

MINUTES of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on
Wednesday 1 April 2015 at 7.30pm

PRESENT: Cllr G Newman (Town Mayor) Cllr D Savage (Deputy Mayor)
 Cllr N Barber Cllr J Sennington
 Cllr S Bird Cllr M Sharman
 Cllr M Deacon Cllr C Slemmings
 Cllr Jan Garfield Cllr A Smith
 Cllr Jon Garfield Cllr M Walker
 Cllr M Morris Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs L Monsen (Mayor's Secretary)
 Mrs R Jones (Estates Officer)

IN ATTENDANCE: 15 members of the Public, 1 Member of the Press.

Prior to opening the meeting the Mayor advised that in order to meet the requirement of the Openness of Local Government Bodies Regulations 2014, Standing Order 3(l) would be suspended.

PUBLIC QUESTIONS

A member of the public asked whether the consultation period for a recently submitted outline planning application for 560 homes on land at Candlet Road could be extended to allow for public comments to be submitted up to the date of the Suffolk Coastal Development Management Committee meeting in June. Members heard that there had been some technical issues with the online planning portal which had prevented the public being able to view the application sooner.

In response to the request the Town Clerk undertook to seek assurance from SCDC that any comments received in relation to this application up until the date of the Development Management Committee meeting would be included for consideration at that meeting.

PRAYERS

The meeting was preceded with prayers by Rev Caroline Allen, St Mary's Church, Walton.

586. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Webb.

587. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Councillors S Bird, M Deacon, Jan Garfield, M Morris, D Savage, M Sharman, J Sennington, C Slemmings, A Smith and K Williams each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk Coastal District Council.

Councillors N Barber and G Newman each declared a Local Non-Pecuniary Interest in all items on the agenda as Members of Suffolk County Council.

588. REQUESTS FOR DISPENSATION

There were none.

589. QUESTIONS TO THE MAYOR

There were none.

590. MINUTES OF THE PREVIOUS ORDINARY MEETING

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 4 February 2015 be signed by the Mayor as a true record and adopted by the Council.

591. MINUTES OF THE 4 MARCH EXTRAORDINARY MEETING

It was RESOLVED that the Minutes of the Extraordinary Council Meeting held on 4 March 2015 be signed by the Mayor as a true record and adopted by the Council.

592. MAYOR'S COMMUNICATIONS

The Mayor referred to a list of engagements: 07.02.15 - Felixstowe Swimming Club; 13.02.15 – Beacon School/Level2 at Bombay Nite Restaurant; 14.02.15 – The Mayor of Sudbury Music Night; 16.02.15 – Mayor's Charity Cutty Night; 23.02.15 Launch of Felixstowe Fairtrade Fortnight; 01.03.15 – Felixstowe Hockey Club Presentation; 01.03.15 Seafarers Charity Concert; 08.03.15 – Choral Evensong, St Edmundsbury Cathedral; 12.03.15 – Apprentice Awards Evening, Felixstowe Trade & Enterprise College; 12.03.15 – Meet the Burgermeisterin of Wesel; 13.03.15 – Wesel Association Dinner for Wesel Visitors; 14.03.15 – Wesel & Salzwedel Reception; 14.03.15 – Historic Tour of Ipswich with Wesel & Salzwedel Civic Party; 14.03.15 – Mayor's Charity Ball; 15.03.15 – Church Service at St Andrews Church, 15.03.15 – Lunch with Civic German Party – Deputy Mayor; 16.03.15 – Vicar's Coffee Morning; 19.03.15 – Felixstowe Academy Chamber Concert; 20.03.15 – SSAFA AGM; 22.03.15 Civic Service & Reception for Mayor of Woodbridge; 23.03.15 - Sports Council AGM – Deputy Mayor; 24.03.15 - Commission of Chaplain to Felixstowe Academy, Deputy Mayor; 25.05.15 Felixstowe in Flower Mail Shoot with Guides; 27.03.15 – Reception of the Chairman of Suffolk County Council – Deputy Mayor; 28.03.15 – The Eve Appeal, Highcliffe House Nursing Home; 30.03.15 – Open Day at Genesis Housing.

The Mayor expressed his thanks to the Deputy Mayor for those events she had attended in his absence.

The Mayoral engagements were noted.

593. MINUTES OF COMMITTEE AND SUB-COMMITTEE MEETINGS

It was RESOLVED that the Minutes of the following meetings be noted as received and adopted:

- a) Plans Committee: 28 January; 11, 25 February; 11 March 2015**
- b) Highways Advisory Committee: 10 March 2015**
- c) Personnel Committee: 10 March 2015**
- d) Finance & General Purposes Committee: 18 March 2015**

594. FINAL MINUTES OF OTHER COMMITTEES

Council received the final Minutes from those Committees and Sub-Committee which would be dissolved at the end of the municipal year 2014-15.

It was RESOLVED that the Minutes of the following meetings be signed by the Mayor as a true record and adopted by the Council:

- a) Town Members Committee: 23 June 2014**
- b) Recreation & Amenities Sub-Committee: 11 February 2015**
- c) Premises Committee: 18 March 2015**
- d) Cemetery & Allotments Committee: 19 March 2015**

595. OUTSIDE BODIES

No reports received.

596. STANDING ORDERS 2015/16

Council received the draft Standing Orders 2015/16 as recommended by the Finance & General Purposes Committee.

It was RESOLVED that, in accordance with the recommendation in Minute #565 of the 18 March Finance & General Purposes Committee, Council's Standing Orders for 2015/16 be approved and adopted as presented.

597. FINANCIAL REGULATIONS 2015/16

Council received the draft Financial Regulations 2015/16 as recommended by the 18 March Finance & General Purposes Committee and noted the further addition at paragraph 6.18(d), to allow an Open Credit Agreement to be arranged with Council's bank following a recent change to banking arrangements for the provision of petty cash.

It was RESOLVED that:

- i. The Financial Regulations for 2015/16 be approved, in accordance with the recommendation in Minute #566 of the 18 March Finance & General Purposes Committee and subsequent amendment, as presented in the report; and,**
- ii. The RFO, Cemetery & Allotments Officer and Finance Administration Officer be appointed as authorised persons for the purposes of withdrawing up to £250 per month via an Open Credit Agreement with Council's bank.**

598. LITTER/DOG WASTE BINS

Council noted that the Recreation & Amenities Sub-Committee on 11 February 2015 had recommended authorising expenditure for provision of three bins, subject to Suffolk Coastal Norse agreeing that there was substantive need (Minute #507 refers).

Council noted an update from the Clerk following confirmation from Suffolk Coastal Norse as to the cost and locations for the bins. The following bins and locations had been approved by Suffolk Coastal Norse who had agreed arrange for the emptying of the bins once installed:

- Dog waste 'Fido' bin to be located at the Hopkins Homes end of Tower Road; which would need to be green coloured bin out of sight from residents' windows;
- Litter bin near the bridleway by Colneis School on the left hand side of the bridleway about 5 metres in from the road; and,
- Litter bin at the school end of Elmcroft Lane.

It was noted that an additional 'Fido' bin had been suggested for Taunton Road on the footpath near the bend in the road and Garrison Lane Roundabout.

It was RESOLVED that:

- i. The provision of two litter bins and two dog waste bins be approved for the locations set out above; and,**
- ii. Expenditure to fund the purchase and installation of the four bins, to a total cost of £766.00 plus VAT, authorised via Council's 'Recycling Credits Reserve' Earmarked Reserve.**

599. TOWN HALL REFURBISHMENT WORKS – APPOINTMENT OF CONTRACTOR

Council considered the recommendation of the 18 March Premises Committee (Minute #553 of 2014/15) as set out in the report.

It was RESOLVED that:

- i. R G Carter be instructed to undertake works to refurbish the front façade of the Town Hall, to the approved specification, to the sum of £34,781.05 plus VAT;**
- ii. The Mayor be authorised to sign the contract as a Deed on behalf of the Town Council;**
- iii. Authority be delegated to the Clerk to approve any further expenditure which may be necessary to complete the project to an overall project limit of £40,000 plus VAT; and,**
- iv. Expenditure for the works to be approved to come from Council’s ‘Town Hall Maintenance’ Earmarked Reserve.**

600. LEASE FOR CAR PARKING SPACES

Council heard from Chairman of Premises Committee, Cllr M Stokell, on a lease and lease-back arrangement for the six parking spaces on the opposite side of the road to the Town Hall which had been approved by Suffolk Coastal District Council Cabinet in January

- It was noted that, whilst the principle of the arrangements had been agreed, there were a few amendments pending as follows:
- Leased area updated to present configuration of in-line parking bays rather than previous echelon bays;
- Notice period for termination of lease to SCDC be reduced from 90 to 30 days; and,
- No rating liability whilst FTC not in beneficial occupation.

It was RESOLVED that subject to the amendments above being incorporated, the Mayor be authorised to sign the leases as a Deed on behalf of the Town Council.

601. TOWN HALL DRAINAGE EASEMENT

It was noted that, in accordance with the recommendation of the 18 March 2015 Premises Committee (Minute #557 of 2014/15), it had been necessary to grant SCDC an easement for the purpose of being able to legally drain the

proposed seating shelter in the Town Hall Gardens through the Town Hall land owned by the Town Council.

It was RESOLVED that the Drainage Easement arrangements be approved and the Mayor was authorised to seal the document as a Deed.

602. FELIXSTOWE FORWARD

Council noted the update on the Felixstowe Forward initiative as presented in the report.

Members heard that Helen Greengrass had been appointed as the Felixstowe Forward Change Director and would be taking up her post on 13 April 2015. Members asked that the Clerk pass on their best wishes to Helen.

It was RESOLVED that Felixstowe Forward update report be noted and that that the Report of Felixstowe Forward become a standing item on future Council agendas.

603. FELIXSTOWE/HARWICH/SHOTLEY FERRY

It was noted that Mr Christian Zeman had been appointed as the sole Director of Harwich Harbour Foot Ferry Services Limited following the retirement of the previous operator, Mr Alan Sage.

An agreement between Essex County Council, Suffolk County Council, Tendring District Council, Babergh District Council, Suffolk Coastal District Council and Felixstowe Town Council had been drawn up to provide funding support towards the service and Members noted that the timetable, boat, ticket prices and other aspects of the service were to remain the same as last year with the service due to commence on Friday 3 April 2015.

It was RESOLVED that the transfer of the partnership agreement to Mr Christian Zeman for the provision of the foot ferry service be approved; and, £1,000 be provided for the year 2015-16 as per the terms previously agreed.

604. LISTING OF 91-95 UNDERCLIFF ROAD WEST

It was noted that the Town Council's application for English Heritage Listing of 91-95 Undercliff Road West (Minute #295 of 2014/15 refers) had been rejected following consideration and an assessment of the building by English Heritage.

Members also noted as per the report that Suffolk Coastal District Council had sold the building to Ipswich-based Coltway Properties Ltd. who had expressed plans to refurbish and enhance the existing buildings in the hope that they may provide a suitable location for a coffee shop or restaurant.

RESOLVED that the update on this matter be noted with no further action at this time.

605. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
04/02/2015	233 – 240	£953.33
11/02/2015	241 – 249	£2,654.95
25/02/2015	250 – 261	£31,285.50
04/03/2015	262 – 271	£2,540.86
11/03/2015	272 - 285	£3,254.31
	TOTAL	£ 40,688.95

606. CLOSURE

The meeting was closed at 8.42pm. It was noted that the next meeting was the Annual Council Meeting scheduled for 20 May 2015 at 7.30pm.

Date: _____

Town Mayor: _____