

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 9 January 2019 at 7.30pm**

**PRESENT:** Cllr G Newman (Mayor) Cllr Jon Garfield  
 Cllr N Barber Cllr T Green  
 Cllr S Bird Cllr M Jepson  
 Cllr P Coleman Cllr D Savage  
 Cllr M Deacon Cllr A Smith  
 Cllr S Gallant Cllr S Wiles  
 Cllr Jan Garfield Cllr K Williams

**OFFICERS:** Mr A Tadjirishi (Town Clerk)  
 Mrs L Monsen (Mayor's Secretary)

**IN ATTENDANCE:** 7 Members of the public  
 Ms Helen Greengrass, Felixstowe Forward Change Director  
 Ms Jan McGuire, Suffolk Coastal and Waveney Time Bank  
 Coordinator

**MOMENT OF REFLECTION**

The meeting was preceded with a moment of reflection from Mohammed Mainul Alam, Joint Centre Manager, Bangladeshi Support Centre.

**403. PUBLIC QUESTION TIME**

A member of the public raised concerns as to why Felixstowe Town Council's Planning & Environment Committee recommended approval on the planning application for the proposed new Wetherspoon application as the planned mass and bulk had not changed from the previous application where the Committee had recommended refusal. Members advised that the new application had changed the outlook and there was no overlooking onto High Road West but would now open onto Great Eastern Square.

**404. APOLOGIES**

Apologies for absence were received from the **Cllr C Barham** and **Cllr S Bloomfield**.

**405. DECLARATIONS OF INTERESTS**

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

Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
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#### **406. REQUESTS FOR DISPENSATION**

There were none.

#### **407. QUESTIONS TO THE MAYOR**

There were none.

#### **408. CONFIRMATION OF COUNCIL MINUTES**

**Subject to a correction to Minute 334 (to clarify that a Councillor had asked that the ‘Tommy’ silhouette be permanently left in the Town Hall Gardens) it was RESOLVED that the Minutes of the Ordinary Council Meeting held on 14 November 2018 be signed by the Mayor as a true record and adopted by the Council.**

#### **409. MAYOR’S ANNOUNCEMENTS**

The Mayor referred to the following list of engagements:

Launch of Litter Free Felixstowe	18 November 2018
Visit Felixstowe & Walton Football Club	24 November 2018
Rotary Club Kids Kitchen	26 November 2018
<i>Deputy Mayor – Scouts Carol Service</i>	<i>30 November 2018</i>
The Golden Key International Alliance Winter Congress	1-5 December 2018
<i>Deputy Mayor – Victorian Christmas Market</i>	<i>1 December 2018</i>
<i>Deputy Mayor - Felixstowe Christmas Lights Switch On</i>	<i>1 December 2018</i>
<i>Deputy Mayor – Mayors Charity Christmas Concert</i>	<i>1 December 2018</i>
<i>Deputy Mayor – Blue Cross Suffolk Santa Dog Walk</i>	<i>2 December 2018</i>
<i>Deputy Mayor – Rotary Club Kids Kitchen Final Session</i>	<i>3 December 2018</i>
<i>Salvation Army Christmas Tree Festival</i>	<i>4 December 2018</i>
Wesel Association St Niklaus Fest	6 December 2018
Fairfield Nursery Christmas Concert	7 December 2018
Felixstowe Friendly Visiting Service	7 December 2018
Christmas Visit – Coniston House	10 December 2018

Christmas Visit - Merryfields	10 December 2018
Christmas Visit – Sanctuary Care	11 December 2018
Christmas Visit – Brierfield Care Home	11 December 2018
Festive Tour of Christchurch Mansion	11 December 2018
CAB Annual Christmas Dinner	12 December 2018
Christmas Visit – Rowland House	14 December 2018
Christmas Visit – Margery Girling House	14 December 2018
Christmas Visit – Foxgrove & Maynell Nursing Home	14 December 2018
Christmas Visit – Bellstone Nursing Home	17 December 2018
Christmas Visit – White Gables Nursing Home	17 December 2018
Judging Best Dressed Window	17 December 2018
Christmas Visit – Cotman Lodge	18 December 2018
Christmas Visit – Westcliff Care Home	18 December 2018
Christmas Visit – Mill Lane Nursing Home	18 December 2018
Felixstowe Academy Christmas Concert	18 December 2018
Chamber Breakfast at Level2 Youth Project	19 December 2018
Christmas Visit – Highcliffe House Nursing Home	19 December 2018
Opening of Felixstowe Skating Rink	20 December 2018
Presenting the Best Dress Window trophy	20 December 2018
FOPWA Christmas Party and Relaunch	21 December 2018
Stowmarket Town Carol Service	23 December 2018
St Elizabeth Hospice Christmas Day Dip	25 December 2018
Felixstowe Community Hospital	25 December 2018
Lunch at The Salvation Army	25 December 2018
Opening of Emmaus Felixstowe Charity Shop	4 January 2019

The Mayor commented on his invitation to a big international event in Shanghai funded by the Golden Key International Alliance Winter Congress. He was invited to give a presentation promoting our town of Felixstowe where over 300 people from around the world had attended.

The Mayor had attended the Wesel Association St Niklaus Fest which had been an enjoyable and interesting evening.

The Mayor highlighted the various Nursing Homes he and the Mayoress visited over the Christmas period and thanked the staff for all their hard work they do for the residents of Felixstowe. He had also launched the annual St Elizabeth Hospice Christmas Day Dip which was a very successful event and he had also participated in.

The Mayor commented on an interview he had participate in on BBC Radio Suffolk concerning this year's Suffolk Day where it had been suggested that Felixstowe could be the host town this year. It was planned to discuss this opportunity at the next Civic & Community Committee Meeting.

The Mayor was pleased to participate in the Launch of the Litter-Free Felixstowe earlier in November and congratulated Plastic Free Felixstowe on winning the Groundwork's Community Award which had been presented to them recently at the House of Commons. The Mayor then accepted the certificate on behalf of the Town Council. The Mayor opened the Emmaus Charity Shop where they were offering refillable household cleaning products which would allow less plastic to be used.

The Mayor welcomed the 10<sup>th</sup> defibrillator thanked East of England Co-op and The Felixstowe Society for help sponsoring the 10<sup>th</sup> defibrillator in the town

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

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

#### **410. 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 21 November 2018**
- b) Finance & General Purposes Committee 28 November 2018**
- c) Planning & Environment Committee 5 December 2018**
- d) Planning & Environment Committee 19 December 2018**
- e) Civic & Community Committee 19 December 2018**

#### **411. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

Cllr Savage reported that she had attended the Felixstowe & District Council for Sports & Recreation meeting. The meeting had discussed the potential Sports Hubs for the town but this seemed to be now side lined.

Cllr Jepson reported that he had attended the recent Felixstowe Wesel Association Meeting where it had been decided as it was their 65<sup>th</sup> anniversary

that they would be holding two special ticket events, a dinner dance and barbeque and everyone was invited.

#### **412. FELIXSTOWE FORWARD REPORT**

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

Ms Greengrass advised that BID was progressing well with continuing interest from local businesses and endorsement from Felixstowe Chamber of Commerce.

Numerous events were already coming in and an online events booking form will be available soon. The 2019 Felixstowe season launch will be in early April. In the last quarter 70,000 visitors were attracted to the numerous events in the town.

Ms Greengrass confirmed that a success application of £30k from the Coastal Revival Fund for interpretation work along the South Seafront. This would include 6 interpretation boards complete with a digital app and a new Martello Coast Path leaflet. The work will also provide support for a bigger application to the Coastal Community Fund of approx. £1m. The deadline for the next stage of this application was 21 January 2019.

Ms Greengrass advised that the Dementia Support Group was full which means unfortunately more people cannot access the group. The East of England Co-op were supporting the group by including them in their community token scheme, everyone was encouraged to support this.

Ms Greengrass reported that Landguard was in the process of a governance review. The new Fort Manager was enjoying her role and had been very proactive.

In response to a Member's question, Ms Greengrass reported that she would be liaising with the Town Clerk to have a Visit Felixstowe section in the new Town Council magazine, which could include grouping events to incorporate into a summer festival.

Ms Greengrass introduced Jan McGuire, Felixstowe Time Bank Coordinator, to the Council.

Mrs McGuire reported that the Timebank project was up and running. The object was to share skills, time and assets in the town with no money being exchanged. So far 25 individuals and 5 organisations had signed up to the scheme. With the help of 4 volunteers, further engagement events were planned. The initial pilot will be completed at the end of May. Ms McGuire advised that she was working 15 hours a week and had received 7 requests and 11 offers so far. Partners included the East of England Co-op, Felixstowe Volunteer Centre, FACTS and Age Concern.

In response to a Member's question, Mrs McGuire agreed to put all details on the noticeboard in the Visit Felixstowe hut.

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

**413. PCSO REPORT (DECEMBER 2018)**

Council received the report of the Felixstowe Partnership Funded PCSO.

Council was advised that the PCSO would be available at the Town Hall the first Wednesday of each month and that Council's appointed representatives to the SNT could also be contacted for related matters.

**It was RESOLVED that the Felixstowe Partnership Funded PCSO report and the SNT Newsletter be noted for the month of December 2018.**

**414. FELIXSTOWE PROM TRAFFIC ORDER CONSULTATION**

Council considered giving delegated authority to the Finance & General Purposes Committee to respond to the SCDC Traffic Order proposed to control vehicles movements on the prom.

The Clerk advised that the purpose of the proposed Order was to allow control and enforcement of any vehicles who venture onto the pedestrian area illegally, whilst permitting those with legitimate reasons for being on the prom – e.g. waste collection, prom maintenance, and emergency vehicles, or vehicles associated with tourism events such as the historic vehicle run – to still have access.

**It was RESOLVED that authority be delegated to the Finance & General Purposes Committee to submit a response to the SCDC Traffic Order on behalf of the Town Council.**

**415. SUFFOLK COASTAL DISTRICT COUNCIL LOCAL PLAN FINAL DRAFT CONSULTATION**

Council considered sending a representative to the Final Draft Local Plan briefing session and, due to time constraints with the consultation, delegating authority to the Planning & Environment Committee to submit a response on its behalf.

**It was RESOLVED that Cllr Jan Garfield should attend the briefing session as the Town Council's representative and that authority be delegated to the Planning & Environment Committee to submit a response to the Suffolk Coastal District Council Local Plan Final Draft Consultation on behalf of the Town Council.**

#### **416. SIZEWELL C STAGE 3 CONSULTATION**

Council considered sending representatives to the Sizewell C Stage 3 Consultation on 22<sup>nd</sup> January 2019.

**It was RESOLVED that the Mayor and the Town Clerk would attend the Sizewell C Stage 3 Consultation as the Town Council's representative and that authority be delegated to the Planning & Environment Committee to submit a response to the Sizewell C Stage 3 Consultation on behalf of the Town Council.**

#### **417. BUDGET AND PRECEPT 2019/20**

Council received the finalised version of the 2019/20 Budget and Precept.

It was noted that the budget had been prepared and presented in accordance with the recommendations of the Finance & General Purposes Committee meeting of 28 November 2018 (*Minute #366 of 2018/19 refers*).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities with an increase of less than 3 pence per week to the local tax payer.

**It was RESOLVED that:**

- i. The Felixstowe Town Council Budget for 2019/20 be approved as set out in the report;**
- ii. Approving the 2019/20 Precept demand to Suffolk Coastal District Council of £578,113 (representing a 2% increase cost to Band D equivalent Council Tax payer) on the following basis:**

<b>Band D rate</b>		<b>£69.45</b>
<b>Multiplied by tax base</b>	<b>x</b>	<b>8,324.16</b>
<b>Thus a Precept demand of:</b>		<b>£578,113</b>

- iii. the Clerk to take any necessary action and submit any information required by Suffolk Coastal District Council in this matter.**

#### **418. MEETINGS CALENDAR 2019/20**

Council considered the draft meeting schedule for the 2019/20 Municipal Year as presented which had been based on the current year's cycle.

**RESOLVED that the 2019/20 Calendar of Meetings be adopted as per the amended schedule presented.**

#### **419. ACCOUNTS FOR PAYMENT**

Council noted a revised schedule of payments that was tabled to include a minor amendment to address the fact that an invoice had been withheld until a part-credit had been issued.

**It was RESOLVED that the schedule and payment of accounts, as updated in the tabled papers, be received and approved as follows:**

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
14/11/2018	299 - 313	£8,769.23
30/11/2018	314 - 330	£37,175.61
17/12/2018	331 - 350	£20,995.20
31/12/2018	360-368	£40,038.34
	<b>TOTAL</b>	<b>£106,978.38</b>

#### **420. CLOSURE**

The meeting was closed at 9.31pm. It was noted that the next Ordinary Meeting was scheduled for 13 March 2019 at 7.30pm.

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Date: \_\_\_\_\_

Town Mayor: \_\_\_\_\_