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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL TOWN COUNCILLORS

Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor)
Cllr D Aitchison
Cllr N Barber
Cllr S Bird
Cllr S Bennett
Cllr M Deacon
Cllr S Gallant

Cllr T Green
Cllr M Morris
Cllr G Newman
Cllr M Richardson
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ANNUAL** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held **ONLINE** on **Wednesday 5 May 2021** at **7.30pm**.

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend join via Zoom. Members of the public are invited to make representations or put questions to the Council during the public session.

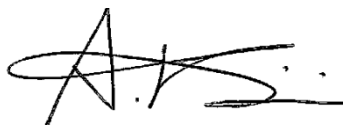
To join the meeting please follow this link:

<https://us02web.zoom.us/j/87878734022>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.



Ash Tadjrishi
Town Clerk
29 April 2021

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 2021-22. 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 2021-22.
- 3. 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.
- 4. Apologies for Absence**
To receive apologies for absence.
- 5. Declarations of Interest**
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 10 March 2021 as a true record. **(Pages 5-9)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following meetings:
 - a) Planning & Environment Committee 10 March 2021 **(Pages 10-14)**
 - b) Personnel Committee 17 March 2021 **(Pages 15-18)**
 - c) Planning & Environment Committee 24 March 2021 **(Pages 19-22)**
 - d) Finance & Governance Committee 24 March 2021 **(Pages 23-26)**
 - e) Planning & Environment Committee 7 April 2021 **(Pages 27-31)**
 - f) Personnel Committee 7 April 2021 **(Pages 32-33)**
 - g) Planning & Environment Committee 22 April 2021 **(Pages 34-37)**
 - h) Assets & Services Committee 28 April 2021 **(Pages 38-43)**
- 8. Scheme of Delegation to the Town Clerk 2021/22**
To review and approve authority delegated to the Town Clerk by Council for 2021/22. **(Page 44)**
- 9. Council Governance and Policy 2021/22**
To adopt the following governance and policy documents for 2021/22:
 - a) Terms of Reference **(Page 45 & Appendix A)**
 - b) Standing Orders **(Page 45 & Appendix B)**
 - c) Financial Regulations **(Page 45 & Appendix C)**

- d) Risk Management Policy & Risk Register (Page 45 & Appendix D)
- e) Complaints Procedure (Page 46 & Appendix E)
- f) Freedom of Information Publication Scheme (Page 46 & Appendix F)
- g) ICT Policy (Page 46 & Appendix G)
- h) Community Engagement Strategy (Page 46 & Appendix H)

10. Appointments to Committees

To appoint Chairmen, Vice-Chairmen and Members to serve on the following Committees plus other Groups for 2021/22:

- 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 48-49)

11. Appointments to Outside Bodies

To appoint Members to represent the Town Council on Outside Bodies for 2021/22

(Schedule on pages 50-51)

12. Authorisation of Signatories

To confirm Council's authorised signatories for 2021/22.

(Page 52)

13. Subscriptions

To review and approve the Council's and staff subscriptions to other bodies.

(Page 52)

14. Coronavirus Operational Update

To receive an update on the Council's operations and consider the resumption of services in accordance with the Government's roadmap out of lockdown.

(Pages 53-54)

15. Personnel Committee Report

To note a report from the Personnel Committee and approve the urgent expenditure committed by the Town Clerk under Delegated Authority.(Page 55)

16. Recommendation from Assets and Services Committee

To authorise expenditure from Earmarked Reserves as recommended by the Assets and Services Committee

(Page 56)

17. Temporary Addition to the Scheme of Delegation to the Town Clerk

To consider, in view of the expiration of remote meetings legislation, granting temporary additional delegated authority to the Town Clerk until such a time as full face-to-face meetings may safely resume at the Town Hall. (Page 57-58)

18. Call for Evidence: Remote Meetings

To consider the Council's response to a Call for Evidence from the Government, seeking feedback on remote meetings.

(Page 59-60)

19. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

Date	Voucher Nos.	Total Payment
12/03/2021	400 – 418	£8,890.01
31/03/2021	419 – 441	£61,633.16
	TOTAL	£70,523.17

To also note the payments of accounts since the beginning of the third lockdown since January 2021 which were initially approved electronically and have now been officially signed.

(Schedules attached at Appendix I)

20. Closure

To close proceedings and note that the next Ordinary Council Meeting is currently scheduled for 7.30pm on Wednesday 9 June 2021.

AGENDA ITEM 6: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held **ONLINE** on **Wednesday 10 March 2021** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor of Felixstowe)
Cllr S Harkin (Deputy Mayor) Cllr T Green
Cllr D Aitchison Cllr M Morris
Cllr N Barber Cllr G Newman
Cllr S Bennett Cllr M Richardson
Cllr S Bird Cllr D Savage
Cllr M Deacon Cllr A Smith
Cllr S Gallant Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs L Monsen (Mayor's Secretary)
Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Admin Assistant)

IN ATTENDANCE: 2 Members of the public
1 Member of the Press

Prior to convening the meeting, the Mayor reported on the sad passing of Mr Cyril Webb, former Town Councillors and Past Mayor of Felixstowe. All present observed a moment of silence out of respect for Mr Webb.

MOMENT OF REFLECTION

The meeting was preceded with a moment of reflection from Revd. Penny Brinkley.

506. PUBLIC QUESTION TIME

A member of the public asked the Council about the funding and sustainability of the new Digital Community Directory Project. The Town Clerk reported that it would be able to be maintained by the community but managed by Council staff.

A member of the public asked the Council about planning application DC/21/0670/VOC Land at Candlet Road and how this would affect the footpaths in this area. A Member of the Council explained that the planning application was a Variation of Condition in order to move the carriageway further south to accommodate the required footpath and cycleway.

507. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr S Wiles**

508. DECLARATIONS OF INTEREST

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

509. QUESTIONS TO THE MAYOR

There were none.

510. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 13 January 2021 be signed by the Mayor as a true record and adopted by the Council.

511. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting the many interviews on Zoom he had held with businesses and individuals for the Visit Felixstowe website.

The Mayor also reported on a photo to promote WAMfest (Womens Arts and Music) Felixstowe, which was hopefully to be held in September 2021.

The Council thanked the Mayor for his report.

It was RESOLVED that the Mayor's communications be noted.

512. 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 13 January 2021
- b) Finance & Governance Committee 20 January 2021
- c) Planning & Environment Committee 27 January 2021
- d) Planning & Environment Committee 10 February 2021
- e) Civic & Community Committee 17 February 2021
- f) Planning & Environment 24 February 2021
- g) Assets & Services Committee 24 February 2021

513. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

514. ANNUAL TOWN MEETING AND ANNUAL COUNCIL MEETING 2021

Council noted that the temporary regulations introduced by the Government which enabled local authorities to continue to hold public meetings during the pandemic using video or telephone conferencing technology were due to expire. This meant that, without any further action from the Government, all local authorities including town and parish councils must return to face-to-face meetings from 7 May. It was noted that, whilst NALC and the LGA were lobbying for an extension to the regulations, no such extension had been confirmed at this time. After some discussion it was therefore decided to bring forward the Annual Town Meeting and the Annual Council Meeting to Wednesday 5 May 2021, prior to the regulations expiring, and that these meetings should take place via Zoom.

It was RESOLVED to hold both the Annual Town Meeting and the Annual Council Meeting on 5 May 2021 via Zoom at 7pm and 7.30pm respectively.

515. CORONAVIRUS OPERATIONAL UPDATE

The Clerk reported the latest operational update since the reintroduction of a national lockdown in response to the coronavirus pandemic.

It was RESOLVED to note the operational updates relating to the national lockdown.

516. FELIXSTOWE FORWARD UPDATE

Council received the report on Felixstowe Forward and noted the closing date for the new BID Manager and look forward to inviting the successful candidate to a future Council meeting.

Council recorded a vote of thanks to Ms Greengrass for her comprehensive report and her phenomenal work for the town.

It was RESOLVED that the Felixstowe Forward report be noted.

517. FELIXSTOWE BUSINESS SUPPORT HUB

Members noted the report concerning the Felixstowe Business Support Hub and agreed that Cllr Mark Jepson should join the steering group to help develop the town centre Business Support Hub proposal further.

RESOLVED that Cllr Mark Jepson would represent the Town Council on the Felixstowe Business Support Hub Project steering group.

518. FTC/ESC JOINT LIASON GROUP MEETING

The Town Clerk reported on the FTC/ESC Joint Liaison Group Meeting on 26 February 2021.

As referred to in the report, it was noted that the development application for the Former Deben High School site was due to be submitted very soon. The public consultation had attracted a high level of public feedback.

It was noted that the new café on the South Seafront was progressing well and still on budget. The build was due to be completed by June 2021 and potentially open to the public in the summer.

A public consultation and, following this, a tender will go out for planning and building the Beach Hut village. Expected works will be completed by Spring 2022.

The Council was advised that the next Joint Liaison meeting would be held on 27 April 2021 and Members were asked to let the Town Clerk know of any matters they wished to be raised at this meeting.

It was RESOLVED that the FTC/ESC Joint Liaison Group meeting update be noted.

519. CLIMATE EMERGENCY WORKING GROUP UPDATE

Council noted the update from the Climate Emergency Working Group. It was also noted that the Planning & Environment Committee had recommended that Council consider the potential for a cohesive cycling and walking network as an outcome of various developments across the town (*#Min. 479 of 2020/21 refers*).

It was RESOLVED to set up a Working Group comprising of Cllrs Bennett, Newman, Richardson, Smith and Williams to liaise with East Suffolk Council, Suffolk County Council and local parish councils on a cycling and walking network for the Felixstowe peninsula.

520. INSURANCE ARRANGEMENTS 2021/22

Council considered its insurance arrangements for 2021/22 as per the recommendation of the Finance & Governance Committee (*Minute #436 of 2020/21 refers*).

It was RESOLVED that the Council's arrangements for insurance cover in respect of all insured risks be approved and confirmed as adequate for 2021/22.

521. INVESTMENT POLICY & STRATEGY 2021/22

Council considered its Annual Investment Policy & Strategy for 2021/22 as updated to reflect current investments and recommended by the 20 January 2021 Finance & Governance Committee (*Minute #435 of 2020/21 refers*).

RESOLVED that the Investment Policy & Strategy for 2021/22 be approved and adopted as presented in the report.

522. OCCASIONAL GRANTS POLICY 2021/22

Council considered its Occasional Grants Policy for 2021/22 as recommended by the 17 February 2021 Civic & Community Committee (*Minute #469 of 2020/21 refers*).

RESOLVED that the Occasional Grants Policy for 2021/22 be approved and adopted as presented in the report.

523. PRESS & MEDIA POLICY 2021/22

Council considered its Press & Media Policy for 2021/22 as recommended by the 17 February 2021 Civic & Community Committee (*Minute #470 of 2020/21 refers*).

RESOLVED that the Press & Media Policy for 2021/22 be approved and adopted as presented in the report.

524. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
15/01/2021	338 - 353	£6,296.56
29/01/2021	354 - 370	£45,310.65
16/02/2021	371 - 386	£10,376.61
02/03/2021	387 - 398	£39,271.05
	TOTAL	£ 101,254.87

525. CLOSURE

The meeting was closed at 9.07pm. It was noted that the next Council Meeting would be the rescheduled Annual Council Meeting on 5 May at 7.30pm.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held ONLINE on Wednesday 10 March 2021 at 9.15am

PRESENT: Cllr A Smith (Vice-Chairman *in the Chair*)
Cllr S Bennett
Cllr M Jepson
Cllr M Morris
Cllr D Savage
Cllr S Wiles
Cllr K Williams

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

IN ATTENDANCE: Ms M Gonsalves, Flagship Group
Mr T Hunt, Flagship Group
Mr C Phillips, ESC Senior Estates Surveyor
Cllr R Kerry, ESC Cabinet Member for Housing
Mr R Abbott, Felixstowe Chamber of Trade and Commerce
4 Members of the public.

In the absence of **Cllr S Bird** (Chairman), Vice-Chairman **Cllr A Smith** was in the Chair.

496. PUBLIC QUESTION TIME

There being no general questions or comments, the Chairman advised that he would permit members of the public to address the Committee immediately prior to the consideration of any planning application to which they wished to make representations.

497. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bird** and **Cllr S Gallant** due to other business.

498. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson Cllr S Wiles	All	Local Non-Pecuniary (as a Member of East Suffolk Council)
Cllr S Wiles	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

It was also noted, in respect of 501(a), that Cllr Wiles is the ESC Assistant Cabinet Member to the Economy. Cllr Wiles advised that his interest was non-pecuniary in nature.

It was also noted, in respect of 501(a), that Cllr M Jepson was a neighbour to the owner of one of the businesses which this application would affect. Cllr Jepson advised that his interest was non-pecuniary in nature.

As no Pecuniary declarations were made, there were no requests for dispensation.

499. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 24 February 2021 be confirmed as a true record.

500. FLAGSHIP HOMES' GROUND SOURCE HEAT PUMPS PROJECT

The Chairman invited Ms Gonsalves and Mr Hunt from Flagship Group to give a presentation to Committee on a recent project to install ground source heat pumps, serving 115 homes in Runnacles Way, Felixstowe. Committee heard how the project was financed through RHI grant for £1.5m. There were 6 plant rooms, 84 boreholes, some 180m deep, with 12 heat pumps and thermal stores. The scheme would have lifecycle of 30 years, providing an improvement over the expected lifecycle of gas boilers (around 7 to 10 years) along with a reduction in energy consumption of around 70%. It was noted that ground source heat pump installations, offering net zero carbon emission and low maintenance, were best suited for high density and communal sites. The cost per house on this scheme had been around £13,000.

Cllr Richard Kerry, ESC Cabinet Member for Housing, also addressed the Committee, noting that ESC is retrofitting some of its housing stock with air source heat pumps and were keen to address the prospect of mains gas being limited in future. ESC was also looking at older properties in its stock and options for improving their efficiencies.

Members thanked Ms Gonsalves and Mr Hunt for the information presented and commented on the positive responses they had received from the residents who have benefitted from the system.

Flagships confirmed that a copy of the presentation and a link to a video on the project would be provided which the Town Council could make publicly available.

RESOLVED that the presentation be noted and, in conjunction with the Town Council's Climate Emergency declaration, the Committee would use this information to promote the use of ground and air source, and other sustainable energy infrastructure, on major new developments in the area.

501. PLANNING APPLICATIONS

In respect of item A below, Committee considered comments submitted by the public and representations made by the applicant and a nearby business.

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

<p>A</p>	<p>DC/21/0808/FUL Temporary change of use for one year to allow adjacent businesses use of public open space temporarily whilst ESC seeks further application for planning and ground works. The land will be used for tables and chairs for the consumption of food & drink outside. Land East Of Bent Hill Undercliff Road West</p>
<p>Committee support the temporary use of this site as proposed and recommended APPROVAL, subject to; the hours of operation being limited to 10pm; retention of the green area and Phormium plant; appropriate enhancement of the area to mitigate the loss of the flower bed; and public access to the site being preserved.</p>	
<p>B</p>	<p>DC/21/0838/FUL Alterations and extension to form mixed use development comprising Commercial (Use Class E) and 9 self contained flats (Use Class C3) Police Station 32 High Road West</p>
<p>Committee recommended APPROVAL, subject to the entrance being from Glenfield Avenue, rather than High Road West which is liable to cause potential traffic problems.</p>	
<p>C</p>	<p>DC/21/0731/FUL Demolition of workshop and replacement with 1no detached dwelling, alterations and extension to existing building to retain shop/office and provide 2no one bedroom first floor flats and 1no two bedroom dwelling. Amended scheme to previously approved application DC/18/4989/FUL 19 Manning Road</p>
<p>Committee carefully considered this application, including the comments from the neighbour and concerns around parking. Committee recommended APPROVAL, noting the validity of the flood risk assessment which recognizes all the relevant flooding policies and risks in this area.</p>	
<p>D</p>	<p>DC/21/0712/FUL Loft extension with a rear dormer window. New high level windows with juliet balconies. Internal alterations. Changes to external elevation materials. The Lodge South Hill .</p>

Committee recommended APPROVAL having considered the location within the Conservation Area and potential loss of amenity from windows and balconies on the western elevation.

E	DC/21/0741/FUL Two Storey extension to side over existing garage 18 Cliff Road
Committee recommended APPROVAL	

F	DC/21/0759/FUL First Floor Side Extension over Garage 230 Ferry Road
Committee recommended APPROVAL subject to the rear end of the side balcony having an obscured panel to minimize the potential for overlooking the neighbouring property at 244	

G	DC/21/0425/FUL Single storey extension to the rear and two storey extension to the side of the property 28 The Downs
Committee recommended APPROVAL	

H	DC/21/0766/FUL Single storey extension to the rear of the existing dwelling 64 Constable Road
Committee recommended APPROVAL	

I	DC/21/0811/ADI Illuminated Advertisement Consent - New single illuminated 48-sheet digital advertisement display Palace Bingo Hamilton
Committee recommended APPROVAL	

J	DC/21/0829/TCA Sycamore in rear garden- Removal of diseased lower lateral branch, and minor lateral branch. Morwenna 17 Beach Road East
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

502. PLANNING DECISIONS

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

503. A12 UPGRADE AND SEVEN HILLS ROUNDABOUT ENHANCEMENT CONSULTATION

Committee considered the consultation, noting that the Town Council has been keen to see the Seven Hills roundabout (J58) improved and has made representations on this subject in relation to other consultations, notably the Sizewell C proposals.

Following a discussion, it was RESOLVED that the Clerk respond to the consultation on behalf of the Council to confirm that junction improvements in this location cannot come soon enough and that it greatly welcomes the proposed partial signalisation of the roundabout and lane changes to increase traffic capacity, safety, and flow.

504. CORRESPONDENCE

The following correspondence was NOTED:

i. Proposals for a Logistics Park on land at Orwell Crossing, A14, east of Ipswich.

Committee noted that, subsequent to the circulation of a newsletter on proposals to create a new logistics park at Orwell Crossing, Nacton Heath, beside the A14, the Clerk had received an offer on behalf of Equation Properties to provide a briefing session for Councillors. It was agreed that a presentation would be helpful, and the Clerk was asked to organise a meeting to which all Councillors to be invited to attend.

ii. Sizewell C Rule 6 Letter.

The Clerk advised that the Planning Inspector had notified registered parties that preliminary meetings to discuss the arrangements for the Examination of the application for Development Consent for The Sizewell C Project would take place in March, prior to formal examination starting in April 2021. Cllr A Smith, as the Town Council's representative, confirmed that he would respond to the letter.

505. CLOSURE

The meeting was closed at 12.46pm. The date of the next meeting was noted as being Wednesday 24 March 2021, 9.15am.

MINUTES of the **PERSONNEL COMMITTEE** meeting held
ONLINE on **Wednesday 17 March 2021** at **6pm**

PRESENT: Cllr M Jepson (Chairman)
Cllr K Williams (Vice-Chairman) Cllr S Harkin
Cllr N Barber Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

526. PUBLIC QUESTIONS

There were none.

527. APOLOGIES FOR ABSENCE

None.

528. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson	All	Local Non-Pecuniary (as a Member of East Suffolk Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

529. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 7th October 2020 be signed by the Chairman as a true record.

530. 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.

531. STAFFING MATTERS

Committee considered a report on staffing matters.

Apprenticeships:

Committee reviewed draft job descriptions and person specifications for the Grounds Maintenance and Communications apprenticeship posts which had been approved by Council within the salaries structure and budget from April

2021/22. It was agreed that the educational apprenticeship schemes to support the posts – a Level 2 Horticulture and Landscape Operative and a Level 3 Business Administration - should be delivered under the direction of Suffolk College.

The Clerk advised that the courses typically run for 18-24 months and cost £5,000. However, the Town Council would only be required to make a 5% contribution fee for those aged 19+, which would be £250 per apprentice. This cost could be met from the 2021/22 training budget.

Some minor adjustments to the job descriptions and person specifications were agreed – noting that the starting wage would be £9.50 per hour, in accordance with the Town Council's registration as a Real Living Wage employer – and the Clerk was instructed to commence the recruitment process and advertise the vacancies.

Staff Shielding:

Committee noted the current situation in respect of a staff member who was shielding due to being clinically extremely vulnerable. Due to the nature of their work, the staff member was not able to work from home. Following a discussion, Members agreed that, subject to confirmation of meeting the eligibility criteria for the scheme, the Council may offer the staff member the option of being furloughed until 30 September 2021, or beyond, depending on the Government scheme continuing.

It was noted that the furlough scheme paid up to 80% of the usual staff salary, with the Council able to 'top up' this amount to enable the staff member to receive full pay during the furloughing period. *[Note: to 30 June 2021, employers can claim 80% of wages, capped at £2,500 each month. From 1 July 2021: the Government will pay 70% of wages, capped at £2,187.50 each month. From 1 August to 30 September 2021: the Government will pay 60% of wages, capped at £1,875 each month.]* If the arrangement was acceptable to the staff member, the Clerk would maintain regular contact with them throughout the period of furlough. Committee would be kept updated and review the circumstances at a future meeting as appropriate.

Staff Wellbeing:

Committee commented on the excellent work of all staff since the disruption caused by the pandemic in March 2020. Members discussed ways in which Town Hall staff may be supported on a potential return to work in accordance with the easing of lockdown restrictions at the appropriate time.

It was agreed that a letter of thanks be issued by the Mayor and Town Clerk to acknowledge the way in which the team had adapted, responded, and continued to maintain Council's services throughout the pandemic. Members asked that this also signpost staff to the various resources available to support their mental and physical wellbeing; how the Council will support time off for vaccinations and regular testing; and, welcome feedback from staff on how the Council might

further support their safety, health and wellbeing. Members commented that staff may also wish to speak to persons other than the Town Clerk on personal matters and Cllr D Savage agreed that staff would be welcome to contact her on a confidential basis.

The Clerk agreed that appropriate risk assessments and Covid-secure measures would be put in to place to support working on site, with ongoing arrangements introduced to enable staff to work flexible from home when practicable.

It was agreed that Cllr K Williams should support the Clerk in drafting updates to the Staff Handbook for formal consideration by Committee at the next meeting.

Staffing capacity:

Members discussed the increasing demands on the grounds team in the forthcoming months, plus the need to support the induction of an apprentice when appointed, and the challenge this posed to Council's capacity to maintain its sites to a continued high standard. It was agreed that an appropriately qualified gardener/groundskeeper should be sought to join the team on a full-time, fixed-term, 12-month contract, paid at £11.30 per hour in line with the starting salary scale point for the Grounds Maintenance Assistants.

The Clerk advised that there was currently no budget available to the Committee to commit the expenditure required. However, it was noted that the Clerk had delegated authority, in the event of an emergency to incur expenditure to a maximum of £50,000 in consultation with the Town Mayor (*Minute #8 of 2020/21 refers*).

Committee considered that the need to shore up the grounds team to be urgent and the Clerk and Mayor agreed to use the delegated authority to release funding to support the recruitment of a fixed-term post as soon as practicably possible. All Councillors would be advised of the action to be taken, which would be reported to the next full Council meeting to approve the ongoing cost from the Staffing Earmarked Reserve.

It was RESOLVED that, in accordance with the above:

- i. the recruitment process for a Communications Apprentice and Ground Maintenance Apprentice to commence, with the job descriptions and person specification for the roles updated as discussed;**
- ii. a member of staff be offered the option of being furloughed until 30 September 2021, subject to eligibility and in consultation with the Vice-Chairman, Cllr K Williams;**
- iii. a letter from the Mayor and Town Clerk be issued to all Council staff to thank them for their efforts over the past year and throughout the pandemic, signposting advice and support available to them;**

- iv. **the Town Clerk, in consultation with the Vice-Chairman, Cllr K Williams, be delegated the authority to review the staff handbook policies, bringing these to the next meeting for formal consideration;**
- v. **an appropriately qualified gardener/groundskeeper should be sought to join the team on a fixed-term, 12-month contract, paid at £11.30 per hour; and,**
- vi. **due to the urgency of need, the funding to commence item 531(v) above would be made under the Clerk's delegated authority to incur emergency expenditure; all Councillors to be advised of the action to be taken, which was to be reported to the next full Council meeting to seek approval for the ongoing cost from the Staffing Earmarked Reserve.**

532. CLOSURE

The meeting was closed at 19.44pm. The next meeting was noted as being scheduled for Wednesday 7 April 2021 at 6pm.

A	DC/21/1040/FUL Proposed two storey & single storey rear extension 81 Cobbold Road
Committee considered the proposal and relationship with the neighbouring property 83 to the west and recommended APPROVAL.	
B	DC/21/1034/FUL Proposed detached garage with single storey rear extension 12 High Road East
Committee recommended APPROVAL.	
C	DC/21/1149/FUL Previous Lawful development application deemed the extension needed planning permission. The extension is for a rear extension which joins the existing garage 14 Quintons Lane
Committee recommended APPROVAL.	
D	DC/21/1175/FUL Single storey rear extension 5 Windermere Road.
Committee recommended APPROVAL.	
E	DC/21/0292/FUL Side facing windows and two-storey rear extension 11 Chelsworth Road
Committee recommended APPROVAL.	
F	DC/21/1043/TCA 2no. Holm Oak at drive entrance - crown lift by 1.5m. and reduce back from road by 1.5m. 2no. Limes in side garden - crown lift by 2m. Saville Court Victoria Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	
G	DC/21/1056/TCA T1 Lime to RHS drive entrance - to be pollarded to prevent tangling with overhead wires, to reduce shading for neighbours and for claimed health benefit of tree. 16 Beach Road East
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

H	DC/21/1074/TCA Holm Oak in rear garden - crown reduce by 30%, reshape and balance to allow more light to garden. Villa Bonita 58 Maybush Lane
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

538. PLANNING DECISIONS

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

539. EAST SUFFOLK SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION

Committee requested a copy of the Renewable Energy and Sustainable Construction Supplementary Planning Document (2013) which this document is seeking to replace, which was duly circulated. Committee agreed that once Members had read the documents, any comments could be sent to the Clerk to collate for reporting back to the next meeting.

RESOLVED that Members would provide any comments to the Clerk in advance of the next meeting when this matter would be formally considered.

540. BASELINE EVIDENCE FOR THE EAST SUFFOLK COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE – INITIAL CONSULTATION

Committee considered the consultation document. However, it was felt that the document was too technical in nature for Members to provide an informed response. Clerk was requested to seek guidance from ESC and invite a planning policy officer to give Committee a framework of these policies through a short presentation at the start of the next meeting.

It was commented that within Para 2.20: that figure of 3% appears to be low, having regard to other documentation.

Members also commented on the potential benefit of a wider meeting, hosted by ESC, to discuss the framework of policies and other documents, such as SPDs, that would be relevant to forthcoming local developments and the process by which the Planning Authority would be overseeing significant developments, in particular with regards to the proposed Felixstowe and Saxmundham Garden Neighbourhoods.

RESOLVED that the Clerk invite an ESC Planning Policy Officer to the next meeting to give a brief presentation on the Consultation document; and, to enquire about the possibility for a wider ESC-led meeting on the planning

framework and its relevance to the proposed Felixstowe and Saxmundham Garden Neighbourhoods.

541. CORRESPONDENCE

RESOLVED that the following correspondence be noted:

- i) a briefing session for Councillors on the Orwell Crossing proposals was held on 16 March, with notes circulated to all Town Councillors.
- ii) a briefing session for Councillors on the proposed relocation of a local veterinary practice was held on 19 March, with notes circulated to all Town Councillors.
- iii) response from Persimmon Homes in respect of Committee's comments to DC/21/0670/VOC - S73 variation of conditions application to amend the layout of the Candlet Road approach and junction with the development; and,
- iv) an update from Cllr A Smith following his attendance at the SZC preliminary hearing meeting which took place on 23 March. Committee noted that issues raised by the Town Council relating to Seven Hills roundabout, rail capacity, and the freight management facility at Nacton. would be dealt with at a hearing session under the wider heading of 'Transport Assessment'. It was also noted that the Inspector was expected to conclude their report and recommendations within 6 months following the conclusion of the hearings, the second preliminary hearing was due to take place on 26 April.

542. CLOSURE

The meeting was closed at 10.41am. The date of the next meeting was noted as being Wednesday 7 April 2021, 9.15am.

The Clerk explained to Committee that on some of the new larger developments it was likely that Section 106 funding would be negotiated by the planning authority, instead of CIL. Whilst such funding would be used within the community, this would not come under the remit of the CIL working group.

It was RESOLVED that :

- i) the report on CIL be noted as received; and,**
- ii) a CIL Working Group meeting be arranged for mid/late April to discuss further ideas received.**

549. ACCOUNTING SOFTWARE UPGRADES

Committee considered the report on accounting software and considered upgrading to a new accountancy and cemetery package.

Members noted that the reporting would look slightly different but would include similar output information. Members thanked officers for their hard work in researching the product fully before bringing the report to Committee. Committee agreed it would be prudent to move to a cloud-based package in order to relinquish reliance on a physical server and virtual private network (VPN) link.

It was RESOLVED that :

- i. the new Scribe Accounting Software be purchased with the set-up fee met from Committee's delegated authority from Council to commit expenditure from the IT Earmarked Reserve as part of the Council's digital enhancement; and,**
- ii. the annual licence fee to come from the 2021/22 budget for IT maintenance and software; and,**
- iii. the Scribe Cemetery package be considered when the existing contract with Clearskies ends and costs met as above.**

550. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) POLICY 2020-21

Committee considered the draft Information and Communications Technology (ICT) Policy 2020-21. It was suggested that a link to NALC's Cyber security guidelines and a glossary of terms be included. Members also felt it would be useful to have a bit more information on what Council is doing to ensure security, such as Bitdefender Endpoint Security which is installed to Council's laptops.

It was RESOLVED that Information and Communications Technology (ICT) Policy 2020-21 be recommended to Annual Council meeting for adoption with amendments as discussed.

551. TERMS OF REFERENCE 2021/22

Committee reviewed the Terms of Reference for Council and its Committees for 2021/22.

Members discussed the possibility of including further delegation to Committees and giving authority to spend against specified Earmarked Reserves, up to a predetermined limit, without requiring further approval from Council. It was agreed that this would be welcomed and improve efficiency of Committee business. The Clerk advised that he would consult with SALC over the validity of a general delegation to Committees for expenditure against Earmarked Reserves.

It was RESOLVED that, subject to the inclusion of a further delegation to Committees giving authority to spend against specified Earmarked Reserves, up to a predetermined limit, without requiring further approval from Council, the Terms of Reference for 2021/22 be recommended to the Annual Council meeting for adoption as presented.

552. STANDING ORDERS 2021/22

Committee considered Standing Orders for 2021/22, and agreed the amendment to 3(g) to permit up to 3 minutes speaking by members of the public during the public session. Current rules permit up to 1 minute, however, 3 minutes is commonly given in practice. This amendment would reconcile this variation between policy and practice.

It was RESOLVED that Standing Orders for 2021/22 be recommended to Annual Council meeting for adoption as presented.

553. FINANCIAL REGULATIONS 2021/22

Committee reviewed its Financial Regulations for 2021/22. In accordance with Regulation 6.8, Committee reviewed the continued use of BACS.

It was RESOLVED that

- i. the Financial Regulations for 2021/22 be recommended to the Annual Council meeting for adoption as presented; and,**
- ii. the continued use of BACS also be recommended to Council.**

554. RISK MANAGEMENT POLICY & FINANCIAL RISK REGISTER

Committee considered Council's Risk Management Policy and Financial Risk Register for 2021/22 and noted that the Clerk will bring a report on the effectiveness of internal audit to Committee in May for a recommendation to Council in June.

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

555. COMPLAINTS PROCEDURE 2021/22

Committee reviewed the Council's Complaints Procedure for 2021/22.

It was RESOLVED that Council's Complaints Procedure be recommended to Annual Council for re-adoption in 2020/21 with no changes.

556. PUBLICATION SCHEME 2021/22

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.

557. CLOSURE

The meeting was closed at 8.39 pm. The next meeting was noted as being scheduled for Wednesday 26 May 2021 at 7.30pm.

562. BASELINE EVIDENCE FOR THE EAST SUFFOLK COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE – INITIAL CONSULTATION

The Chairman invited Mr Adam Nicholls, Principal Planning ESC, to address the Committee. Mr Nicholls gave a presentation on the CIL charging schedule, which was previously published in 2015 and in the process of being updated to reflect changes to building practices and legislation.

Mr Nicholls outlined the consultation stages prior to the final CIL schedule being submitted to the Examiner and the adopted in April 2022.

Committee thanked Mr Nicholls for his presentation.

Committee noted the invitation to send one representative to an ESC briefing on CIL on 13th April. The Planning Admin Asst. agreed to attend this, and the Clerk would enquire as to whether two further representatives, being Cllr S Bennett and Cllr A Smith, would be permitted to attend. It was suggested that, if ESC were to record the meeting, any Member could watch the presentation at their own convenience. The Clerk agreed to make enquiries.

It was RESOLVED that:

- i. ESC be thanked for the opportunity to respond but, given its technical nature, no response would be made to this initial consultation; and,**
- ii. the Planning Administration Assistant would attend the ESC CIL briefing on 13th April, with Cllr S Bennett and Cllr A Smith also attending on behalf of the Committee if permitted.**

563. PLANNING APPLICATIONS

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

A	DC/21/1440/PN3 Prior Notification - Change of use to single residential unit. Building is site in an infill character between donor dwelling and neighbour boundary. All proposed rooms are capable of achieving natural light through windows. 5-7 Crescent Road
Committee recommended APPROVAL. However, Committee noted that the plans are not clear with regard to which portion of the premises at 5-7 Crescent Road are affected.	

B	DC/21/1383/FUL New dormer windows, front balcony, tree removal and fabric alterations 15 Montague Road
Committee recommended APPROVAL and welcome this sympathetic refurbishment of this building in the Conservation Area which will be to the benefit of the street scene.	
C	DC/21/1289/FUL Rear Extension: single storey: amended application. Cladding of east elevations Old Felixstowe House Marsh Lane
Committee recommended APPROVAL. We considered the location of the property and its relationship to the AONB and are satisfied that the proposal would not cause any harm.	
D	DC/21/1179/FUL Erection of a single storey side/ rear extension and canopy (following demolition of conservatory) 23 Quilter Road
Committee recommended APPROVAL. Committee welcomed this sympathetic improvement within the Conservation Area.	
E	DC/21/1195/FUL Proposed first floor side extension 117 Cliff Road
Committee recommended APPROVAL.	
F	DC/21/1119/FUL Retrospective Application - Erection of a single-storey garden house, to the rear of the property and at the bottom right hand corner of the garden. Roof trusses were made too big by the supplier, the builders went ahead without checking which has meant that the full building height is three meters instead of 2.5 24 Exeter Road
Committee recommended APPROVAL having given regard to a verbal representation from the neighbour regarding potential overlooking.	

564. PLANNING DECISIONS

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

At this point, being 11.20am, Cllr S Bennett and Cllr D Savage, left the meeting.

565. EAST SUFFOLK SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT – INITIAL CONSULTATION

Committee considered the consultation document, noting that SPDs were not able to contravene existing policy but, as information and guidance, would be used in material planning considerations once made.

Committee made the following comments to some of the questions posed:

1. Do you consider that the proposed content is appropriate?
Yes.

4. Are there any specific elements of the Local Plan policies that you consider require further guidance in the document?
We would seek more precise guidance on policies 9.2 (Sustainable Construction), 9.7 (Holistic Water Management) and a higher quality of evidence required for drainage issues.

5. Are there any elements of national policy on sustainable construction that you consider require additional guidance in the document?
Currently we have the NPPF in one context, and Building Regulations in another, which have relevance to sustainable construction. However, there is also evolving public policy and we would like this document to provide guidance on how those three areas can usefully be combined when considering planning applications.

6. What specific sustainable design and construction measures do you consider could be incorporated in developments of 10 or more new dwellings?
Sustainable construction should be a site-wide, not individual dwelling, basis. On that basis we are not clear on the intention on para 3.

11. Are you aware of any examples of good sustainable design and construction in East Anglia that could be used as a case study within the Sustainable Construction SPD?
 - i. *Flagship scheme at Runnacles Way Felixstowe, for site-wide shared ground source heat pumps which showed an enlightened view of how to deal with climate change.*
 - ii. *Goldsmiths street, Norwich.*
 - iii. *ESC Deben school proposal.*

RESOLVED that the Clerk respond to the consultation on the basis above before the 26th April deadline.

566. PROPOSED REMOVAL OF BT PAYPHONE

Committee considered the proposed removal of a BT Payphone, noting that that location was at Beach Station Road, incorrectly in the letter as opp. Sea Road.

The Clerk clarified that there had been 6 calls made in the past year. Committee agreed that they had no objection to its removal and no interest in adopting the kiosk.

It was RESOLVED for the Clerk to inform BT that the Committee had no objection to the removal of the payphone and no interest in adopting the kiosk.

567. CORRESPONDENCE

The Clerk reported on the following items and it was RESOLVED that the following correspondence be noted:

- i) Road names were required for the Persimmon Homes development at Candlet Road. It was suggested that Cowpasture Drive be recommended for the main access road (Road 1) with a theme of woodland flora to be used for the subsidiary roads.
- ii) ESC had offered to hold a briefing meeting with the Town Council, and potentially the Trimley parish councils to discuss significant allocations for development in the Local Plan, such as the North Felixstowe Garden Neighbourhood. The Clerk was asked to suggest the morning of 28 April as a preferred date.
- iii) A survey on planning which was being conducted by Therberton and Eastbridge Parish Council was noted. Committee declined to provide specific answers to the survey but asked the Clerk to thank them for the invitation to take part.

568. CLOSURE

The meeting was closed at 12.43 am. The date of the next meeting was noted as being Wednesday 21 April 2021, 9.15am.

575. STAFF RECRUITMENT

Committee considered the update report on recruitment to three new vacancies at the Town Council.

It was noted that the vacancies were live on the Town Council's website and had been advertised on the national apprenticeships website, via Suffolk College, in the Flyer and via social media. The Clerk reported that a high proportion of interest was being received through paid advertising with Facebook. Requests for applications for each of the posts were being received and the closing date for completed applications was 8am on Monday 19th April.

The Clerk invited Members to participate in the shortlisting process. Cllr Savage and Cllr Williams offered to participate in the interview process, subject to availability. Interviews would be conducted in a covid-secure manner.

It was RESOLVED that the staff recruitment update report be noted, and the Clerk to liaise with Cllrs Savage and Williams on the interview arrangements, once shortlisting had taken place.

576. STAFFING MATTERS

Committee considered a report on staffing matters. It was noted that the shielding staff member had taken up the option of being furloughed until 30 September 2021.

RESOLVED that the report on staffing matters be noted.

577. STAFF HANDBOOK AND POLICIES

Committee considered a report on the Staff Handbook and associated staffing policies.

Members discussed the need to ensure policies supported new and future working practices resulting from the impact of coronavirus.

It was RESOLVED that the Clerk, in consultation with Cllr K Williams, review the Staff Handbook and association staffing policies, having regard to relevant legislation and updated working practices as a result of the coronavirus, and bring proposals to the next Committee meeting for formal consideration and approval.

578. CLOSURE

The meeting was closed at 7.10pm. The next meeting was noted as being scheduled for Wednesday 6 October 2021 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held
ONLINE on Wednesday 22 April 2021 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
 Cllr A Smith (Vice-Chairman) Cllr D Savage
 Cllr S Bennett Cllr K Williams (*from 584e*)
 Cllr M Morris

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

IN ATTENDANCE: Cllr M Deacon
 Ms E Tester, MPC Agency

506. PUBLIC QUESTION TIME

None

507. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant** and **Cllr S Wiles** owing to other business.

Apologies for absence were received from **Cllr K Williams** for joining late due to other business earlier in the morning.

508. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

509. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 April 2021 be confirmed as a true record.

510. CORRESPONDENCE

The Clerk reported the following items of correspondence:

- i) ESC advised that it will be replacing the general waste bins on the prom and will also be installing two new recycling. ESC was seeking feedback on suitable sites for these. Members suggested sites close to the Pier and

- towards Mannings. Members commented on the need to improve awareness over recycling to avoid contamination.
- ii) DC/21/0171/FUL – 19 Manning Road, which Committee had previously recommended approval, had been put to the Referral Panel owing to objections by SCC Highways. The Referral Panel had delegated determination to the Planning Officer.
 - iii) Members noted that ESC would be hosting a briefing for Felixstowe and Trimley councillors at 10am on 28 April to provide an update on progress with significant allocations in the Local Plan such as the North Felixstowe Garden Neighbourhood scheme.
 - iv) Notification of an appeal made to the Secretary of State against ESC’s decision to refuse DC/20/4633/FUL – 102 Garrison Lane, change of use to an HMO.
 - v) A request for feedback from ESC Licensing on following a business request to make cakes to sell on the Prom. Members raised no objections.
 - vi) A request for feedback from ESC Licensing following a request for a pavement licence for the Crescent Café, asking for 12 chairs and 3 tables to be allowed to be placed on the pavement near their entrance from 8.30am to 3.30pm. Members raised no objections.
 - vii) Notice of temporary traffic lights to be reinstated at Garrison Lane due to ongoing works and further set of temporary lights due outside the former Deben High School site to enable works from 7 – 25 May.
 - viii) Information circulated from Generator Group on a consultation on the land North of Conway Close and Swallow Close for outline permission for 150 new homes, including public open space. Comments, which had initially been requested by 26 April, were being welcomed by an extended deadline of 10 May 2021. Committee requested that the developer be invited to a brief Members on their plans.

RESOLVED that the correspondence be noted as received.

579. PLANNING DECISIONS

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

580. PLANNING APPLICATIONS

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

A	DC/21/1640/FUL Two storey side extension and single storey rear extension 21 Fleetwood Avenue
Committee recommended APPROVAL.	

B	DC/21/1549/FUL Conversion of ground floor commercial unit to provide new homes, including minor ground floor infill 7 Sea Road
Committee recommended REFUSAL. Tourism activity in Felixstowe has expanded year on year for over a decade and is likely to grow further. Recent investment and enhancement of this area has demonstrated that there is a wide market for commercial and resort uses. We believe that this proposal is in contravention of SCLP 12.14 and request that the applicant work with Felixstowe Forward, East Suffolk Council's Economic Development team and the Felixstowe BID to develop a broad marketing strategy prior to any conclusions being drawn over potential unviability.	
C	DC/21/1663/FUL To demolish out-building and workshop/shed. Erect single storey extension to rear of property 14 Berners Road
Committee recommended APPROVAL.	
D	DC/21/1146/FUL Installation of 10 Aluminium Anodised K-Fold windows Fish Dish 69-71 Undercliff Road West
Committee recommended APPROVAL.	

At this point in proceedings 10.25am, Cllr K William joined the meeting.

E	DC/21/1322/ARM Approval of Reserved Matters (layout, scale, appearance and landscaping) in relation to the construction of 368 dwellings, public open space, play area, sustainable drainage features and associated infrastructure following the approval of Hybrid Planning Permission DC/16/2778/OUT. The development is not EIA development. The Hybrid Planning Permission was the subject of an EIA Screening Opinion (EIA). Land North Of Walton High Street
Committee recommended REFUSAL.	
The proposals do not appear to have taken into account the updated planning policies in the Suffolk Coastal Local Plan.	
Committee had concerns about the insufficient level of detail on the delivery of the spine road and roundabouts which – particularly with respect to the roundabout to Candlet Road - should be required to be completed on commencement, prior to construction of any housing. It is essential that construction traffic should be via Candlet Road and not via Walton High Street. We would wish also expect to see a phasing drawing.	

Committee was disappointed at the clustering of affordable homes, predominately to the edges of the site, which should instead be fully integrated and tenure-blind throughout the development. We therefore support the comments of ESC housing in this regard.

Committee felt that elements of design need to be revisited, for example mock Tudor housing fronting Walton High Street, which is not in keeping with the local vernacular.

Committee were concerned about the location of the play area park beside the spine road, particularly in relation to air pollution from traffic and the linear park being the only open space being provided.

SCLP5.8 determines that at least 50% of the dwellings will need to meet the requirements for accessible and adaptable dwellings under Part M4(2) of the Building Regulations, we therefore query why the applicant is only delivering 45%.

The application appears to indicate dedicated cycling routes, but there is insufficient detail provided and we could not identify any formal documentation confirming the arrangements for this. The parking and cycling strategy refers only to locations for bike storage, rather than any cycling strategy. We therefore seek clarification as to whether such a strategy exists. Cycling routes should not be designed in isolation and should sensibly link to onward bike journeys beyond the site. We note that there appear to be steps to the north-west of the roundabout on Candlet Road and request that this instead be a graded slope.

We believe that there should be a mix of bungalow sizes, rather than all being 3 bedroom.

We welcome the introduction of some innovative sustainable energy solutions, delivering estimated emissions at 31% lower than building regulations requirements, but would wish to see greater use throughout the site and a more formal evaluation of alternative forms of sustainable energy provision, such as GSHPs.

Separate to the matters raised above in respect of this site, we would remind the planning authority that on a significant part of the drainage amelioration proposed for the development north of Candlet Road development was proposed to include a 1m drainage pipe to allow for overflow to the north west part of this site. This should be taken in to consideration when assessing drainage plans for this site.

581. CLOSURE

The meeting was closed at 12.26 am. The date of the next meeting was noted as being Wednesday 5 May April 2021, 9.15am.

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held ONLINE on
Wednesday 28 April 2021 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman) Cllr G Newman
Cllr N Barber (Vice Chairman) Cllr M Richardson
Cllr D Aitchison Cllr D Savage
Cllr M Morris Cllr A Smith

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mr S Congi (Finance Administration Assistant)

IN ATTENDANCE: Mr N Farthing (Felixstowe Allotment Association)

582. PUBLIC QUESTIONS

There were none. It was noted that Mr Farthing was attending on behalf of the Felixstowe Allotment Association. Committee agreed to bring agenda item 10 (Allotments Update report) forward in the order of business.

583. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr K Williams**.

584. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Local Non-Pecuniary (as a Member of Suffolk County Council)

585. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Assets & Services Committee Meeting held on 24 February 2021 be signed by the Chairman as a true record.**

586. ALLOTMENTS UPDATE REPORT

The Chairman invited Mr N Farthing, who was in attendance on behalf of the Felixstowe Allotments Association, to join the meeting for this item and participate in the discussion on allotments.

Committee received a report on the allotments and noted that there was now a waiting list at both Cowpasture and Ferry Road Allotments.

The Deputy Town Clerk gave an update on the requirements for the Felixstowe Allotment Association's headquarters and the request to utilise some of plot 40 next to their existing plot 39, and eventually use the full plot 40. Mr Farthing gave an update on the FAA writing up a grant bid for this new building, which was

expected to be within building regs size and requirement to be sited over the two plots.

Members spoke about the new Persimmon development and the opportunities that may bring to bring utilities towards the border of the site. Mr Farthing mentioned that there were concerns over footpaths creeping into the allotment area from the building site and this should be monitored.

The Deputy Town Clerk detailed the request by the FAA for a trial hire of a portaloos for the Cowpasture site for a temporary period of six months (May – October). Split between the FAA and the Council the total cost was estimated to be around £285 each + VAT. A review of the provision could be taken at the end of the season. Members agreed to the trial and would welcome feedback at the end of the season to consider further. Committee advised that agreement to paying a contribution of £285 this year would not indicate a continued contribution year on year.

Mr Farthing updated Committee on the planning agreement for the Generator Group to provide a 1.8m close board fence on the north side of the allotments at Ferry Road adjacent to the Laureate Fields development. It was agreed that this would be monitored.

Members thanked the Allotment Association for all their work in helping to maintain the Allotment sites.

It was RESOLVED that :

- i. the Allotments update be noted;**
- ii. the Felixstowe Allotment Association be given half of plot 40 to provide space for their new headquarter building and in time the remainder of plot 40 when it is relinquished; and,**
- iii. £285 be paid as a shared contribution towards half of the cost of providing a portaloos for a trial period of 6 months; and**
- iv. A report be brought back to Committee on the portaloos trial in due course.**

At this point in the meeting, Mr Farthing left.

587. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 31 March 2021.

It was RESOLVED that the Budget Report to 31 March 2021 be received and noted, with no other action required at this time.

588. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated committee on the impact of the Coronavirus on Town Hall income for all bookings including weddings, with the total loss of Town Hall income for the year 2020/21 to be approximately £13,000.

Committee noted that the free year given by Suffolk County Council Registration Service for the wedding licence would be apportioned to the budget this year 2021/22, where it will show zero cost for the Wedding licence fee.

Members considered the quote issued by Council's contracted alarm engineer and recommend to Council that the £1,090 for the Automatic Fire Detection Unit and zone chart is taken from the Town Hall Earmarked Reserve. The work to replace 3 batteries and a new LED exit box should go ahead and be taken from the Repairs and Maintenance budget.

Members considered 7 window quotes, 3 for the refurbishment of the existing windows and 4 for replacement windows. Members considered the Energy Ratings and Thermal Transmittance (known as U-value) for the windows and agreed that replacement windows would be the better option. As well as the environmental impact members considered the look of the windows and noted examples given of how UPVC had improved in past years to look very similar to the existing sash windows. A white wood grain effect was considered but due to the position on the seafront, a smooth finish was deemed more suitable. Members agreed the best quote which provided the best U-value and value for money was with Company G.

To ensure due diligence, three Members, who were also to be Members of the Climate Emergency Working Group would visit the showroom to see an example of the windows and, if possible, a previous customer's installation. Subject to there being no material issues when reviewing the examples, the final decision of using Company G will be brought to Council in June.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. Council be recommended to authorise expenditure of £1090+VAT from the Town Hall Earmarked Reserve for a new Automatic Fire Detection Unit and Zone chart; and,**
- iii. Company G be the recommended company to replace 16 windows at the Town Hall (all windows on the front elevation and the large window in the Council Chamber). Cllr M Morris, Cllr M Richardson and Cllr A Smith to visit the showroom of Company G, and if satisfied by inspecting the product, committee's recommendation be brought to Council in June.**

589. WALTON COMMUNITY HALL UPDATE

Committee received the report on Walton Community Hall and noted the impact of the Coronavirus on hall hire for the year 2020/21 was £7,100 below budget and £11,975 less than the previous year.

The Deputy Town Clerk reported that a questionnaire had been sent out the previous week to all regular hirers, and replies are giving an idea of when each group is wishing to return to the hall. This has meant that it is now realised that a couple of hirers have decided not to continue. Once restrictions are lifted, an advert will be placed in the magazine to seek some new regular hirers as well as one off hires. Guidance is being given to all returning hirers on completing a risk assessment. Special Conditions of Hire, to help groups understand how the building is operating in a Covid secure way were also being given to all hirers.

It was confirmed that the two motion/darkness detected LED lights had now been fitted, and Orwell Housing had been invoiced for half the cost of both the lights and the fibre-grid that had been fitted over the gully running along the path leading away from the rear fire exit.

It was RESOLVED that the Walton Community Hall update report be noted.

590. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report and noted the financial loss to the Council was the full annual licence of £2,173. FOPWA had indicated that they were hoping to return on June 21st, subject to Government guidance.

Members were pleased to note that recent issues with litter and unwanted items left at the rear of Broadway House had been resolved by Orwell Housing. The Deputy Town Clerk also reported that a date had now been agreed for Orwell Housing to replace the damaged ceiling tiles due to a leak in the flats above.

Members agreed that the outer doors at Broadway House could do with a varnish. The Deputy Town Clerk agreed to consult with Orwell Housing to see if this can be done before the re-opening of Broadway House.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. Orwell Housing are contacted regarding varnishing the outer doors to the front of the building.**

591. CEMETERY UPDATE REPORT

Committee noted the Cemetery update report and that the pandemic had not had an adverse impact on cemetery income, which had a slight positive outturn on budget for the year 2020/21.

Committee considered the option to replace all the brass leaves on the memorial tree with marine grade stainless steel leaves by not just replacing the 6 purchased or putting in place the minimum order of 15 leaves as agreed at the last meeting (*Minute #490 iii 2020/21 refers*) but by getting the whole sheet purchased cut to provide 100 leaves. This will cost an additional £1,800 maximum and a recommendation should be made to Council to take this from the Cemetery Earmarked Reserve.

Members were concerned to note suspected drug dealing around the Cemetery area and requested that any future sightings of evidence be reported to the Local Engagement Officer at Suffolk Constabulary. A Member reported that drug dealing and County Lines had been discussed at a recent Safer Neighbourhood Team meeting.

The Deputy Town Clerk reported that the member of the public who had suggested re-wilding along Langley Avenue had contacted her the day before, to thank Council for implementing the re-wilding as they had passed by while the signs saying 'Pardon the weeds we are feeding the bees' were just being erected. Members look forward to seeing how the area develops. Members were pleased to note that parking on this area would be monitored.

Committee were also pleased to note that alternatives to chemical pesticides and herbicides were being investigated, and an update on this work will be brought to the Climate Emergency Working Group in due course.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. Council be recommended to authorise expenditure of up to £1,800+VAT from the Cemetery Earmarked Reserve for the creation of 100 Stainless Steel leaves from Marine grade Stainless Steel sheet already purchased; and,**
- iii. An update on alternatives to chemical pesticides and herbicides being trialled be brought to Council's Climate Emergency Working Group.**

592. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received an update on a recent visit by East Suffolk Norse to the War Memorial to discuss options for widening the grass area around the war memorial and putting down a safer stone paving surface in keeping with the War Memorial as recommended by the ESC Conservation Officer. Norse are currently sourcing the correct colour with reference to the type of stone so it will be attractive and in keeping with the War Memorial. Drainage will not be an issue as it will have a low hedge line around the memorial. Norse will also give an estimate to the cost of topping the unsightly brick work on the side of the memorial path. The flower bed will remain but be reduced in size and the existing grass area enlarged and replaced with high quality stone paving.

Members were disappointed to hear about the damage to the Flood Memorial on Langer Road and the Deputy Town Clerk confirmed that this had now been repaired. It was noted that in two years' time it would be the 70th Anniversary of the floods and Members requested that investigation be made into refurbishing the plaques in time for this significant milestone.

It was RESOLVED that:

- i. An update on the War Memorial paving area be brought to committee once details are confirmed; and,**
- ii. Investigations into refurbishing the roll call plaque and the plaque detailing information about the Flood Memorial be made.**

593. CLOSURE

The meeting was closed at 9.00 pm. The next meeting was noted as being scheduled for Wednesday 23 June 2021 at 7.30pm.

AGENDA ITEM 8: DELEGATION ARRANGEMENTS

Council is requested to review and approve the authority delegated to the Town Clerk for 2021-22. Arrangements approved for 2020-21 are as shown below:

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 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 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 2021/22.

AGENDA ITEM 9: COUNCIL GOVERNANCE 2021/22

Council is requested to review the following documents and adopt them for the Municipal Year 2021-22. The documents should appropriately underpin the general good governance of the Council in all circumstances, including the present situation in respect of Covid-19.

a) Terms of Reference

Council's Terms of Reference are presented for re-adoption at **Appendix A**.

In accordance with the recommendation of the Finance & Governance Committee, Council is requested to consider giving authority to Committees to spend against specified Earmarked Reserves, up to a predetermined limit, without requiring further approval from Council (*#Minute 551 of 2020/21 refers*).

b) Standing Orders

Standing Orders are presented to Council for adoption without material change for 2021-22 at **Appendix B**.

The application of Standing Orders remains relevant and appropriate in respect of the present arrangement of conducting meetings online. Specific guidance for Councillors and members of the public on remote meetings is available on the Council's website here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Council's Finance and Government Committee considered Standing Orders for 2021/22 (*Minute #552 2020/21 refers*) and agreed the amendment to 3(g) to permit up to 3 minutes speaking by members of the public during the public session. Current rules permit up to 1 minute, however, 3 minutes is commonly given in practice. This amendment would reconcile this variation between policy and practice.

c) Financial Regulations

Draft Financial Regulations are presented to Council for adoption at **Appendix C**.

In line with item 6.8 the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

Council's Finance and Government Committee recommend the continued use of BACS (*Minute # 553 ii 2020/21 refers*).

d) Risk Management Policy & Risk Register

Council is required to review its Risk Management Policy and Financial Risk Register on an annual basis. The Risk Management Policy and Financial Risk

Register is at **Appendix D** for review, updated to show the insurance cover which took effect from 1 April 2021.

Councils are also required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. Council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken. The Clerk will bring a report on the effectiveness of internal audit to Council in June.

e) Complaints Procedure

Council reviews its Complaints Procedure annually. The procedure provided at **Appendix E** adopted by Council is presented for review and adoption without amendment for 2021/22.

f) Publication Scheme 2021/22

Under the Freedom of Information Act 2000, it is the duty of every public authority to adopt and maintain a Publication Scheme. Local authorities must produce and publish the method by which specific information will be available so that it can be easily identified by members of the public.

The Information Commissioner's Office (ICO) provides a model publication scheme (version 1.2, 2015 is the current version), which the Council re-adopted in 2019 alongside an updated schedule of information available from Felixstowe Town Council within the scheme. The model scheme and a schedule of information available is provided at **Appendix F**. No changes are currently proposed.

g) Information and Communications Technology (ICT) Policy 2021/22

Since upgrading its IT provision, with staff able to work from home using Council-owned laptops, and IT equipment being made available to Members, Council's Finance and Governance Committee considered an Information and Communications Technology (ICT) Policy for recommendation to Council.

The policy is presented at **Appendix G** and includes feedback from Committee (*Minute # 550 2020/21 refers*).

h) Community Engagement Strategy 2021/22

Council's Community Engagement Strategy Scheme is presented at **Appendix H** for re-adoption with no material changes proposed at this time. This would normally go to Council's Civic and Community Committee prior to Annual Council, however, due to cancellation of this meeting it is being brought direct to Annual Council for approval.

Council is therefore requested to review and adopt its:

i. Terms of Reference for 2021/22 as presented at Appendix A;

- ii. Standing Orders for 2021/22 as presented at Appendix B;**
 - iii. Financial Regulations for 2021/22 as presented at Appendix C and confirm the continued use of BACS payments;**
 - iv. Risk Management Policy & Risk Register for 2021/22 as presented at Appendix D;**
 - v. Complaints Procedure for 2021/22 as presented at Appendix E;**
 - vi. Freedom of Information Publication Scheme for 2021/22 as presented at Appendix F;**
 - vii. Information and Communications Technology (ICT) Policy 2021/22 as presented at Appendix G; and,**
 - viii. Community Engagement Strategy for 2021/22 as presented at Appendix H.**
-

AGENDA ITEM 10: 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 2021/22. 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 Mick Richardson (Chairman)
2. Cllr Tracey Green (Vice-Chairman)
3. Cllr Seamus Bennett
4. Cllr Sharon Harkin (*ex-officio as Chairman of Assets & Services Committee*)
5. Cllr Stuart Bird
6. Cllr Mike Deacon
7. Cllr Andy Smith
8. Cllr Steve Wiles (*ex-officio as Chairman of Civic & Community Committee*)
9. Cllr Kimberley Williams

CIVIC & COMMUNITY COMMITTEE (9)

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

PLANNING & ENVIRONMENT COMMITTEE (9)

1. Cllr Stuart Bird (Chairman)
2. Cllr Andy Smith (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 2021/22*)
2. Cllr Kimberley Williams (Vice Chairman)
3. Deputy Mayor (*ex-officio as Deputy Mayor for 2021/22*)
4. Cllr Nick Barber (*ex-officio as Mayor of Felixstowe for 2019/20*)
5. Cllr Doreen Savage

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

1. Cllr Andy Smith (Chairman)
2. Cllr Steve Gallant (Vice-Chairman)
3. Cllr Mike Deacon
4. Cllr Tracey Green
5. Cllr Mick Richardson

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 Mick Richardson (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 Sharon Harkin
3. Town Clerk

TOWN MAGAZINE WORKING GROUP

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

CLIMATE EMERGENCY WORKING GROUP

1. Cllr Mick Richardson (Chairman)
2. Cllr Darren Aitchison
3. Cllr Nick Barber
4. Cllr Seamus Bennett
5. Cllr Margaret Morris
6. Cllr Doreen Savage
7. Cllr Andy Smith
8. Town Clerk
9. Deputy Town Clerk

Council is therefore requested to consider and decide its Committee appointments for 2021/22.

AGENDA ITEM 11: 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 Steve Wiles + Mayor is Honorary President (<i>ex-officio</i>)
Felixstowe Travel Watch	1. Cllr Andy Smith (Substitute Cllr Margaret Morris)
Haven Ports Welfare	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 Mark Jepson 2. Cllr Mick Richardson 3. Cllr Doreen Savage 4. 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>)
Felixstowe Peninsula Community Partnership	1. Cllr Sharon Harkin 2. Cllr Andy Smith 3. Town Clerk

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>)
Mayor of Felixstowe Charity Fund (1184138)	1. (<i>Mayor of Felixstowe</i>) 2. (<i>Deputy Mayor</i>) 3. (<i>Immediate Past Mayor</i>) Authorised signatories to be any of the above plus (<i>the Town Clerk</i>).
Felixstowe Relief Charity (1182192) Note: this is a successor charity to the following charities: <i>Alexandrine De La Roche Relief In Need Charity (261597)</i> <i>Felixstowe General Charity (270980)</i> <i>Felixstowe War Memorial Cottages (240325)</i> <i>King George Vi Coronation Memorial Homes For Old People (211502)</i> <i>Widow's Charity Otherwise Known As The Poor's Estate (211504)</i>	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. Trustees must ordinarily sit for a minimum of a three-year term and can remain a trustee for a maximum of four consecutive terms. No additional Trustees have been requested at this time. Current trustees are: <ol style="list-style-type: none"> 1. Mr Jon Garfield 2. Mrs Joan Sennington 3. Mr Norman Berry 4. Cllr Margaret Morris 5. Cllr Darren Aitchison 6. Cllr Mark Jepson

Council is requested to consider and decide its Representatives to Outside Bodies and Partnerships for 2021/22.

AGENDA ITEM 12: AUTHORISED SIGNATORIES

BANK SIGNATORIES 2021/22

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

QUARTERLY BANK RECONCILIATION SIGNATORY

- Cllr Doreen Savage

OPEN CREDIT AGREEMENT

Town Clerk, Deputy Clerk and Business Services 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 2021/22

AGENDA ITEM 13: REVIEW OF SUBSCRIPTIONS

The Town Council has included within its budget for 2021/22, provision to pay subscription costs to the following organisations:

Organisation	2021/22 fee	Notes
Suffolk Association of Local Councils (SALC)	£ 2,618.12	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.
Institute of Cemetery & Cremations Management (ICCM)	£95	Provides procedural and legal advice to the Town Council. Subscription is recommended as part of review of Council's risks.

And on behalf of its staff Council pays subscription fees to:

Organisation	2021/22 fee	Notes
Society of Local Council Clerks (SLCC)	£453	Professional membership of the Town Clerk
Society of Local Council Clerks (SLCC)	£289	Professional membership of the Deputy Town Clerk

Council is requested to review and confirm its subscriptions for 2021/22

AGENDA ITEM 14: CORONAVIRUS OPERATIONAL UPDATE

Council is requested to note the following update on its operations and the potential resumption of certain services in accordance with the Government's roadmap out of lockdown:

Felixstowe Town Hall

- Town Hall staff (includes the Felixstowe Forward team and Registrars) continue to working from home as advised, though will attend the Town Hall for any work that cannot be done from home.
- In accordance with Government guidelines for wedding ceremonies, the Town Hall is now able to hold weddings up to a maximum of 15 people, including the couple themselves. We continue to liaise with the Registrars in respect of arrangements for upcoming weddings.
- The Town Hall continues to be closed to the public. However, room hire available for activities that are permitted in accordance with 'stage two' Government guidelines.

Cemetery and Allotments

Felixstowe Cemetery remains open, however staff on site are maintaining social distancing rules.

Allotment tenants continue to be able to access their allotments and are advised to follow Government advice.

Walton Community Hall

- We are liaising with regular hirers since 12 April 'stage two' guidelines have permitted libraries and community centres to reopen.
- Alongside permitted activities, Walton Community Hall is also available to hire for children's indoor play activities, with up to 15 parents or guardians allowed to join.

Broadway House remains closed. Felixstowe Old People's Welfare Association (FOPWA) anticipate reopening the facility from 21 June, subject to Government guidance.

We have updated the coronavirus page on the FTC homepage here:

<https://www.felixstowe.gov.uk/covid-19-coronavirus-update/>

These arrangements will remain in place until changed by the Government's 'roadmap' out of lockdown, as-and-when these new rules take effect. These changes, and the proposed dates, are summarised as follows (with an *italicised* note where relevant to FTC operations):

No earlier than 17 May 'Stage Three'

- People can meet in groups of up to 30 outdoors
- Six people or two households can meet indoors

- Pubs, restaurants and other hospitality venues can seat customers indoors
- Up to 30 people can meet to celebrate weddings or other life events, like christenings (*Relevant to Town Hall bookings*)
- Remaining outdoor entertainment, such as outdoor theatres and cinemas can open
- Indoor entertainment such as museums, theatres, cinemas and children's play areas can open
- Performances and large events will be subject to limits though. For indoor events they can be at half capacity or 1,000 people, and outdoors they can be at half capacity or 4,000 people - whichever is lower. For large venues (at least 40,000 capacity) up to 10,000 will be allowed to attend
- Hotels, hostels and B&Bs can reopen
- International leisure travel will resume no earlier than 17 May
- Adult indoor group sports and exercise classes can start up again (*Relevant to Walton Community Hall bookings*)

No earlier than 21 June 'Stage Four'

- All legal limits on social contact will be removed
- No legal limits on the number of people who can attend weddings, funerals and other life events. From April, the Government will run pilots for events such as large weddings, festivals and work conferences. This will help to determine how measures such as enhanced testing might allow large groups to attend without social distancing (*Following these April pilots we can consider public events again*)
- Nightclubs will be allowed to reopen

Subject to the above proceeding as the Government suggests, we are currently anticipating resuming full operations, including the return to full public meetings at the Town Hall once again, from 21st June.

Council is requested note the update on the Council's operations and the resumption of services in accordance with the Government's roadmap out of lockdown.

AGENDA ITEM 15: PERSONNEL COMMITTEE REPORT

Council is requested to note, as per the Minutes of the Personnel Committee meeting of 17th March 2021, a member of staff was offered the option of being furloughed until 30 September 2021, or beyond, depending on the Government scheme continuing.

Committee discussed the increasing demands on the grounds team in the forthcoming months, plus the need to support the induction of an apprentice when appointed, and the challenge this posed to Council's capacity to maintain its sites to a continued high standard. It was agreed that an appropriately qualified gardener/groundskeeper should be sought to join the team on a full-time, fixed-term, 12-month contract, paid at £11.30 per hour in line with the starting salary scale point for the Grounds Maintenance Assistants.

The Clerk advised Committee that there was currently no budget available to the Committee to commit the expenditure required. However, it was noted that the Clerk had delegated authority, in the event of an emergency to incur expenditure to a maximum of £50,000 in consultation with the Town Mayor (Minute #8 of 2020/21 refers).

Committee considered that the need to shore up the grounds team to be urgent and the Clerk and Mayor agreed to use the delegated authority to release funding to support the recruitment of a fixed-term post as soon as practicably possible. All Councillors were advised of the action to be taken and Council is requested to approve this action and the ongoing cost from the Staffing Earmarked Reserve.

Council is therefore requested to:

- i. note the action taken to recruit an appropriately qualified gardener/groundskeeper to join the team on a fixed-term, 12-month contract, paid at £11.30 per hour; which, due to the urgency of need, the funding to commence recruitment was made under the Clerk's delegated authority to incur emergency expenditure; and,**
- ii. approve this action and the ongoing cost from the Staffing Earmarked Reserve.**

AGENDA ITEM 16: RECOMMENDATIONS FROM THE ASSETS & SERVICES COMMITTEE

Fire Alarm Remedial work at the Town Hall

Further to the contracted engineer's recent visit the following works have been recommended to the Fire Alarm:

Automatic fire detection is over 10 years old and should be replaced to manufactures guidelines and BS5839-1. (30 x optical and 3 x heats A1R)
Incorrect zones on zone chart. Supply and CAD new Fire Alarm Zone Diagrams as required by BS5839-1. £1,090+VAT

The Assets & Services Committee has recommended that the cost of the replacement automatic fire detection unit is taken from the Town Hall Earmarked Reserve (*#Minute 588 of 2020/21 refers*).

Memorial tree leaves in the New Memorial Garden at the Cemetery

The Assets & Services Committee has been considering a replacement for the existing brass leaves that were purchased with the tree in 2016 but have tarnished badly. A large sheet of marine grade stainless steel has been purchased which will enable 100 leaves to be cut. A local blacksmith has estimated their labour to cut the leaves at around £15-18 per leaf with a minimum order of 15 leaves to be cut at a time.

Further to decision at a previous Assets & Services meeting, where it was agreed to purchase the sheet and the first 15 leaves to be made (*Minute # 490 iii 2020/21 refers*), Committee is recommending having all 100 leaves cut and placed on the tree, to achieve a significantly improved visual effect.

The cost of the sheet and first batch of leaves can be met via the Cemetery Repairs and Maintenance budget, however to have all 100 leaves cut, Committee is seeking approval from Council to use the Cemetery Earmarked Reserves, at an estimate maximum cost of £1,800 (*#Minute 591 of 2020/21 refers*).

Council is requested to consider approval of spending from the following Earmarked Reserves:

- i. £1,090 from the Town Hall Earmarked Reserves to purchase a replacement automatic fire detection unit and new Zone chart.**
- ii. £1,800 (maximum) from the Cemetery Earmarked Reserves to enable all 100 leaves to be cut from the Stainless Steel sheet for Council's Memorial Tree.**

AGENDA ITEM 17: TEMPORARY ADDITION TO THE SCHEME OF DELEGATION TO THE TOWN CLERK

Schedule 12 to the Local Government Act 1972 makes provision relating to meetings of statutory authorities in England and Wales. It covers matters such as how often meetings must take place, how notice of them is to be given and who can attend.

Until March 2020, local authorities, by long-established custom and practice, conducted their meetings “in person”, i.e. with the participants gathering to meet face-to-face at a designated physical location and the observers coming to the same location.

On 25 March 2020, in response to the Covid-19 pandemic, Parliament passed the Coronavirus Act 2020, s. 78 of which authorised the making of regulations to make provision for (among other things) the way persons may attend, speak at, vote in, or otherwise participate in, local authority meetings. This included provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without necessarily being together in the same place. The provision was limited in application to local authority meetings required to be held, or held, before 7 May 2021.

On 1 April 2020, the Secretary of State for Housing, Communities and Local Government made the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which permitted local authority meetings to be held remotely.

Like many local authorities, Felixstowe Town Council has made extensive use of these powers to enable Members of the Council and the public to participate in its decision making. The Local Government Association, the Centre for Governance and Scrutiny and the National Association of Local wrote to the Secretary of State asking for the powers to be extended to meetings held on or after 7 May 2021. The Secretary of State declined to promote primary legislation for this purpose, due to pressure on the Government’s legislative programme.

A case was brought to the High Court for a ruling on whether the 1972 Act will permit remote meetings in England when the Flexibility Regulations cease to have effect. On 28th April the High Court concluded primary legislation would be required to allow local authority meetings under the 1972 Act to take place remotely.

As remote meetings of the Council are not lawful beyond 7th May, yet meetings in person is still considered a coronavirus risk at this time until Government advice confirms otherwise, Council needs to consider its decision-making arrangements. In particular, with respect to the four meetings scheduled between 7th May and 21st June (two Planning & Environment Committee meetings, one Finance & Governance meeting and one Ordinary Council meeting).

As there is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months, NALC advises that Council should consider whether it does need to meet face to face, and whether meetings can be

delayed to later in the year when the potential COVID-19 risk may be further reduced. NALC also suggests that it may help the council's business continuity to implement a scheme of delegation to allow the Town Clerk to make certain decisions for the Council until such time as face-to-face meetings can safely resume. In adopting a scheme of delegation, the Council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

It must be noted that statutory and legal functions may only be delegated to a committee; sub-committee; an officer or another local authority. Therefore, delegated authority cannot be given to a Member or Members.

To ensure that such decision-making therefore remains inclusive of elected Members, the Town Clerk may be advised to seek the views of Members of the Committees/Council. Whilst the Town Clerk cannot constrain their discretion entirely, that does not mean that they cannot give almost overwhelming weight to the views of Members responding remotely to a report.

It should also be noted that some statutory duties of Council, such as the signing of the Annual Governance and Audit Statements (AGAR) cannot be delegated to the Town Clerk and will need to be undertaken at the June meeting. To enable such business to take place, a quorate 'in-person' meeting of the Council should be facilitated at the Town Hall, in a Covid-secure way, and broadcast online to enable other Members of the Council and public to observe and participate.

Council is therefore requested to consider the following potential temporary addition to the Scheme of Delegation to the Town Clerk:

In view of the risks posed by holding face-to-face meetings at this time, the authority to determine all Council business is delegated to the Clerk, subject to:

- i. a virtual consultation meeting being held with Members of the Committee to which such business would normally be referred; and,**
- ii. such virtual consultation meeting being held online and open to the public and other councillors to attend and participate; and,**
- iii. delegated decisions to be made by the Town Clerk as soon as reasonably practicable after the virtual consultation meeting has taken place; and,**
- iv. any decision-making made under this delegation to be notified to all Councillors, published on the Council's website and reported to the next Council meeting; save that,**
- v. any decisions or statutory business that cannot legally be delegated to the Town Clerk, and are required to be made before the safe return to face-to-face meetings, will necessitate a quorate meeting of the Council; and,**
- vi. this temporary addition to the Scheme of Delegation to the Town Clerk to remain in place until reviewed at the next Council meeting.**

AGENDA ITEM 18: CALL FOR EVIDENCE: REMOTE MEETINGS

The Government is seeking evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021. The powers in section 78 of the Coronavirus Act 2020 were brought in specifically to make express provision for local authorities in England, Wales and Northern Ireland to deal with the challenges of holding physical meetings during the coronavirus pandemic. They have helped local authorities to redeploy resources to deal with the pandemic and ensure that essential business continues whilst protecting the health and safety of their members, officers and the public.

The Government is aware that experience of remote meetings has been varied, and that while the experience of managing and participating in remote meetings has grown considerably during the period since the remote meetings regulations came into force, there have been examples of the difficulties this format has posed for some authorities.

The Government has received representations from individual local authorities and sector representative organisations making the case for permanent express provision for remote meetings. The Government would like to hear from interested parties about the pros and cons of making such arrangements permanent in England and the use of the arrangements to date.

The Government is particularly interested to receive any quantitative data that can be included to substantiate the responses you make.

Background

While local authorities in Scotland had express provision to meet remotely prior to the coronavirus pandemic, there was no express provision for remote meetings for local authorities in England, Wales and Northern Ireland. In 2017, the Government consulted on [proposals to allow joint committees and combined authorities to hold meetings by video conference](#), given the long distances that individual councillors often need to travel in order to attend these meetings.

The Government concluded that, with appropriate safeguards to maintain town hall transparency, there are clear benefits to giving local authorities operating joint committees and combined authorities the ability to hold formal meetings by video conference.

These safeguards included not extending the provisions to cover other types of councils, and that remote access should only be permissible from sites suitable for holding a meeting with public access (i.e. from a town hall, not from private

dwellings), as there was a risk of undermining visible democratic scrutiny and public debate. However, the Government also noted views that remote meetings would also benefit other councils, particularly large rural authorities, and committed to further engage with the sector to understand these views.

Since regulations came into force following the introduction of the Coronavirus Act 2020, express provision was made for local authorities in England, Wales and Northern Ireland to hold meetings before 7 May 2021 remotely (such as through digital conferencing software or telephone conference) so that they can protect their members and comply with public health guidance.

As local authorities have now had extensive experience of conducting remote meetings over the past year, this call for evidence is an opportunity to understand these experiences and inform a decision about whether to make these arrangements permanent. Any permanent change would require primary legislation, and such passage would depend on agreement of Parliament and the timetabling and pressures of Parliamentary business.

The questions being asked can be seen on the Gov.uk webpage here:
<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

The Call for Evidence will last for 12 weeks from 25 March 2021.

Council is requested to consider its response to the Call for Evidence from the Government, seeking feedback on remote meetings.