

## **FELIXSTOWE TOWN COUNCIL**

### **MINUTES OF THE ORDINARY MEETING OF THE COUNCIL**

Held on Wednesday 4<sup>th</sup> December 2013 at Felixstowe Town Hall

Present: Councillors Jan Garfield (Mayor), Barber, Bird, Deacon, Jon Garfield, Newman, Savage, Sharman, Slemmings, Smith, Webb and Williams.

Also present: Ten members of the public and one member of the press.

#### **312. PUBLIC QUESTION TIME**

A member of the public raised questions regarding whether Councillors should reply to correspondence sent to them and were advised it was for individual Councillors to determine how to deal with their constituents.

Another member of the public asked if the Council could press Suffolk Coastal District Council to hold their Planning Committee meeting dealing with the Ferry Road application in Felixstowe and was advised that this was outwith this Council's decision.

#### **313. MINUTE'S SILENCE**

The Mayor called for, and those present stood for, a minute's silence in memory of former Town Councillor and Town Mayor Malcolm Minns who had passed away recently.

#### **314. PRAYERS**

The meeting was opened with prayer by Reverend David Kemble, Trinity Methodist Church.

#### **315. APOLOGIES**

Apologies for absence were received from Councillors Morris, Sennington and Stokell.

#### **316. DECLARATIONS OF INTEREST**

Councillors Bird, Deacon, Jan Garfield, Savage, Sharman, Slemmings, Smith and Williams declared a Local Non Pecuniary Interest as Members of Suffolk Coastal District Council.

Councillors Barber and Newman declared a Local Non Pecuniary Interest as Members of Suffolk County Council.

#### **317. REQUESTS FOR DISPENSATIONS FOR COUNCILLORS WITH A PECUNIARY INTEREST**

No requests for dispensation had been received.

#### **318. QUESTIONS TO THE MAYOR**

No Members had tabled any questions for the Mayor.

**319. MINUTES OF THE MEETING OF THE COUNCIL HELD ON 2<sup>nd</sup> OCTOBER 2013**

The minutes of the Meeting of the Council held on 2<sup>nd</sup> October 2013 were confirmed as a true record by those present and the Chairman was authorised to sign them.

**320. MAYOR'S COMMUNICATIONS**

The Mayor referred to a list of engagements: 03.10.13 – to present the prizes to the winners of the Languard Photography Competition; 05.10.13 – FOPWA Annual General Meeting; 06.10.13 – Needham Market Civic Service, Deputy Mayor; 06.10.13 – Sudbury Civic Service; 08.10.13 – reception on board the Cosco England to mark its maiden call at the Port of Felixstowe; 16.10.13 – St John Annual Awards presentation evening; 17.10.13 – Mayor's Reception; 18.10.13 – Unveiling of a mural at Brierfield Retirement Home; 20.10.13 – Farewell Service for Bishop Nigel, Deputy Mayor; 21.10.13 – Charity Sale at Harvest House; 26.10.13 – Launch of the Poppy Appeal; 26.10.13 – Orwell District Scouts, District Fireworks Night; 27.10.13 – 100<sup>th</sup> birthday service for Edith Maud Bryon; 29.10.13 – Felixstowe Travel Watch, Autumn meeting; 01.11.13 – unveiling of plaque to commemorate 115 years of the Orwell Hotel; 02.11.13 – Brownie Fashion Show in aid of the Mayor's Charities; 03.11.13 – Gift and Craft Fair and to launch the Scout Christmas Card delivery scheme; 06.11.13 – 60<sup>th</sup> Anniversary of the Felixstowe Recorded Music Society; 08.11.13 – Fairtrade, AGM; 10.11.13 – Remembrance Sunday; 11.11.13 – 2 Minute Silence at the War Memorial; 14.11.13 – Harwich Haven Authority, reception to celebrate 150 years; 17.11.13 – Felixstowe Hockey Club, presentation of prizes to the winners of the U10 Suffolk Hockey League; 18.11.13 – Stroke Group, Information Day; 18.11.13 – launch of the Youth Section of the Felixstowe Society; 19.11.13 – Carnival Association, AFG; 20.11.2013 – Felixstowe Academy, Chamber Concert; 21.11.13 – St Edmund's Day Charity Dinner; 23.11.13 – Half a Sixpence, Felixstowe Musical Theatre; 26.11.13 – Felixstowe Friendly Visiting Service, Christmas lunch; 30.11.13 – Lions Club of Felixstowe, Lighting Up Day; 03.12.13 – Christmas visit to Rowland House; 03.12.13 – Level Two, Christmas concert; 04.12.13 – Christmas visit to Merryfields; 04.12.13 – Christmas visit to 14 Montague Road, Sanctuary Care; 04.12.13 – Christmas visit to Margery Girling.

**321. PLANS COMMITTEE**

The receipt of the minutes covering items 231-236, 260-268, 283-288, 289-293, 299-304 and 305-311 of the meetings held on 2<sup>nd</sup>, 16<sup>th</sup> and 30<sup>th</sup> October and 4<sup>th</sup>, 13<sup>th</sup> and 27<sup>th</sup> November 2013 was noted.

**RESOLVED** that the report of this Committee be approved.

**322. NEWSLETTER EDITORIAL COMMITTEE**

The receipt of the minutes covering items 294 – 298 of the meeting held on 6<sup>th</sup> November 2013 was noted.

**RESOLVED** that the report of this Committee be approved.

**323. FINANCE AND GENERAL PURPOSES COMMITTEE**

The receipt of the minutes covering items 269-282 of the meeting held on 23<sup>rd</sup> October 2013 was noted.

**324. CEMETERY AND ALLOTMENTS SUB COMMITTEE**

The receipt of the minutes covering items 1-16 of the meeting held on 26th November 2013 was noted.

**325. POLICY FOR DEALING WITH THE MEDIA**

Subject to the rewording of paragraph 4.2 to “Confidential documents, including, but not limited to exempt Minutes, reports, papers and private correspondence should not be disclosed to the media. If such disclosures do occur, an investigation will take place to establish who responsible and appropriate action will be taken.”, the addition of “for comment” after “approaches from the media” in paragraph 4.5, and the deletion of “use the term Town Councillor or” from paragraph 4.8, the policy was adopted.

**326. REVISED STANDING ORDERS**

Subject to the addition of “including Chairman’s explanation and pertinent questions to the Chairman” being added to paragraph (iii) on page 10, the revised Standing Orders were adopted. Members asked if symbols could replace the colour coding used in the document.

**327. TO CONSIDER AND AGREE ACTION ON THE PROPOSAL FROM COUNCILLOR WALKER THAT ““IN LIGHT OF THE FREE PARKING FOR WOODBRIDGE TOWN CENTRE PROVIDED BY SUFFOLK COASTAL DISTRICT COUNCIL FOR THIS CHRISTMAS PERIOD, THIS TOWN COUNCIL REQUESTS THAT THE DISTRICT COUNCIL IMPLEMENTS A ‘FREE AFTER 3’ POLICY FOR FELIXSTOWE FOR THE SUMMER SEASON 2014”**

The Council considered and agreed to write to Suffolk Coastal District Council requesting that the District Council implements a ‘Free after 3’ policy for Felixstowe for the period 1 April to 1 October each year”. The Clerk was asked to obtain data in respect of car park usage.

**328. HOME CARE AND COMMUNITY MEALS IN SUFFOLK**

The Council agreed that Members should respond individually to the consultation on the future of home care and community meals.

**329. PRESENTATIONS TO COUNCIL AND COMMITTEES**

The Council agreed to defer consideration of this item to the next meeting.

**330. COMMUNITY RIGHT TO BID SCHEME**

The Council agreed to authorise the Clerk to submit to the District Council details of properties for inclusion in the Community Right to Bid Scheme.

**331. RE-DEFINITION OF ASSETS IN THE COUNCIL’S ACCOUNTS**

The Council agreed the redefinition of an asset to any single item having a value in excess of £500.

**332. EXCLUSION OF PRESS AND PUBLIC**

The Town Mayor advised that this, and the next item concerning CCTV would be deferred to the next meeting.

**333. CLOSURE**

The meeting was closed at 9.18 p.m.