 - b) Standing Orders **(Page 44 & Appendix D)**
 - c) Financial Regulations **(Page 44 & Appendix E)**
 - d) Meeting Schedule **(Page 44 & Appendix F)**
 - e) Risk Management Policy & Risk Register **(Page 44 & Appendix G)**
 - f) Complaints Procedure **(Page 44 & Appendix H)**
 - g) Freedom of Information Publication Scheme **(Page 45 & Appendix I)**
 - h) Community Engagement Strategy **(Page 45 & Appendix J)**
- 13. Appointments to Committees**
To appoint Chairmen, Vice-Chairmen and Members to serve on the following committees for 2019/20:
- Finance & Governance Committee (9 Members)
 - Assets & Services Committee (9 Members)
 - Civic & Community Committee (9 Members)
 - Planning & Environment Committee (9 Members)
 - Personnel Committee (5 Members)
 - Appeals Committee (5 Members)
 - Youth Forum (3 Members) **(Schedule on pages 46-47)**
- 14. Appointments to Outside Bodies**
To appoint Members to represent the Town Council on Outside Bodies for 2019/20. **(Schedule on page 48-49)**
- 15. Authorisation of Signatories**
To confirm Council's authorised signatories for 2019/20. **(Page 50)**
- 16. Real Living Wage Policy**
To consider the adoption of the Real Living Wage as recommended by the Council's Personnel Committee. **(Page 51 & Appendix K)**

17. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix L)**

Date	Voucher Nos.	Total Payment
19/03/2018	451 – 463	£3,190.61
29/03/2019	464 – 488	£144,431.85
17/04/2019	1 – 28	£28,125.26
	TOTAL	£211,323.13

18. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 12 June 2019.



Ash Tadjrishi
Town Clerk
9 May 2019

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend

535. DECLARATIONS OF INTERESTS

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)

536. REQUESTS FOR DISPENSATION

There were none.

537. QUESTIONS TO THE MAYOR

There were none.

538. CONFIRMATION OF COUNCIL MINUTES

RESOLVED that the Minutes of the Ordinary Council Meeting held on 9 January 2019 be signed by the Mayor as a true record and adopted by the Council.

539. MAYOR'S ANNOUNCEMENTS

The Mayor referred to the following list of engagements:

Launch of new Defib outside Broadway House	8 January 2019
Ipswich Tigers Badminton Presentation Evening	15 January 2019
Wesel Association AGM	19 January 2019
Volunteer Police and Emergency Services Cadet Annual Parade	20 January 2019
Churches Together United Service	20 January 2019
Mayor of Ipswich Charity Burns Night	27 January 2019
Bangladeshi Support Centre Winter Health Awareness Day	29 January 2019
Memorial Service at the Felixstowe Flood Memorial	31 January 2019
Bangladeshi Support Centre/Inspire Suffolk Tigers Badminton Tournament	3 February 2019
<i>Deputy Mayor – SCDC Reception</i>	7 February 2019

Barbergh District Council Chairmans Charity Civic Reception	8 February 2019
Suffolk Chinese Family Welfare Association New Year Show	9 February 2019
Anglo Chinese Cultural Exchange Chinese New Year show 2019	10 February 2019
Felixstowe Sea Angling Society visit to view new windows provided FTC Grant Scheme	15 February 2019
Clergy Coffee Morning	20 February 2019
Burying Ceremony of the Hold Time Project capsule	28 February 2019
Mayor of Diss Civic Service	3 March 2019
Felixstowe Flyer Breakfast Meeting	6 March 2019
Interview with Felixstowe Radio	6 March 2019
White Gables Nursing Home Charity Choir Concert	9 March 2019
Mid Suffolk Chairman's Charity Concert	10 March 2019
Flying the Flag for the Commonwealth	11 March 2019
Wesel Association AGM	11 March 2019

The Mayor commented on his very successful Charity event at Bombay Nite Indian Restaurant and thanked their staff for all their hard work. He thanked everyone for supporting the event which was to help raise funds for his two charities The Laydens and The Basic Charity.

The Mayor had visited the Felixstowe Sea Angling Society where they had used grant money from the Town Council to install new windows into their club house. It was a very interesting visit and he learnt about how sea fishing had changed in Felixstowe over the years.

The Mayor was pleased to attend the opening of the new Felixstowe Chamber of Trade & Commerce trial Business Hub this morning. This was to help and support new businesses in the town.

The Mayor thanked the Deputy Mayor, Cllr Tracey Green for her supporting attending engagements on his behalf.

It was RESOLVED that the Mayor's engagements since the previous meeting, and the above communications, be noted.

540. MINUTES OF COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be received and, subject to their accuracy being confirmed by those committees, adopted:

- a) Planning & Environment Committee 16 January 2019**
- b) Finance & General Purposes Committee 23 January 2019**
- c) Planning & Environment Committee 30 January 2019**
- d) Assets & Service Committee 6 February 2019**
- e) Planning & Environment Committee 13 February 2019**
- f) Civic & Community Committee 20 February 2019**
- g) Planning & Environment Committee 27 February 2019**
- h) Highways Advisory Committee 6 March 2019**

541. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

No reports received.

542. FELIXSTOWE FORWARD REPORT

Council received the report of the Felixstowe Forward Change Director, Helen Greengrass.

Ms Greengrass thanked the Town Councillors for their support over the last four years.

Ms Greengrass reported that there had been 32 meetings to discuss the proposed BID with local business in the town. Interest was increasing and BID Champions have been identified to be on the working group. There are also some drop ins planned.

Ms Greengrass confirmed that their Annual Engagement Event is to be held on 18 June at the Orwell Hotel. Also the Business to Business Exhibition is to be repeated on 6 November at the Orwell Hotel to coincide with East Suffolk Business festival.

Ms Greengrass reported that the application for £30k from the Coastal Revival Fund had been successful. New information boards and a clean-up of the furniture on the Prom will shortly be in process. This has also enabled the popular Martello Coast path leaflet to be updated.

Ms Greengrass confirmed that the application from the National Lottery Fund for £43,200 for the Landguard Partnership governance review has been successful.

It was RESOLVED that the Felixstowe Forward progress report be noted as received.

543. PCSO REPORT (JANUARY AND FEBRUARY 2019)

Council received the report of the Felixstowe Partnership Funded PCSO.

It was RESOLVED that the Felixstowe Partnership Funded PCSO report and the SNT Newsletter for the months of January and February 2019 be noted.

544. ACTION PLAN 2019-20

Council considered its Action Plan for 2019-20 as recommended by the Finance & General Purposes Committee.

The Clerk drew Council's attention to a small error in the Action Plan where it referred to Personal Development Plans (PDPs), which were only relevant to staff and not Members as the published version suggested.

Council agreed that the reference to Members PDPs be replaced with 'training opportunities'.

It was RESOLVED that, with it being amended to show PDPs as being relevant to council staff only, the Council's Action Plan for the final year of the Council's Business Plan 2016/20 be approved.

545. MEMBERS ALLOWANCES & EXPENSES 2019-20

Council considered the report and policy relating to Members' Allowances, the Mayor's Allowance and reimbursement of expenses.

In accordance with the recommendations of the Finance & General Purposes Committee (*Minute #440 of 2018//19*) it was RESOLVED that:

- i. Council will not introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
- ii. the Civic Events budget 2019/20 be increased by £2,000 and should be used for any recurring Mayoral activities/Civic Events and known expenditure which would normally come from the Mayoral allowance in order that VAT can be reclaimed where appropriate;**
- iii. the Members Expenses budget 2019/20 be increased by £1,000 to enable the Mayor to claim for travel/receipted expenditure in accordance with HMRC guidance;**
- iv. the Mayor's Allowance for 2019/20 be reduced from £6,000 to a total of £3,000 for the purpose of defraying other costs associated with the office of Mayor, with payment made following approval at Annual Council, on the basis of PAYE through the Council's payroll system; and,**

- v. **the Members' Allowances & Expenses Policy incorporating the above and enabling the Mayor (and Deputy Mayor as required) to be reimbursed for tax-deductible out-of-pocket expenses be approved as presented.**

546. HIGHWAYS ADVISORY COMMITTEE

Council considered the report and recommendations of the Highways Advisory Committee, as presented by the Chairman of the Committee.

Council RESOLVED to:

- i. **formally dissolve the Highways Advisory Committee at the end of the 2018/19 Municipal Year;**
- ii. **instructed the Finance & General Purposes Committee to make provisions for the consideration for appropriate highway matters within the scope of the Planning & Environment Committee's Terms of Reference as part of its review of all Terms of Reference before they are recommended to Annual Council in May 2019;**
- iii. **approve the Minutes of the Highways Advisory Committee meeting held on 6 March 2019 as presented earlier and authorised the Mayor to sign them as a true record.**

547. FELIXSTOWE PLAY AREA PROJECT

Council considered the report on the Felixstowe Play Area Project as presented by the Chairman of the Civic & Community Committee and the recommendations therein.

It was RESOLVED that:

- i. **the application and acceptance of Enabling Communities Grant funding for £6,481.99 for the purposes of the Play Area Project be approved;**
- ii. **expenditure towards the project of £27,807.79 and £27,000 respectively from the Town Council's CIL and Play Equipment Earmarked Reserves be authorised;**
- iii. **the underspend from the Occasional Grants budget totalling £5,938 be authorised to be put towards the project; and,**
- iv. **the principle of divesting the ownership of the Gosford Way play area/open space and Allenby Park from the District Council to the Town Council, be approved, pending project completion and subject to the Council's satisfactory consideration of all other relevant matters.**

548. SCDC/FTC WORKING GROUP

Council considered the report of the SCDC/FTC Joint Working Group. Following a discussion it was agreed once the new East Suffolk Council is adopted the working group should instead be named the Felixstowe Town Council/East Suffolk Council Joint Forum.

It was RESOLVED that the report of the SCDC/FTC Joint Working Group be noted as received.

549. FELIXSTOWE PIER PLAZA IMPROVEMENT

Council considered the report on a project being promoted by Pier Amusements Felixstowe Ltd. (PAFL) and a District Councillor to sandblast clean the block paving within the Pier Plaza area.

It was noted that the Town Council was invited to apply for a grant from the District Councillor's Enabling Communities Budget to enable the project to be completed at no net cost to the Town Council.

Following a discussion it was agreed that Council would support the opportunity.

It was therefore RESOLVED that:

- i. an application for £1,700 from Cllr A Smith's SCDC Enabling Communities Budget be made; and,**
- ii. on receipt of this grant and corresponding invoice from PAFL the expenditure to enable these works to the Pier Plaza to be undertaken be authorised.**

550. INSURANCE ARRANGEMENTS

Council considered its insurance arrangements for 2019/20 as per the recommendation of the 23 January 2019 Finance & General Purposes Committee (*Minute #439 of 2018/19 refers*).

RESOLVED that the arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2019/20.

551. INVESTMENT POLICY & STRATEGY 2019/20

Council considered its Annual Investment Policy & Strategy for 2019/20 as recommended by the 23 January 2019 Finance & General Purposes Committee which had been updated to reflect current investments (*Minute #438 of 2018/19 refers*).

RESOLVED that the Investment Policy & Strategy for 2019/20 be approved and adopted as presented in the report.

552. OCCASIONAL GRANTS POLICY 2019/20

Council considered the Occasional Grants Policy as recommended by the 20 February 2019 Civic & Community Committee (*Minute #491 of 2018/19 refers*). Members agreed to change the eligibility criteria wording to read: "Ongoing revenue expenditure, such as rent, utility bills, wages, insurance costs; other than to enable the start-up of a new initiative or in other exceptional circumstances."

RESOLVED that, subject to updating the eligibility criteria as discussed, the Occasional Grants Policy for 2019/20 be approved and adopted as presented in the report.

553. PRESS & MEDIA POLICY 2019/20

Council considered the Press & Media Policy as recommended by the 20 February 2019 Civic & Community Committee (*Minute #492 of 2018/19 refers*).

RESOLVED that the Press & Media Policy for 2019/20 be approved and adopted as presented in the report.

554. ACCOUNTS FOR PAYMENT

It was **RESOLVED** that the schedule and payment of accounts be received and approved as follows:

Date	Voucher Nos.	Total Payment
15/01/2019	369 – 402	£13,600.43
30/01/2019	403 – 420	£37,594.83
19/02/2019	421 – 440	£7,601.46
28/02/2019	441 – 450	£35,575.41
	TOTAL	£94,372.13

555. CLOSURE

The meeting was closed at 9.12pm. It was noted that the next meeting was the Annual Council Meeting at Felixstowe Town Hall, 7pm Wednesday 15 May 2019.

It was also noted that the Annual Town Meeting would be held at Felixstowe Academy at 7pm on Wednesday 8 May 2019.

AGENDA ITEM 8: MINUTES OF COMMITTEES MEETINGS

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 13 March 2019** at **9.15am**.

PRESENT: Cllr S Bird (Vice Chairman *in the Chair*) Cllr Jon Garfield
Cllr S Gallant Cllr G Newman
Cllr Jan Garfield Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

516. PUBLIC QUESTION TIME

None.

517. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr M Jepson, Cllr A Smith** and **Cllr K Williams**.

518. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

519. REQUEST FOR DISPENSATION

There were no requests for dispensation.

520. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 27 February 2019 be signed by the Chairman as a true record.

521. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/19/0702/FUL Proposed Detached Garage 10 Brook Lane
Committee recommended REFUSAL. The garage will have an adverse effect on the street scene and contrary to DM21 (a) scale and character of its surrounding and DM23 (e).	
b	DC/19/0716/FUL Internal alterations & extensions. 44 Graham Road
Committee recommended APPROVAL.	
c	DC/19/0786/FUL Renewal of roof over existing triple Garage block to form hobby room and shower room at first floor level. 5 Brook Lane
Committee recommended APPROVAL.	
d	DC/19/0838/VOC Variation of condition(s) 2 of application DC/17/3211/FUL Proposed development of the land between Treetops and Candlet Road to construct a total of 6 new dwelling houses with associated hard and soft landscaping including new access road from Treetops - as well as the construction of an acoustic bund wall and fence to the perimeter of the site adjoining Candlet Road. Land To The North Of Treetops And Candlet Road
Committee recommended APPROVAL.	
e	DC/19/0857/TCA T1 Spruce in rear garden, to be felled. T2 Pear in rear garden, 30% crown reduction 23 Quilter Road
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer	

522. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

523. EDF ENERGY SIZEWELL C CONSULTATION

Committee considered the Town Council's draft response to the EDF Energy Sizewell C Stage 3 Consultation. Following further discussions around the transport proposals, Committee agreed some minor amendments to the draft. The response was finalised and the Clerk was instructed to share this with all Town Councillors prior to submitting to EDF Energy.

RESOLVED that the Town Council's response to the EDF Energy Sizewell C Stage 3 Consultation be finalised and submitted on behalf of Felixstowe Town Council.

524. CORRESPONDENCE

None

525. CLOSURE

The meeting was closed at 9.55 am. The date of the next meeting was noted as being Wednesday 27 March 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 27 March 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr Jan Garfield
Cllr S Bird (Vice Chairman) Cllr Jon Garfield
Cllr S Gallant Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

540. PUBLIC QUESTION TIME

None.

541. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr M Jepson, Cllr G Newman** and **Cllr K Williams**.

542. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

543. REQUEST FOR DISPENSATION

There were no requests for dispensation.

544. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 13 March 2019 be signed by the Chairman as a true record.

545. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	<p>DC/19/0581/FUL Application for full planning permission for demolition/removal of existing structures (carwash, HGV wash and prefabricated cafe) and the erection of Greggs bakery and Enhanced HGV parking with associated car parking, cycle parking, new jet wash, landscaping and associated works including new egress from the site onto Trinity Avenue.</p> <p>Felixstowe Dock Service Area Anzani Avenue</p>
<p>Committee recommended APPROVAL. Committee greatly welcomed this application, in particular the provision of a quality food outlet, much needed extra HGV parking, driver facilities and general improvement to the site.</p>	

b	<p>DC/19/0984/FUL Proposed apartment and garaging The Bartlett Undercliff Road East</p>
<p>Committee recommended APPROVAL. As per our comments to the previous plan:</p> <p><i>‘Committee welcomed the design of the proposed new building which was sympathetic to the adjacent annex building and Bartlett complex and noted that the additional dwellings would not lead to any overall loss of parking across the site’.</i></p> <p>Committee considered that the new proposal is equally acceptable and would lead to a net increase in parking available for the remainder of the site.</p>	

c	<p>DC/19/0865/FUL Conversion of Redundant Tea Rooms to Residential and Conversion of Stores to Residential 130-136 Hamilton Road</p>
<p>Committee recommended APPROVAL. The Committee welcomed the accommodation being proposed which is much needed in the area and noted in particular the additional car parking provided. Committee noted the comments of Environmental Health and support the need for appropriate planning conditions that would minimise the impact of noise and odours from nearby restaurants.</p>	

d	DC/19/0889/FUL To remove roof to garage and replace with higher gabled roof with dormer window. To erect extension to enhance kitchen area. Remove chimney to rear of property. 30 High Road East
Committee recommended APPROVAL.	

e	DC/19/0859/FUL Proposed Extension 25 Rosemary Avenue
Committee recommend APPROVAL.	

f	DC/19/0851/FUL Single storey front extension 3 Valley Walk
Committee recommended APPROVAL.	

g	DC/19/1000/FUL To provide concrete PAD for temporary caravan living accommodation 1 Church Road
Committee was unable to comment on the basis of the information provided. However, should the SCDC be minded to approve, we would at least expect permission for the concrete pad to be limited in time, given the purported intent to site temporary caravan accommodation.	

546. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

547. CORRESPONDENCE

The Clerk advised of the following correspondence received:

a) Development Management Arrangements

Committee noted the planning referral arrangements for the new East Suffolk Council.

b) Appeal reference: APP/J3530/W/18/3210761

Committee noted an appeal had been lodged ref. DC/18/0167/FUL – Animal Welfare Centre, 333 High Street, Walton

c) Telecoms Mast

Committee noted installation of Proposed Base Station at CTIL107204_TEF17214_VF1015 at Dooley Road, Trimley Industrial Estate.

d) UK Power Networks 11kV Undergrounding Proposal – Works on Felixstowe Ferry Common Section 28 Consultation

Committee noted proposals and plan for undergrounding of electrical cables at Felixstowe Ferry.

RESOLVED that the correspondence above be noted with no further action required.

548. CLOSURE

The meeting was closed at 10.32 am. The date of the next meeting was noted as being Wednesday 10 April 2019, 9.15am at Felixstowe Town Hall.

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 27 March 2019** at **7.30pm**

PRESENT: Cllr S Bird (Chairman) Cllr D Savage
Cllr M Deacon Cllr S Wiles
Cllr Jan Garfield Cllr G Newman
Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)

549. PUBLIC QUESTIONS

There were none.

550. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr A Smith** and **Cllr K Williams**.

551. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr D Savage Cllr S Gallant	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as a Members of Suffolk County Council)

552. REQUESTS FOR DISPENSATION

There were none.

553. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Finance & General Purposes Committee Meeting held on 23 January 2019** be signed by the **Chairman** as a true record.

554. BUDGET MONITORING TO 19 MARCH 2019

Committee received the budget monitoring report to 19 March 2019. A report of any variance to budget estimates for the period greater than 10% or £500 was considered. Committee also received a report on Balances and Reserves.

RESOLVED that the **accounts to 19 March 2019** and the **Balance and Reserve report** be noted, with **no other action required at this time**.

555. TERMS OF REFERENCE 2019/20

Committee reviewed the Terms of Reference for Council and its Committees for 2019/20. Members noted the provisions for the consideration of appropriate highways matters within the scope of the Planning & Environment Committee's Terms of Reference as instructed by Council at its meeting on 13 March 2019.

Members discussed and agreed to recommend to Council that the number of Members to each of the main committees should be reduced to nine. It was noted that this will reduce the quorum for these committees from four Members to a minimum of three Members.

Members also agreed to rename Finance & General Purposes Committee to become the Finance & Governance Committee to further clarify its function.

It was RESOLVED that, the Terms of Reference for 2019/20 be recommended to the Annual Council meeting for adoption as presented, with a change to member numbers to the main committees reducing from ten to nine Members.

556. STANDING ORDERS 2019/20

Committee considered Standing Orders for 2019/20

It was RESOLVED that Standing Orders for 2019/20 be recommended to Annual Council meeting for adoption as presented.

557. FINANCIAL REGULATIONS 2019/20

Committee reviewed its Financial Regulations for 2019/20. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

Members discussed whether Council should have a Living Wage Policy and discuss Gender Pay Gap. The Clerk confirmed that Town Council posts were pay graded on the job and not on gender. Committee requested that a Living Wage Policy be discussed at Personnel Committee.

It was RESOLVED that

- i. the Financial Regulations for 2019/20 be recommended to the Annual Council meeting for adoption as presented; and**
- ii. the continued use of BACS also be recommended to Council; and**
- iii. Living Wage Policy is added to the forthcoming Personnel Committee's agenda.**

558. GENERAL POWER OF COMPETENCE

Committee considered the report on the General Power of Competence. Members welcomed this and noted the eligibility conditions had been met.

Members agreed that it should be recommended to Council to pass the necessary resolution at the Annual Council Meeting of 15 May 2019.

It was RESOLVED that the following resolution be recommended to Annual Council to pass at its Annual Council Meeting of 15 May 2019:

“The Town Council resolves from 15 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.”

559. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council’s Risk Management Policy and Financial Risk Register for 2019/20.

It was RESOLVED that the Risk Management Policy be recommended to the Annual Council meeting for adoption.

560. COMPLAINTS PROCEDURE

Committee reviewed the Council’s Complaints Procedure for 2019/20.

It was RESOLVED that Council’s Complaints Procedure be recommended to Annual Council for re-adoption in 2019/20 with no changes.

561. FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Committee reviewed the Publication Scheme based on the Information Commissioner’s Office (ICO) model publication scheme, and the schedule of information available from Felixstowe Town Council.

RESOLVED that the ICO model publication scheme be recommended to Annual Council for re-adoption.

562. CLOSURE

The meeting was closed at 8.21pm. The next meeting was noted as being scheduled for Wednesday 29 May 2019 at 7.30pm.

569. TOWN HALL REPORT

Committee received a report on the Town Hall with updates regarding the plasterwork required in two of the first floor offices and the monitoring of gas usage.

It was RESOLVED that the Town Hall Update Report be noted.

570. FELIXSTOWE WAR MEMORIAL CONDITION SURVEY UPDATE

The Deputy Town Clerk updated members on the grants process from the War Memorial Trust, where there is currently a long waiting time. This will be monitored and committee will be updated.

It was RESOLVED that the Felixstowe War Memorial Condition Survey Update Report be noted.

571. CEMETERY UPDATE REPORT

Committee received photographs of the replacement store beside the Cemetery office, and some members had already visited the cemetery and seen this new addition. Members were pleased with the extra space that it provided, and how the shelter tidied up the area beside the office.

Committee viewed brass leaves from a new supplier for the Memorial tree, a new method of not lacquering and applying 'Brasso' regularly would be trialled to see if the brass weathered better than the existing leaves had done. Members enquired as to why the price of the leaves were so high and would like to see this and also administration charges for items such as memorials and additional inscriptions reduced. Prices are reviewed by this committee in September and normally increased across the range of Cemetery services and compared with prices charged by other local cemeteries.

Committee viewed photographs of the existing toilet facilities at the Cemetery, and agreed that they were in need of renovation. Members discussed having a unisex toilet which also catered for the disabled. It was requested that quotes be sought to replace the electric heaters, provide soap dispensers, paint the interior and exterior, fix the window and put in vents to the doors to aid circulation, also for a new floor and sanitary ware. Some of this work may be able to be done in-house. Quotes and a report will be brought to committee in June. Once renovated, members requested that a cleaning and inspection system be put into place.

The Deputy Town Clerk gave a verbal update on the new BACAS system.

It was RESOLVED that:

- i. the Cemetery report be noted;**

- ii. a report including quotes be brought to Committee with options to refurbish the toilet facilities at the Cemetery.

572. ALLOTMENTS UPDATE REPORT

Committee received the update report on the Town Council's Allotments, current vacancy information and an update on the high water bills at Cowpasture. Members noted that weekly readings of the water meters on all allotment sites were being taken to see if weather was a major factor in the high bills.

Committee were pleased to note the removal of the mound at the Railway Hill Allotments was progressing well, and the cost was not as high as initially expected.

A member notified the Deputy Town Clerk that a fence was missing a wire between the concrete posts along the border with the bungalows on Taunton Road. This will be investigated.

RESOLVED that

- i. the Allotments Update Report be noted; and,
- ii. The missing fence at Taunton Road Allotments be investigated.

573. PEEWIT HILL UPDATE REPORT

Committee received a report on Peewit Hill and found the action plan to treat Japanese Knotweed very informative.

The Deputy Town Clerk will provide an update at the end of the spraying/injecting season which runs from the end of March until the end of October.

It was RESOLVED that the update report on Peewit Hill be noted

574. ASSET REGISTER REVIEW

Committee reviewed the Asset Register and noted the additions and deletions of assets had been made during the year 2018/19.

The total of fixed assets for the annual return on 31st March 2019 was noted as £56,516.97, resulting in a £5,728 net increase in fixed assets value between 31st March 2018 and 31st March 2019.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

575. NOMINATED ASSET OF COMMUNITY VALUE – LANGLEY AVENUE PLAYING FIELD

Committee considered re-nominating Langley Avenue Playing Fields, the land adjacent to Felixstowe Cemetery, as an Asset of Community Value and agreed that the Clerk should submit a full new application to nominate it as an Asset of Community Value for a further five years.

It was RESOLVED that a new application to nominate Langley Avenue Playing Field as an Asset of Community Value for a further five years is made to East Suffolk Council.

576. CLOSURE

The meeting was closed at 8.11pm. The next meeting was noted as being scheduled for Wednesday 26 June 2019 at 7.30pm.

MINUTES of the PLANNING & ENVIRONMENT COMMITTEE meeting held at Felixstowe Town Hall on Wednesday 10 April 2019 at 9.15am.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
Cllr S Gallant Cllr G Newman
Cllr Jon Garfield Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: 1 member of the public

577. PUBLIC QUESTION TIME

A member of the public raised a question regarding arrangements for pedestrian access to and from the development at Walton Gate which he felt were particularly inadequate for wheelchair users and children going to the Academy who were required to use the same area as motor vehicles. The Chairman advised that highway design was the responsibility of the County Council, rather than a planning matter and it was agreed that the Clerk would write to Suffolk County Highways to seek clarification as to the arrangements for this location.

578. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber, Cllr S Bird, Cllr Jan Garfield, and Cllr K Williams.**

579. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr S Gallant	582(d)	Pecuniary (as the applicant)

In declaring that his interest in item 582(d) was Pecuniary in nature, Cllr Gallant advised that he would withdraw from the Chamber prior to and for the duration of the consideration of that item.

580. REQUESTS FOR DISPENSATION

None.

581. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 27 March 2019 be signed by the Chairman as a true record.

582. PLANNING APPLICATIONS

Committee considered the following planning applications received since the last meeting and **RESOLVED** to submit the following observations to Suffolk Coastal District Council:

a	DC/19/1227/FUL Renovation of front extension. Ranelagh Christian Fellowship Hall Assembly Ranelagh Road
Committee recommended APPROVAL.	

b	DC/19/1185/FUL To demolish side hall extension (for access) and later rebuild larger hall extension and front open porch. Erect part single storey and part two storey rear extension. Remove front ground floor windows and replace with bay windows. 1 Church Road
Committee recommended REFUSAL It is an extremely cramped form of development. The 2-storey extension will significantly overshadow the neighbouring semi-detached property to the north and also present a blank wall only some 9m approximately from the rear windows of the neighbouring property to the south at 131 High Road East.	

c	DC/19/1207/FUL Proposed timber garden summerhouse to rear garden of property 3 Brinkley Way
Committee recommended APPROVAL.	

Cllr S Gallant left the Chamber at 9.45am

d	DC/19/1186/FUL Change of use from annex of dwelling to holiday let unit. 246 Ferry Road
Committee recommended APPROVAL.	

Cllr S Gallant returned to the Chamber at 9.50am

e	DC/19/1274/FUL Single storey rear extension following demolition of conservatory 26 Dovedale
Committee recommended APPROVAL.	

f	DC/19/1255/TCA 2 x Sycamores Fell to allow more light into garden. Trees on rear garden rear boundary. Villa Bonita 58 Maybush Lane
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

g	DC/19/1196/TCA Copper Beech , height 13m, width 15m. Reduce height and spread of crown, to reduce shading of the house and reduce problems associated with leaf litter and bird droppings falling on conservatory roof. The proposed work is to reduce height of crown to 9m and reduce spread of crown to 10 Gravitas House 64 Brook Lane
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer.	

h	DC/19/1266/TCA Front garden 1 x Silver Birch - Fell to ground level Reason: Union has a hole in the fork and concerned tree may fail The Jays Martello Lane
Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer	

583. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

584. CORRESPONDENCE

The Clerk advised of the following correspondence received:

- a) Appeal reference: APP/J3530/W/19/3219939**
DC/17/5300/FUL – Land at Former Beach Station, Beach Station Road.
 Committee agreed as the next meeting would not be held until 1 May, the Town Clerk in consultation with the Chairman should respond to the appeal to highlight the £1.72m of regenerative work that would be undertaken close to this area alongside the Committee's previous comments which were still valid.

b) **DC/19/1292/FUL – Proposed Public House, 201 Hamilton Road**

The Committee were informed about the resubmission of this application which would be brought to Committee for consideration at its meeting of 1 May.

c) **Walton North Design Brief.**

The Clerk advised Members of a Design Brief for the Walton North development which had been lodged by Bidwells on behalf of Trinity College in advance of progressing the project.

585. CLOSURE

The meeting was closed at 10.15 am. The date of the next meeting was noted as being Wednesday 1 May 2019, 9.15am at Felixstowe Town Hall.

592. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

593. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was RESOLVED that the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

594. CLOSURE

The meeting was closed at 7.30pm. The next meeting was noted as scheduled for Wednesday 9 October 2019 at 6pm.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Felixstowe
Town Hall on **Wednesday 17 April 2019** at **7.30pm**

PRESENT: Cllr D Savage (Chairman)
Cllr P Coleman
Cllr S Gallant

Cllr Jon Garfield
Cllr T Green
Cllr Mark Jepson

OFFICERS: Mrs D Frost (Deputy Town Clerk)

IN ATTENDANCE: Cllr Jan Garfield

595. PUBLIC QUESTIONS

There were none.

596. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Wiles, Cllr S Bloomfield, Cllr C Barham and Cllr K Williams**

597. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Wiles	All	Local Non-Pecuniary (as Member of Suffolk County Council)

598. REQUESTS FOR DISPENSATION

There were none.

599. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 20 February 2019** be signed as a true record.

600. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 31 March 2019 and noted that these were the final figures to the end of the financial year.

RESOLVED that the **Budget Report to 31 March 2019** be received and noted as presented with no other action required at this time.

601. ANNUAL GRANTS AND OTHER PAYMENTS

Committee considered the report on Annual Grants and other annual payments under its authority.

RESOLVED that the payment of Annual Grants and other annual payments for 2019/20 be approved as presented in the report.

602. COMMUNITY ENGAGEMENT STRATEGY 2019-20

Committee reviewed the Council's Community Engagement Strategy which was presented with minor updates from the previous year 2019-20.

A Member suggested that during the next year a Working Group be set up with the task to review at the Community Engagement Strategy to ensure all aspects of social media are included.

It was RESOLVED that :

- i. the Community Engagement Strategy as presented be approved and recommended to Council for adoption for 2019-20.**
- ii. Committee would consider setting up a Working Group to review at the Community Engagement Strategy during the next Municipal Year.**

603. ANNUAL TOWN MEETING

Committee considered the report on the Annual Town Meeting, and the Deputy Town Clerk gave further details of the format for 8 May 2019.

Members were pleased that the format for the Annual Town Meeting worked so well since its introduction the previous year and agreed the changes suggested in the report would further improve the public engagement.

Members were content with the current arrangement for the selection of the Civic Awards and suggested that the formation of the panel be reconsidered in the new Municipal Year as previously agreed (*Minute #625 2017/18 refers*).

Members requested that purchase of professional badges with the ability to also be lanyards if preferred, be purchased with each Councillor's name so they can be kept and used for the duration of the four year term.

It was RESOLVED that:

- i. The report on the Annual Town Meeting be noted with improvements to be made;**
- ii. Civic & Communities Committee reconsider the civic awards panel at its meeting on 19 June 2019; and**

- iii. **Professional badges for Councillors be purchased, to be kept for the duration of the four year term.**

604. SUFFOLK DAY 2019

Members considered the Suffolk Day 2019 update report, and discussed ideas for marking the weekend. The Deputy Town Clerk updated committee on other enquiries that had been received regarding other events for the Suffolk Day weekend.

It was RESOLVED that:

i. the Suffolk Day 2019 report be noted, and:

- ii. **room hire for any community events at the Town Hall be free of charge for the day of 21 June 2019, subject to availability and;**
- iii. **newly elected Councillors be invited to make cakes to bring for the Suffolk Day Tea and cake event at the Town Hall on 21 June 2019.**

605. ARMED FORCES WEEKEND LEGACY GRANT UPDATE

Members noted the decision of the awarding panel to date in regards to the latest grant to the Royal British Legion.

It was noted that the funding pot stood at £2,930 from an initial fund of £10,796.

It was RESOLVED that the decision of the awarding panel be noted.

606. MAYOR'S CIVIC RECEPTION

Members received the report on the Mayor's Civic Reception. There were concerns regarding whether the venue of Harvest House would be big enough with the visitors from Salzwedel.

RESOLVED that the report on the Mayor's Civic Reception be noted, and that Harvest House be confirmed as the venue, subject to capacity.

607. CLOSURE

The meeting was closed at 8.03pm. The next meeting was noted as being scheduled for Wednesday 19 June 2019 at 7.30pm.

MINUTES of the **PLANNING & ENVIRONMENT COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 1 May 2019** at **9.15am**.

PRESENT: Cllr A Smith (Chairman) Cllr M Jepson
Cllr S Bird (Vice Chairman) Cllr G Newman
Cllr S Gallant Cllr D Savage
Cllr Jan Garfield Cllr K Williams
Cllr Jon Garfield

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

IN ATTENDANCE: Cllr M Deacon and four members of the public

In advance of formal business the Chairman welcomed everyone to the meeting and paid tribute to Members that were retiring or who may not be returned to the Council as a result of the forthcoming election. Members gave vote of thanks to the Council's staff and the Chairman for his dedicated service to the Planning & Environment Committee.

608. PUBLIC QUESTION TIME

The Chairman advised that he would invite members of the public to make their representations immediately prior to the application being considered.

609. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber**.

Cllr A Smith and Cllr G Newman gave apologies in advance of needing to leave the meeting at 10.25am to attend to other business.

610. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

611. REQUESTS FOR DISPENSATION

None.

612. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee Meeting held on 10 April 2019 be signed by the Chairman as a true record.

613. PLANNING APPLICATIONS

At the direction of the Chairman, Committee heard from members of the public attending in relation to application (a) below.

Committee noted strong public concerns around the applicant's apparent return to a scheme layout similar to an application submitted in 2014. Objections centred on the issues perceived to be brought about by the orientation of the public house entrance to the east and proposed location of a beer garden to the north, in close proximity to residential properties and an infant school on High Road West. Cllr M Deacon commented on the shared desire to balance the desire to rejuvenate Great Eastern Square, but not at the expense of the neighbours.

Committee considered the following planning applications received since the last meeting and RESOLVED to submit the following observations to Suffolk Coastal District Council:

a	DC/19/1292/FUL Proposed Public House 201 Hamilton Road
<p>Whilst the Town Council fully supports the regeneration of this site and, in broad terms, accept the principle of a public house at this location, Committee recommends REFUSAL on the following basis:</p> <p>As proposed, the plans do not make good use of the site and appear to have been developed in isolation with no real understanding of how the pub will relate to its surroundings. In particular, the orientation of the pub will be severely detrimental to residential amenity to its neighbours on High Road West with its proposed beer garden to the north. It is critical that no opening fenestrations or doors be approved to the northern elevation.</p> <p>Committee believes that these issues can be easily overcome by a reorientation of the design, which it otherwise welcomes. Committee notes that previous proposals submitted by the application have demonstrated that it is eminently possible to configure the public house so that its main entrance faces Great Eastern Square, maximising this sunny aspect and presenting a positive interface with this public square. Its current guise, with a service entrance and otherwise blank elevation adjoining the square, is unacceptable.</p>	

b	DC/18/5140/FUL Erection of first floor extension over cafe to accommodate two flats with entrance hall off Undercliff Road West 47 Undercliff Road West
Committee recommended REFUSAL. Committee is not against the principle of first floor flats in this location, however the design and colour scheme is antipathetic to the Conservation Area as it neither preserves nor enhances the character in this area. This part of the town has seen ongoing investment and significant enhancement.	

c	DC/19/1463/FUL Proposed two storey rear extension with replacement detached garage and new driveway with dropped kerb to front of property. 39 Crescent Road
Committee recommended APPROVAL.	

At 10.25am the Chairman Cllr A Smith and Cllr G Newman left to attend a prior meeting. Cllr S Bird in the Chair.

d	DC/19/1559/FUL Construction of a two storey side and rear extension (rear balcony). New pitched roofs over garage, main house and single storey side block. Modifications to windows and external materials. Refer to plans for full description. 2 The Pines
Committee recommended APPROVAL.	

e	DC/19/1524/FUL Proposed part two storey/part first floor side extension 6 Gleneagles Close
Committee recommended APPROVAL.	

f	DC/19/1329/VOC Variation of Condition No(s) 2 & 3 on Application Reference Number: DC/17/4377/FUL Date of Decision: 22/12/2018 Parking configuration changed and to keep the existing outbuilding. Lindley House, 28 Leopold Road
Committee recommended REFUSAL on the basis the proposed revised plan would prevent cars manoeuvring on site. The original application was approved on the grounds of the removal of the building.	

g	<p>DC/19/1476/FUL Two flats with amenity space 3 Margaret Street</p>
<p>Committee recommended REFUSAL. The proposed flats would by virtue of their siting, layout, scale & height have a detrimental impact on the amenity of neighbouring residents by reason of overlooking/loss of privacy, loss of light and overshadowing & loss of outlook and intrusive/overbearing impact.</p>	
h	<p>DC/19/1328/FUL Conversion of front garden area into 4 space car park, with modified crossover location. Cliff House Chevalier Road</p>
<p>Committee recommended REFUSAL . The proposed front parking area is out of character with the locality and would be harmful to the street scene. The proposal therefore fails to preserve or enhance the character of Felixstowe Conservation Area and is contrary to the NPPF Suffolk Coastal District Core Strategy & Development Management Policy DPD 2013 Policies SP1(j) , SP15, DM23.</p>	
i	<p>DC/19/1272/PN3 Prior Notification Application - Conversion of offices on first and second floor only to two self-contained flats - no external fenestration changes First And Second Floor 104 Hamilton Road</p>
<p>Committee made NO COMMENT</p>	
j	<p>DC/19/1393/ARM Approval of Reserved Matters on application DC/18/1825/OUT (Outline proposal for one dwelling on side gardens) 25 Springfield Avenue</p>
<p>Committee recommended APPROVAL</p>	
k	<p>DC/19/1335/FUL Change of use of land outside residential curtilage into hardstanding between No 6 and No 43 which is adjacent to 43 Treetops Felixstowe IP11 9ER, double garage driveway. 43 Treetops</p>
<p>Committee recommended REFUSAL as it may have implications on the future use with the potential of closing access for future developments.</p>	

I	<p>DC/19/1472/TCA Single twin trunk conifer tree within the allocated garden for Flat 2 10 Quilter road Felixstowe IP11 7JJ The tree is dominating the garden and blocking the sun for most of the day. Proposed works: to remove the tree to open up the area and make the garden a more usable space and to remove the risk of damage to surrounding area should the tree be subject to high winds</p> <p>Flat 2 10 Quilter Road</p>
<p>Committee had NO OBJECTIONS to the proposed works subject to the guidance of the District Council's Arboricultural Officer</p>	

614. PLANNING DECISIONS

RESOLVED that the decisions received from Suffolk Coastal District Council since the date of the previous agenda and up until the date of the agenda for this meeting be noted.

615. CORRESPONDENCE

There was none.

616. CLOSURE

As the Committee was not due to convene for another three weeks the Clerk reminded Members that there was existing delegation in place to consider any planning application that would be out of time for comments prior to the next meeting.

The meeting was closed at 11.25 am. The date of the next meeting was noted as being Wednesday 22 May 2019, 9.15am at Felixstowe Town Hall.

AGENDA ITEM 9: ASSET REGISTER REVIEW

The Council maintains an Asset Register which is also published on the Town Council's website. The Town Council defines an asset as any land or property owned by Council and any equipment/tools/vehicles with a renewal price exceeding £500.

Although it is common practice for business to depreciate long-term assets for both tax and accounting purposes, this is not recommended for local councils and for reporting purposes the value of fixed assets will usually stay constant until their disposal.

Members will note that a number of items in the schedule of land and property is assumed to be held for community benefit and is therefore shown at a nominal value of £1 rather than the original purchase cost as recommended in the Practitioners' Guide, "Governance and Accountability for Local Councils". The Council has considered this value method appropriate for community assets.

The Council's Asset Register has been updated to reflect acquisitions and disposals in the year 1 April 2018 – 31 March 2019.

The total of fixed assets for the annual return on 31st March 2019 was noted as £56,516.97, resulting in a £5,728 net increase in fixed assets value between 31st March 2018 and 31st March 2019.

The Asset Register was reviewed by the Council's Assets & Services Committee on 3 April 2019 and is presented, as recommended, for approval at **Appendix B** (*Minute #574 of 2018/19 refers*).

Council is requested to review and approve the Asset Register for the year ending 31 March 2019 as presented at Appendix B.

AGENDA ITEM 10: GENERAL POWER OF COMPETENCE

Town and parish councils' powers are constrained to specific and appropriate legislation. This means that before undertaking anything Members must be satisfied that the Town Council has the power (under a specified statute) to do that activity.

Outside of these specified powers, Section 137 of the Local Government Act 1972 permits expenditure up to certain limits for "purposes not otherwise authorised". For example, the Town Council commits Occasional Grants expenditure under Section 137.

Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with a benefit to the local community. Section 137 is also a power of last resort, i.e. it should only be used if no other power is available.

Despite the wide range of powers, town and parish councils are always at risk of being challenged, especially if they undertake a new or unusual activity. To address this and to enable parish and town councils to do more in their communities, a "General Power of Competence" was included in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). This power was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

The intention of the legislation was to remove the need for eligible local authorities to identify specific powers to undertake an activity and reduce the risk of legal challenge. It is stated in the above Statutory Instrument that:

"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".

A council that is eligible to use the General Power of Competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, The General Power of Competence enables eligible councils to have "the power to do anything that individuals generally may do" as long as they are not prevented from doing so by other laws. It is intended to be the power of first, not last, resort. The eligible council need ask itself if an individual is allowed to do it. If the answer is "yes", then a town council is normally permitted to act in the same way. Examples of how the legislation might be used include: running a community shop or post office; lending or investing money; establishing a company or co-operative society to trade and engage in commercial activity; establishing a company to provide services such as local transport; or providing grants to individuals.

The General Power of Competence cannot be used to circumvent a restriction in an existing specific power and other existing duties remain in place, including any procedural and financial duties and compliance with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

Also, if another authority already has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible town councils could use the General Power of Competence to support these activities, provided that it was not expressly forbidden from so doing. Whilst councils are encouraged to be innovative, they should be aware of the risks of being challenged, their trading activities damaging other local enterprises and damage to the council's reputation and loss of public money if a project or investment goes wrong.

There are three conditions for eligibility that are set out in the Statutory Instrument:

- i. Resolution: A resolution must be passed at a full meeting of the Council that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
- ii. Electoral Mandate: At the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted). For Felixstowe Town Council this would necessitate at least 11 of 16 of its Councillors being elected.
- iii. Qualified Clerk: At the time that the resolution is passed, the Town Clerk must hold a recognised professional qualification such as the Certificate in Local Council Administration (CiLCA)

Having decided at a full meeting of the Council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes.

Council is required to revisit that decision and make a new resolution at every 'relevant' annual meeting to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the Council after the next ordinary election has taken place. The next 'relevant' date for Felixstowe Town Council is therefore 15 May 2019. Eligibility remains in place until the next 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting. There is no requirement for Members to be trained in the General Power of Competence.

Felixstowe Town Council satisfies the eligibility conditions above as the Town Clerk holds the relevant CiLCA qualification and all of its councillors are elected.

Council's Finance & General Purposes Committee noted the eligibility conditions had been met and has recommended that Council pass the following necessary resolution at the Annual Council Meeting (*Minute #558 of 2018/19 refers*):

"The Town Council resolves from 15 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence."

AGENDA ITEM 11: DELEGATION ARRANGEMENTS

Council is requested to review and approve the authority delegated to the Town Clerk for 2019-20. Arrangements approved for 2019-20 are as shown below with proposed changes tracked:

Delegated Authority to the Town Clerk

Subject to any further delegation by Committees, the Town Clerk will have delegated authority to:

- i. Approve routine expenditure within budgets without further approval by Committee.
- ii. Within the agreed staffing establishment and budget, to vary working hours of established staff, and to recruit both permanent, casual and contract staff provided that the grade of such staff is NJC Scale Point ~~29-23~~ or below.
- iii. In the event of an emergency incur expenditure to a maximum of £50,000 in consultation with the Town Mayor.
- iv. Make investments in accordance with the Council's agreed policy.
- v. Ban persons from entering Council premises or land with just cause.
- vi. Negotiate commercial filming rights on Council property/land.
- vii. Produce and/or edit any Council ~~newsletter-publication~~ in consultation with the Mayor or formally appointed Council body.
- viii. Implement, where timescales require, any legislation which may affect the Town Council and to report its implementation to Full Council.
- ix. Take legal action to recover debts on behalf of the Council if considered proportionate and necessary.

Council is requested to review and approve its arrangements for delegated authority to the Town Clerk for 2019/20.

AGENDA ITEM 12: COUNCIL GOVERNANCE 2019/20

Council is requested to consider the following recommendations which have been incorporated in to the associated documents for adoption for the Municipal Year 2019-20:

a) Terms of Reference

As instructed by Council, the Finance & General Purposes Committee reviewed Terms of Reference for Council and Committees to update to scope of the Planning & Environment Committee to include strategic highways matters since the dissolution of the Highways Advisory Committee.

The Finance & General Purposes Committee has also recommended two further changes as follows:

1. Renaming the Finance & General Purposes Committee to the Finance & Governance Committee (to reflect the more focused nature of the scope of this Committee since the Council's governance review in 2015);
2. Reduction of in the Membership numbers of the Finance & Governance, Assets & Services, Civic & Community and Planning & Environment Committee from 10 to 9 (and commensurate quorum requirement from 4 to 3 Members for these committees).

Recommended Terms of Reference for 2019/20 (*Minute #555 of 2018/19 refers*) are presented to Council for adoption at **Appendix C**.

b) Standing Orders

The Finance & General Purposes Committee has recommended Standing Orders for 2019/20 (*Minute #556 of 2018/19 refers*). This is presented to Council for adoption with no material changes at **Appendix D**.

c) Financial Regulations

As recommended by the Finance & General Purposes Committee, Financial Regulations for 2019/20 are presented with no material changes at **Appendix E**. In accordance with Regulation 6.8, Council is requested to note that the Committee reviewed the continued use of BACS payment and has recommended that this be approved (*Minute #557 of 2018/19 refers*).

d) Meeting Schedule

The Meeting Schedule, which was approved by Council at its meeting of 9 January 2019 (*Minute #418 of 2018/19 refers*), is presented at **Appendix F**.

e) Risk Management Policy & Risk Register

The Finance & General Purposes Committee has recommended that Council adopt the Risk Management Policy & Risk Register for 2019/20 updated at **Appendix G** (*Minute #559 of 2018/19 refers*).

f) Complaints Procedure

The Finance & General Purposes Committee has recommended that Council re-adopt its Complaints Procedure for 2019/20 with one minor change: that

the Finance & Governance Committee be the recipient of any unresolved complaints, should this occur, rather than the Civic & Community Committee, at **Appendix H** (*Minute #560 of 2018/19 refers*).

g) Freedom of Information Publication Scheme

The Finance & General Purposes Committee has recommended that Council re-adopt the ICO Model Publication Scheme for 2019/20 with no changes at **Appendix I** (*Minute #561 of 2018/19 refers*).

h) Community Engagement Strategy

The Civic & Community Committee has recommended that Council re-adopt its Community Engagement Strategy Scheme for 2019/20 with no material changes at **Appendix J** (*Minute #602 of 2018/19 refers*).

In accordance with the above recommendations, Council is requested to:

- i. approve Terms of Reference for 2019/20 as presented at Appendix C;**
 - ii. approve Standing Orders for 2019/20 as presented at Appendix D;**
 - iii. approve Financial Regulations for 2019/20 as presented at Appendix E and confirm the continued use of BACS payments;**
 - iv. approve the Meeting Schedule for 2019/20 as presented at Appendix F;**
 - v. approve the Risk Management Policy & Risk Register for 2019/20 as presented at Appendix G;**
 - vi. approve its Complaints Procedure for 2019/20 as presented at Appendix H;**
 - vii. approve the Freedom of Information Publication Scheme for 2019/20 as presented at Appendix I, and,**
 - viii. approve the Community Engagement Strategy for 2019/20 as presented at Appendix J.**
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AGENDA ITEM 13: APPOINTMENTS TO COMMITTEES

In accordance with its Terms of Reference, Council is requested to review the following schedule and confirm the appointment of Chairmen, Vice-Chairmen and Members to its Committees and Working Groups for the Municipal Year 2019/20. Council is also requested to note that the Mayor of Felixstowe, unless already formally appointed as a Councillor, will be an additional Member, *ex-officio*, of the Finance & Governance, Planning & Environment, Assets & Services and Civic & Community committees, with full voting rights.

FINANCE & GOVERNANCE COMMITTEE (9)

1. Cllr Steve Gallant (Chairman)
2. Cllr Mick Richardson (Vice-Chairman)
3. Cllr Nick Barber (*ex-officio as Chairman of Assets & Services Committee*)
4. Cllr Doreen Savage (*ex-officio as Chairman of Civic & Community Committee*)
5. Cllr Stuart Bird
6. Cllr Mike Deacon
7. Cllr Andy Smith
8. Cllr Steve Wiles
9. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (9)

1. Cllr Doreen Savage (Chairman)
2. Cllr Darren Aitchison (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Sharon Harkin
6. Cllr Graham Newman
7. Cllr Margaret Morris
8. Cllr Mick Richardson
9. Cllr Kimberley Williams

ASSETS & SERVICES COMMITTEE (9)

1. Cllr Nick Barber (Chairman)
2. Cllr Sharon Harkin (Vice-Chairman)
3. Cllr Darren Aitchison
4. Cllr Tracey Green
5. Cllr Margaret Morris
6. Cllr Graham Newman
7. Cllr Doreen Savage
8. Cllr Andy Smith
9. Cllr Kimberley Williams

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Andy Smith (Chairman)
2. Cllr Stuart Bird (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Steve Gallant
5. Cllr Mark Jepson
6. Cllr Margaret Morris
7. Cllr Doreen Savage
8. Cllr Steve Wiles
9. Cllr Kimberley Williams

PERSONNEL COMMITTEE (5)

1. Mayor of Felixstowe (Chairman) (*ex-officio as Mayor of Felixstowe for 2019/20*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (*ex-officio as Deputy Mayor for 2019/20*)
4. Cllr Graham Newman* (*ex-officio as Mayor of Felixstowe for 2018/19*)
5. Cllr Mick Richardson

APPEALS COMMITTEE (5 Members who are not on the Personnel Committee)

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Nick Barber
4. Cllr Mike Deacon
5. Cllr Doreen Savage

YOUTH FORUM (3 FTC)

1. Cllr Doreen Savage
2. Cllr Sharon Harkin
3. Cllr Seamus Bennett

OTHER MEETINGS/GROUPS:

COMMUNITY EMERGENCY GROUP

1. Cllr Mark Jepson (Lead Emergency Coordinator)
2. Cllr Darren Aitchison (Deputy Emergency Coordinator)
3. Cllr Margaret Morris (Deputy Emergency Coordinator)
4. Town Clerk (Deputy Emergency Coordinator)
5. Deputy Town Clerk (Deputy Emergency Coordinator)

ESC/FTC JOINT FORUM

1. Cllr Nick Barber
2. Cllr Graham Newman
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

1. Cllr Doreen Savage
2. Cllr Kimberley Williams
3. Town Clerk
4. Deputy Town Clerk

Council is therefore requested to consider and decide its Committee appointments for 2019/20.

AGENDA ITEM 14: APPOINTMENTS TO OUTSIDE BODIES

Council is requested to confirm the appointment of representatives to Outside Bodies and Partnerships on the basis of the following schedule:

Organisation	Representatives Appointed
Felixstowe & District Council for Sport & Recreation	1. Cllr Darren Aitchison 2. Cllr Seamus Bennett
Felixstowe Ferry Fairways Committee	1. Cllr Steve Gallant
Felixstowe Forward	1. Cllr Doreen Savage 2. Cllr Andy Smith
Friends of Felixstowe Library	1. Cllr Tracey Green
Felixstowe Nightsafe	1. Cllr Mark Jepson
Felixstowe Old People's Welfare Association	1. Cllr Sharon Harkin + Mayor is Honorary President (<i>ex-officio</i>)
SALC Area Meeting	1. Cllr Mark Jepson 2. Cllr Margaret Morris 3. Cllr Graham Newman
Felixstowe Salzwedel Partnership Association	1. Cllr Mike Deacon + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Wesel Association	1. Cllr Mike Deacon 2. Cllr Mark Jepson 3. Cllr Doreen Savage + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Margaret Morris)
Haven Ports Welfare	1. Cllr Doreen Savage
Landguard Partnership	1. Cllr Doreen Savage
Port of Felixstowe Local Authority Liaison Committee	1. Cllr Andy Smith 2. Mayor of Felixstowe (<i>ex-officio</i>) 3. Town Clerk (<i>ex-officio</i>)
Safer Neighbourhood Team	1. Cllr Steve Gallant 2. Cllr Mark Jepson 3. Cllr Mick Richardson 4. Cllr Doreen Savage 5. Cllr Kimberley Williams
Level Two Youth Project	1. Cllr Mark Jepson 2. Cllr Margaret Morris
Freight Quality Partnership	1. Cllr Andy Smith
Fairtrade Forum	1. Cllr Graham Newman
East Suffolk Lines Community Rail Partnership	1. Cllr Graham Newman
Orwell District Scouts	1. Mayor of Felixstowe (<i>ex-officio</i>)

CHARITY TRUSTEES

Council may be requested to appoint one or more Trustees to the following charities on the basis below:

Charity	Trustees Appointed (<i>Proposed</i>)
<p>Mayor of Felixstowe Charity Fund (<i>pending charity commission approval</i>)</p>	<p>1. (<i>Mayor of Felixstowe</i>) 2. (<i>Deputy Mayor</i>) 3. (<i>Immediate Past Mayor</i>)</p> <p>Authorised signatories to be any of the above plus Mayor's Secretary.</p>
<p>Felixstowe Relief Charity (1182192)</p> <p>Note: this is a successor charity to the following charities:</p> <p><i>Alexandrine De La Roche Relief In Need Charity (261597)</i></p> <p><i>Felixstowe General Charity (270980)</i></p> <p><i>Felixstowe War Memorial Cottages (240325)</i></p> <p><i>King George Vi Coronation Memorial Homes For Old People (211502)</i></p> <p><i>Widow's Charity Otherwise Known As The Poor's Estate (211504)</i></p>	<p>This charity requires a minimum of three trustees, and a maximum of 12. The charity may invite the Town Council to appoint up to three trustees if required, who need not be a Council Member.</p> <p>Trustees must ordinarily sit for a minimum of a three year terms and can remain a trustee for a maximum of four consecutive terms.</p> <p>Current trustees are:</p> <ol style="list-style-type: none"> 1. Mr Jon Garfield 2. Mrs Joan Sennington 3. Mr Norman Berry 4. Mrs Margaret Morris

Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2019/20.

AGENDA ITEM 15: AUTHORISED SIGNATORIES

BANK SIGNATORIES 2019/20

- Mayor of Felixstowe
- Deputy Mayor
- Cllr Stuart Bird
- Cllr Steve Gallant
- Cllr Margaret Morris
- Cllr Andy Smith

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

- Town Clerk, Deputy Clerk and Cemetery & Allotments Officer are authorised by Council to withdraw up to £250 per month from Council's bank account by way of an Open Credit Agreement for the purposes of maintaining a Petty Cash float only.

Council is requested to consider and decide its Authorised Signatories for 2019/20.

AGENDA ITEM 16: REAL LIVING WAGE POLICY

As requested by the Council's Finance & General Purposes Committee (*Minute #557 of 2018/19 refers*), Council's Personnel Committee considered the possible introduction of a Living Wage Policy.

The minimum wage a worker should get depends on their age and if they're an apprentice. All employers must pay the correct minimum wage. Apprentices are entitled to the apprentice rate if they're under 19, or over 19 and in the first year of their apprenticeship. Apprentices over 19 who have completed the first year of their apprenticeship are entitled to the correct minimum wage for their age.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

All staff at Felixstowe Town Council are currently paid at least the National Living Wage.

However, the Living Wage Foundation www.livingwage.org.uk encourages all employers that can afford to do so to ensure their employees earn a wage that meets the costs of living, not just the government minimum.

They calculate that the UK Living Wage for outside of London is currently £9.00 per hour: <https://www.livingwage.org.uk/calculation> . The rate is set independently and updated annually.

Employers who choose to pay the Living Wage on a voluntary basis can also become accredited and display the Living Wage Employer Mark on their materials and in their buildings.

A Living Wage Policy might also state that companies the Town Council does business with should be encouraged to become living wage employers, and that in the future this will become a prerequisite of working with Felixstowe Town Council.

A 'Living Wage Implementation Guide' is available online here: https://www.livingwage.org.uk/sites/default/files/Living%20Wage%20Implementation%20Guide_0.pdf

The estimated cost (increased staff cost and £120 accreditation fee) for Felixstowe Town Council to become a Living Wage employer would be just under £2,000 for 2019/20.

In accordance with the Council's Personnel Committee (Minute #590 of 2018/19 refers) Council is recommended to commit to paying the Real Living Wage and adopt the Real Living Wage Policy presented at Appendix K.