



9 am to 4 pm Mondays to Fridays

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 **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 10 November 2021** at **7.30pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following 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>

Ash Tadjrishi
Town Clerk
5 November 2021

For information (via email):

All Town Councillors
Local Press
Felixstowe Chamber of Trade & Commerce

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

Moment of Reflection: Rev'd Marcus Mak, Christ Church, Felixstowe

A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.
- 2. Apologies for Absence**
To receive apologies for absence.
- 3. 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.
- 4. Questions to the Mayor**
For the Mayor to respond to questions from Members, in accordance with Standing Order 26.
- 5. Confirmation of Council Minutes**
To confirm the minutes of the Ordinary Council Meeting held on Wednesday 8 September 2021 as a true record. **(Pages 4-8)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 9)**
- 7. Minutes of Committee Meetings**
To receive and adopt the minutes of the following meetings:
 - a) Planning & Environment Committee 8 September 2021 **(Pages 10-14)**
 - b) Civic & Community Committee 15 September 2021 **(Pages 15-20)**
 - c) Planning & Environment Committee 22 September 2021 **(Pages 21-26)**
 - d) Assets & Services 22 September 2021 **(Pages 27-34)**
 - e) Planning & Environment Committee 6 October 2021 **(Pages 35-38)**
 - f) Personnel Committee 6 October 2021 **(Pages 39-40)**
 - g) Planning & Environment Committee 20 October 2021 **(Pages 41-43)**
 - h) Civic & Community Committee 20 October 2021 **(Pages 44-49)**
 - i) Finance & Governance Committee 27 October 2021 **(Pages 50-54)**
 - j) Planning & Environment Committee 3 November 2021 **(Pages 55-58)**
- 8. Town WiFi Project**
To receive a presentation from Morag McInnes, East Suffolk Council Project Manager, on the Town WiFi Project, part of the Digital Towns Programme. **(presentation)**

9. Reports from Members appointed to Outside Bodies

To note a report from Cllr Darren Aitchison, Town Council representative to the Felixstowe & District Council for Sports and Recreation. **(Page 59)**

Members appointed to represent the Town Council on outside bodies who wish to present a report to Council are requested to provide a written report to the Clerk at least two days prior to the meeting.

10. Felixstowe Allotment Association – Community Hut Project

To approve the recommendation of the Civic & Community Committee and authorise funding to the FAA towards a replacement community hut. **(Pages 60-61)**

11. Reserves Policy 2021-2023

To approve a policy for the Council's General and Earmarked Reserves as recommended by the Finance & Governance Committee. **(Page 62 & Appendix A)**

12. Earmarked Reserves Expenditure

To note Committee decisions on using Earmarked Reserves in accordance with approved Terms of Reference for 2021-22 (*Min# 9a 2021/22 refers*). **(Page 63)**

13. Lease of Electric Van

To approve the recommendation of the Assets & Services Committee to lease an electric van for the Grounds Team. **(Pages 64-65)**

14. Queen's Platinum Jubilee Weekend Funding

To approve the recommendation of the Civic & Community Committee and authorise funding to support the Queen's Jubilee weekend. **(Page 66)**

15. Annual Governance & Accountability Return 2020/21

To receive the External Auditor's Report on the Annual Governance & Accountability Return for the Financial Year 2020/21. **(Page 67 & Appendix B)**

16. Interim Internal Audit Report 2021/22

To receive the interim report of the Internal Auditor for 2021/22 and note that the Finance & Governance Committee has considered the report in respect of any matters raised. **(Page 68 & Appendix C)**

17. Accounts for Payment

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

Date	Voucher Nos.	Total Payment
17/09/2021	188 - 207	£8,181.76
30/09/2021	208 - 220	£60,706.43
15/10/2021	221 - 243	£6,770.63
29/10/2021	244 - 260	£45,911.72
	TOTAL	£121,570.54

18. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 12 January 2022.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **FELIXSTOWE TOWN HALL** on **Wednesday 8 September 2021** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor) Cllr S Gallant
Cllr S Harkin (Deputy Mayor) Cllr T Green
Cllr D Aitchison Cllr M Morris
Cllr N Barber Cllr G Newman
Cllr S Bennett (From Min #) Cllr D Savage
Cllr S Bird Cllr A Smith
Cllr M Deacon Cllr S Wiles

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr S Congi (Finance Administration Assistant)
Mrs J Smith (Administration Assistant)
Miss H Miles (Communications Apprentice)

IN ATTENDANCE: 1 Member of the public
Mrs S Gledhill (BID Manager)
Mr G Page (Citizens Advice Manager)

110. PUBLIC QUESTION TIME

A discussion took place on the inadequate handling of road closures the week prior, resulting in gridlock on Felixstowe's main thoroughfare. The Clerk and the Mayor would write to the Suffolk County Council Cabinet Member for Highways and other relevant agencies and request a review of the circumstances in order to avoid a repetition of the event.

111. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Richardson**, and **Cllr K Williams**.

112. 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	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr G Newman	All	Local Non-Pecuniary (as Members of Suffolk County Council)

113. QUESTIONS TO THE MAYOR

There were none.

114. CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the Minutes of the Annual Council Meeting held on 23 June 2021 be signed by the Mayor as a true record and adopted by the Council.

115. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting his recent engagements and paying tribute to the efforts of local businesses and community groups in adapting to the lockdown roadmap.

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

116. 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 23 June 2021
- b) Planning & Environment Committee 7 July 2021
- c) Assets & Services Committee 7 July 2021
- d) Finance & Governance Committee 14 July 2021
- e) Planning & Environment Committee 21 July 2021
- f) Planning & Environment Committee 4 August 2021
- g) Planning & Environment Committee 18 August 2021

117. REPORTS FROM MEMBERS OF OUTSIDE BODIES

Council received a report from Cllr Graham Newman, as a representative to the Felixstowe Fairtrade Forum. It was noted that, whilst no new events were planned, and their financial situation was essentially dormant at this time, organisations like Felixstowe Town Council and Spotlight Magazine were thanked by the Fairtrade Forum for their ongoing support.

It was **RESOLVED** that the report from Cllr Graham Newman be noted.

118. FELIXSTOWE BID

The Mayor welcomed Mrs Sheline Gledhill, Felixstowe BID Manager, who was invited to address the Council.

Mrs Gledhill gave a presentation to the Council on the formation and objectives of the BID.

Councillors thanked Mrs Gledhill for the presentation.

It was **RESOLVED** that the Felixstowe BID presentation was noted.

119. FELIXSTOWE ALLOTMENT ASSOCIATION - COMMUNITY HUT PROJECT

Council was reviewed a funding request to support a new community hut for the Felixstowe Allotment Association. Members raised queries about the possible need for planning permission and the timeframe for the project. Following a discussion it was agreed that this should be referred to the Civic & Community Committee for further consideration, with a formal recommendation to come back to Council if deemed necessary in due course.

It was RESOLVED that Annual Council considered funding the FAA's community hut when more information becomes available.

120. FELIXFEST WOMEN'S TOUR FUNDING

Council was asked to authorise funding to support the FelixFest and Women's Tour weekend, as had already been approved by the prior Finance & Governance committee meeting (*Minute #78 2021/22 refers*).

It was RESOLVED that the Council approved funding of £25,000 to support FelixFest and Women's Tour weekend to be taken from the Community Fund Earmarked Reserve.

121. FTC/ESC Joint Liaison Group Meeting

Council received notes of the FTC/ESC Joint Liaison Group meeting held on 27 July 2021.

It was RESOLVED that the notes of the 27 July 2021 FTC/ESC Join Liaison Group meeting be noted and Councillors were advised to let the Clerk know of any matters for the next meeting.

122. TOWN HALL WINDOWS PLANNING PERMISSION UPDATE REPORT

Council considered a report on the Town Hall windows following pre-planning application advice received which had recommended against the use of uPVC. The previously attained quotes for hardwood windows and refurbishment of the existing windows were brought up again as alternatives for Council to consider.

It was RESOLVED that replacement windows in a suitable hardwood should be sought and this matter to be referred back to the Assets & Services Committee for further consideration.

123. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
16/06/2021	77 - 105	£36,052.40
30/06/2021	106 - 119	£47,705.78
17/07/2021	120 – 140	£31,535.06
31/07/2021	141 – 157	£50,253.46
19/08/2021	158 – 177	£7,094.49
31/08/2021	178 – 187	£43,534.23
TOTAL		£216,175.42

124. CLOSURE

The meeting was closed at 9.45pm. It was noted that the next Ordinary Meeting was scheduled for 10 November 2021 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

The following Mayoral Engagements have been undertaken since the previous meeting:

VJ Service	15/08/2021
Seafront Litter Pick	22/08/2021
Archive Exhibition Harvest House	22/08/2021
Informal Civic reception Bombay Nite	23/08/2021
Cowpasture Allotment launch orchard	28/08/2021
Talk for Rotary Club	02/09/2021
Mayor's Pop Quiz	03/09/2021
Art Opening HAMS	05/09/2021
Opening of the Children's Library	11/09/2021
Hughes 100 year celebration	11/09/2021
AGM Level 2	21/09/2021
Stowmarket Civic Service	26/09/2021
Ipswich Civic Service	26/09/2021
Litter Free Song Launch	02/10/2021
Women's Tour Final Stage	09/10/2021
Felixstowe Triathlon	10/10/2021
Mayor's cheese and wine Landguard	14/10/2021
Walton Methodist Church	17/10/2021
Rotary children's cooking competition	18/10/2021
Launch of Poppy Appeal	23/10/2021
Nat Sea Anglian Presentations	23/10/2021
Interview Coffee Link	26/10/2021
Pier Project art Group	27/10/2021
Meet Chris and Kate walkers	03/11/2021
Judging Litter Free Felixstowe competition	04/11/2021

Council is requested to note the Mayoral Engagements attended since the previous meeting and any other announcements the Mayor may wish to lay before Council.

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 8 September 2021 at 9.15am

PRESENT: Cllr A Smith (in the Chair) Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr M Jepson

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

IN ATTENDANCE: 3 Members of Public (*via Zoom*)

105. PUBLIC QUESTION TIME

The Chairman advised that he would invite any members of the public wishing to make representations on a particular application to do so immediately prior to the application being considered

106. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bird, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**

107. DECLARATIONS OF INTEREST

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

108. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 18 August 2021 be confirmed as a true record.

109. 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/21/4017/FUL Conversion of former care home into 9no. residential apartments The Former Leopold Road Nursing Home 17 Leopold Road
Committee recommended APPROVAL. We are pleased to see the provision of good quality apartments in the town centre, fulfilling a recognised housing need.	

B	DC/21/1608/FUL Single storey entrance porch extension, first floor DC extension over existing garage, and single-storey rear extension 41 Westmorland Road
<p>Committee recommended REFUSAL on following grounds:</p> <p>The proposal appears to be contrary to SCLP11.1 para. (b) as it does not demonstrate a clear understanding of, or complement, the local character and distinctiveness of this estate.</p> <p>Furthermore, with reference to SCLP para. (c) i iv, the proposal does not relate well to the scale and strong character of its immediate surroundings; will impact the existing neighbourhood layout; and, due to its massing and design, does not relate well to the street scene at Westmorland Road and Wrens Park.</p> <p>We are also concerned about the impact on residential amenity, with reference to SCLP11.2 para. (e) and its physical relationship with other properties.</p> <p>Committee was also concerned that the proposed ensuite bathroom to the south-east corner of the first floor does not appear to be linked to a bedroom, and also noted that the roof structure for the single storey rear extension includes a central support beam marked “Triple pos-joists to support first floor walls.” ESC should seek clarification and carefully monitor this. We are concerned that any later second storey addition would further overlook Wrens Park. ESC should seek clarification and monitor carefully.</p> <p>If ESC is minded to approve the application Committee has noted that the domestic hallway appears to be divided into two; one element being titled “Foyer”, leading to “Gym / Games Room . Committee therefore asks that clarification be sought from the applicant as to any intended business use prior to the determination of this application. Care must be taken to ensure that any business or other use of the property does not impinge on residential amenity.</p>	

At 10.10am the meeting was adjourned.

The meeting resumed at 10.17am.

C	DC/21/3860/FUL Construction of two residential dwellings Land At Brackenbury House Marcus Road
<p>Committee recommended APPROVAL. We have considered the revised layout and the amenity to the two proposed houses and the adjacent property at Brackenbury House.</p>	

D	DC/21/3854/FUL Demolition of existing detached dwelling and construction of 2 pairs of semi-detached dwellings Riby House 9 Riby Road
<p>Committee carefully considered that this application for four modest well-designed dwellings at this location and recommended APPROVAL. However, Committee had concerns about the practicalities of the build in view of the steeply rising ground levels on the site, which are not indicated in the drawings, and which would require significant excavation to achieve a build at street level, as apparently indicated. There are also locally-known subsidence issues in this area and Committee asks that this issue is fully investigated and confirmed as satisfactory prior to determination.</p>	

E	DC/21/3989/FUL Retrospective application - two storey front/side extension The Priory 2 Cliff Road
<p>Committee carefully considered the recent changes to this property and, in the context of many preceding changes, our view is that there is no significant negative impact to the listed building. Committee therefore recommended APPROVAL.</p>	

F	DC/21/3990/LBC - two storey front/side extension (retention of works already undertaken). The Priory 2 Cliff Road
<p>Committee carefully considered the recent changes to this property and, in the context of many preceding changes, our view is that there is no significant negative impact to the listed building. Committee therefore recommended APPROVAL.</p>	

G	DC/21/3812/ADI Advertisement Consents - Illuminated Fascia Signage 120 Hamilton Road
<p>Committee recommended APPROVAL.</p>	

H	DC/21/3983/FUL Proposed Alterations and Extensions To Dwelling Including Conversion Of Existing Garage 8 Ennerdale Close
<p>Committee recommended APPROVAL.</p>	

I	DC/21/3769/FUL Proposed single storey part rear/part side extension and alterations 1 Kemsley Road
<p>Committee considered the height and depth of the extension immediately adjacent to the neighbouring garden and took the view that this would be intrusive to the neighbour’s amenity and cause overshadowing of the garden, in contravention of SCLP 11.2 (b) outlook; (c) access to daylight and sunlight; and, (e) physical relationship to other properties. Committee therefore recommended REFUSAL.</p>	

J	DC/21/3386/FUL To change current windows and doors to UPVC. Like for like in style 2 Red Hall Court
<p>Committee recommended APPROVAL subject to the detailed design being to a similar level of detail to previous replacement windows in this location.</p>	

K	DC/21/3776/TCA Holm Oak (T001) - fell and remove stump. Tree has large areas of decay and significant dead limbs as described in Tree Condition Report attached Harvest Court Cobbold Road
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</p>	

L	DC/21/3957/TCA Front garden, immediately to right of double garage 1 x Gleditsia triacanthos (Honey locust) - Fell to ground level Reason: The tree has substantial dieback and is located close to pavement and road. The trunk abuts the wall of the of the existing old pre-cast concrete garages and pressure from the trunk is damaging several wall panels and pushing them out of alignment; owner plans to build new garages on the site of the existing garages, which are old and dilapidated. 11 High Beach
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</p>	

110. PLANNING DECISIONS

Members present noted 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.

111. CORRESPONDENCE

Committee noted the following correspondence received:

- i) Confirmation from ESC that DC/21/2210/FUL, Ranelagh Road, had been considered by the Planning Referral Panel and delegated to officers for determination.
- ii) Notice of an appeal APP/X3540/W/21/3273329 made to the Secretary of State against the decision of ESC to refuse application DC/20/1666/FUL, Former Itron Factory. Committee reviewed its recommendation to refuse the application and made no further comment.
- iii) Notification from the Local Government Boundary Commission for England (LGBCE) advising that its final recommendations for electoral arrangements for Suffolk County Council had been published. Members noted that there were no changes relevant to Felixstowe since the draft recommendations. The Clerk advised that the LGBCE intends the Order to make provision for parish elections at the next normal election date in May 2023.
- iv) ESC Design and Conservation advice in respect of DC/21/2318/FUL, White Horse Public House, Church Road, that the building meets six of the ten criteria for Non-Designated Heritage Assets, confirming that it is a heritage asset of moderately high significance. The Clerk advised that this status would therefore need to be taken into account by ESC planning officers when determining the application.
- v) Notification that the National Planning Policy Framework (NPPF) was revised on 20 July 2021, setting out the government's planning policies for England and how these are expected to be applied. The Clerk would share a summary of the changes with Members.
- vi) Local highways works. Committee noted a news article highlighting that traffic controls at Candlet Road were set to continue until December, with a two-week total closure during October. Members felt that it was unacceptable for Candlet Road to be fully closed to traffic, particularly with ongoing highways works impacting traffic flow along other main roads. Noting a recent oil spill on the A14 which had caused gridlock, Members also felt that police resources should be immediately available to manage such acute traffic issues. The Clerk would write to the County Council Cabinet Members for Highways to outline Members concerns and ask that consideration be given to a revised plan to mitigate the extent of the impact on traffic.

112. CLOSURE

The meeting was closed at 11.38am. It was noted that the next meeting was scheduled to take place on Wednesday 22nd September at 9.15am.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at Town Hall, Felixstowe on **Wednesday 15 September 2021** at **7.30pm**

PRESENT: Cllr S Wiles (Chairman)
Cllr D Savage (Vice-Chairman) Cllr S Harkin
Cllr D Aitchison Cllr M Morris
Cllr S Bennett Cllr G Newman
Cllr S Gallant Cllr M Richardson

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs S Faversham (Civic Events Officer)
Miss H Miles (Communications Apprentice)
Mrs J Smith (Administration Assistant)
Mr S Congi (Finance Admin Assistant) - Online

IN ATTENDANCE: Mr N Farthing, Chairman, Felixstowe Allotment Association
(Online): Two members of the public.

128. PUBLIC QUESTION TIME

There were none. It was noted that Mr Farthing was attending on behalf of the Felixstowe Allotment Association. Committee agreed to bring agenda item 16 (Community Hut Project) forward in the order of business.

129. APOLOGIES FOR ABSENCE

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

130. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant Cllr M Richardson Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr D Savage	135	Local Non-Pecuniary (as a Trustee to Citizens' Advice)
Cllr G Newman	135	Local Non-Pecuniary (as Suffolk County Council's representative to Citizens' Advice)

131. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 17 February 2021** be signed as a true record; and,

Committee NOTED the cancellation of the Civic & Community meeting scheduled to be held 14 April 2021 in accordance with the period of national mourning for HRH Prince Philip.

132. DECISIONS MADE UNDER DELEGATED AUTHORITY

Committee NOTED the record of the decision made under the temporary authority delegated to the Town Clerk since the previous Committee meeting, in accordance with Minute #17 of 2021/22.

133. FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

It was noted that this matter had been referred by Council for Committee to consider a request for funding for a new community hut for the Felixstowe Allotment Association (FAA).

At the direction of the Chairman, Mr Neville Farthing, Chairman of the FAA, addressed the Committee on the project. In response to Council's query about planning permission, Mr Farthing had understood that this would not be required as the building would be replacing an existing structure and under 2.5m high. However, the Planning Department at East Suffolk Council had been emailed to confirm this.

Members asked Mr Farthing about disabled access to the hut and a portable ramp will be provided. The Association will also be looking at providing permanent toilet provision in the future.

Mr Farthing advised that the cost of the proposed 5m x 3m insulated cabin had recently been reduced from £11,539.99 to £8,816 and it was anticipated that a further cost of around £1,500 would be required for fitting out the hut. The installation of the building was expected to take no more than 6 months to complete, and with the growing season now finishing it was an ideal time to start working on it.

Members thanked Mr Farthing and discussed the merit of the proposal and whether it would be preferable for the Town Council to directly fund and own the cabin rather than provide funding for the FAA to undertake this project themselves.

The Clerk advised that, following the FAA's recent review of its constitution, the Town Council was being asked if it would be willing to receive FAA assets in the event of the FAA being wound up. This would be referred to the Council's Assets & Services Committee for consideration.

Following further debate and a vote, it was RESOLVED that it be recommended to Council that £10,000 should be provided to the Felixstowe Allotment Association via Community Infrastructure Levy Earmarked Reserve towards their Community Hut Project.

134. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 9 September 2021.

RESOLVED that the Budget Report to 9 September 2021 be received and noted as presented with no other action required at this time.

135. ANNUAL GRANTS, COMMUNITY FUND PROJECTS & CHRISTMAS LIGHTS 2021/22

Committee considered applications for on-going funding support from several local partner organisations, a report from the Lions Club of Felixstowe and a report from the Harwich Harbour Ferry Services.

It was noted that both Wesel Twinning Association and Salzwedel Twinning Association had not used their grant from the previous year due to Covid so did not require a grant for the year 2022/23. The Wesel Twinning Association will be celebrating its 50th Anniversary in 2024 when they will be planning to apply for a grant to commemorate this achievement.

It was RESOLVED that :

- i. £6,750 towards the provision of the 2022 Christmas lights be included as part of the recommendations for the 2022/23 budget alongside the following:**

As Annual Grants:

Art on the Prom	£1,400
Citizen's Advice	£3,000
Felixstowe Book Festival	£2,000
Felixstowe Carnival	£2,000
Felixstowe Council for Sport and Recreation	£ 300
Felixstowe Volunteer Coast Patrol Rescue Service	£1,500
Landguard Fort	£1,000
Wesel Twinning Assoc.	£ 0
Salzwedel Twinning Association	£ 0
Total	£11,200

Through Community Fund Projects:

Level Two	£10,000
Landguard Partnership	£5,000
Harwich Harbour Ferry Services Partnership	£1,000
Total	£16,000

- ii. **Felixstowe Council for Sport and Recreation be invited to attend the next Civic & Community Committee meeting to give a presentation of the organisation and the purpose of the funding request; and,**
- iii. **Further information be provided to the Committee with regards to the Felixstowe Volunteer Coast Patrol Rescue Service accounts before consideration of the grant for 2022/23 is made.**

136. COMMUNICATIONS APPRENTICE REPORT

Committee received a verbal update from Holly Miles, the Communications Apprentice. Members thanked Ms Miles for the update and looked forward to further updates in the future.

It was RESOLVED that the Communications Apprentice Report be noted.

137. CIVIC AWARDS 2021

Committee received the report outlining the arrangements for the Civic Awards 2021.

It was RESOLVED that the arrangements for the Civic Awards be noted.

138. FELIX FEST/WOMEN'S TOUR EVENT

Committee received an update on the FelixFest Women's Tour event on the weekend of the 8th – 10th October.

Members were pleased to note that the Town Council would have a significant presence at the event with a stall in the Tour Village and branding across the event. It was agreed that promotional materials should be purchased using the Civic Awards Budget. The Clerk advised that the Town Council would receive six tickets to the VIP enclosure.

It was RESOLVED that:

- i. **The six VIP tickets should be made available to Civic Award Winners, subject to the Mayor and Deputy Mayor also having access on the day; and,**
- ii. **Promotional materials on the theme of sustainability – for example such as pencils, cotton bags and reusable water bottles - be purchased for the Town Council stall in the Tour village, with funding to come via the Civic Awards Budget.**

139. REMEMBRANCE 2021

Members received the report outlining Remembrance activities this year.

It was RESOLVED that the Remembrance 2021 arrangements be noted.

140. CHRISTMAS CIVIC SERVICE AND MAYOR'S CHARITY EVENT

Members received the report detailing the planned Mayor's Charity Events and Civic Christmas Carol Service.

It was RESOLVED that the report on the Civic Christmas Carol Service and Mayors Charity Events be noted.

141. FELIXSTOWE IN FLOWER

Members received the report on Felixstowe in Flower and noted the achievements made in recent years to make Felixstowe in Flower more environmentally sustainable. These include changing the wicker baskets to more durable self-watering planters to reduce the amount of visits required to water the plants, and using grey-water with the assistance of Felixstowe Ferry Golf Club.

Members discussed further opportunities to improve the sustainability of Felixstowe in Flower and reduce its environmental impact. Whilst it was accepted that perennial/sustainable planting may not be suitable for the hanging baskets, which are erected to provide colour for the summer months only, Members were keen to explore options for the year-round tubs and planters. It was also discussed that sustainable plants in the public areas could be accompanied by signs explain the purpose of the displays.

Committee was reminded that, prior to the pandemic, sustainable planting in the seafront and Triangle bedding areas was being considered. Members asked that that the East Suffolk Norse Assistant Grounds Manager be invited to attend the next Civic & Community meeting to present some options for sustainable bedding plants.

RESOLVED that the Felixstowe in Flower report be noted, and the opportunity for more sustainable bedding plants be explored at the next meeting, with an invitation extended to the East Suffolk Norse Assistant Grounds Manager to attend.

142. FESTIVAL OF SUFFOLK/QUEEN'S PLATINUM JUBILEE WEEKEND 2022

Members received the report on the Festival of Suffolk/Queen's Platinum Jubilee 2022. A date was confirmed for the tree planting for the Queen's Green Canopy as being Friday 11 March (70 days into the year).

It was noted that the RBL were looking to put on an event during the Jubilee weekend and were seeking support from the Town Council.

The Town Clerk would liaise with the RBL through Cllr Aitchison and an update report would be brought back to the Committee. The Town Clerk reminded Members that an Earmarked Reserve had been kept after the VE 75th Anniversary event was cancelled due to Covid. This currently had £9,996 in the

fund. If Council was so minded, these funds could be put towards an event the Queen's Platinum Jubilee.

The Clerk also advised Committee that the gas beacon that was used for the Centenary of World War I was still in the Council's possession and could be used for the beacon-lighting event. The solid-fuel beacon at Clifflands had been deemed unsafe for use by East Suffolk Norse and its out-of-town location may not maximise the opportunity for attendance.

RESOLVED that the Festival of Suffolk/Queen's Platinum Jubilee Weekend 2022 report be noted and further updates be brought to Committee in due course.

143. COMMUNITY EMERGENCY PLAN

Committee received the update report on the Community Emergency Plan. Members sought clarification on how to contact CEP Coordinators about local incidents in the event of an emergency. It was suggested that a WhatsApp group could be used between the coordinators for alerts and the JEPU to be requested to provide early warning of incidents as they happen.

The Clerk reported that a Langer Road Flood Action Group had been formed and met recently with representatives JEPUE and the Environment Agency. Once more details were known, the Group's contact details could be added to the Town Council's CEP.

RESOLVED that communication be made to all Councillors with regards to who to contact in an emergency, and how they will be updated as the emergency progresses.

144. CLOSURE

The meeting was closed at 9.45pm. The next meeting was noted as being scheduled for Wednesday 20 October 2021 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, FELIXSTOWE, on Wednesday 22 September 2021 at 9.15am

PRESENT: Cllr S Bird (Chair) Cllr S Gallant (to #149J)
Cllr A Smith Cllr M Morris
Cllr S Bennett (to #149L) Cllr D Savage

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

IN ATTENDANCE: 1 Member of Public
3 Members of Public (via Zoom)
Mr J Bailey, representing Bloor Homes (via Zoom).
Mr J Evans, representing Bloor Homes (via Zoom).
Mr T Corcoran, representing Bloor Homes (via Zoom).

145. PUBLIC QUESTION TIME

The Chairman advised that he would invite any members of the public wishing to make representations on a particular application to do so immediately prior to the application being considered

146. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Jepson, Cllr S Wiles** and **Cllr K Williams**

Cllr S Gallant and **Cllr S Bennett** gave apologies in advance of needing to leave the meeting at 12.30 and 12.45am respectively to attend to other business.

147. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant	All	Local Non-Pecuniary (as a Member of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County)
Cllr D Savage	149(N)	Local Non-Pecuniary (as a near neighbour)

148. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 8 September 2021 be confirmed as a true record.

149. PLANNING APPLICATIONS

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

In respect of item A below, at the invitation of the Chairman, a member of public expressed concerns over the impact of the development on Walton High Street, from construction traffic access, highways works and the loss of parking as a consequence of additional crossings and bus stop locations.

In response to Members' queries, representatives from Bloors clarified the boundary treatment of the LEAP play area and location of the gated access.

A	<p>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).</p> <p>Land North Of Walton High Street</p>
<p>Committee recommended REFUSAL.</p> <p>Committee was extremely disappointed to learn that the long-standing, and soundly-based, desire of the Town Council and local community - that the Candlet Road roundabout should be provided before commencement of the development, to enable construction traffic to access the site from the north, rather than via Trimley or Walton – is precluded by the S106 agreement with SCC.</p> <p>However, on behalf of many elements of the community of the town that we represent, we strongly assert that this remains the only acceptable course.</p> <p>Therefore, the development should not commence until that roundabout is provided.</p> <p>Committee is concerned that there remains a shortage of informal open space and regrets that the location of the LEAP play area remains alongside the spine road. Committee requests that the entrance to the LEAP to the north should be relocated away from its road-facing position. Focus should be given towards the ability of trees and foliage along the spine road to help reduce the risk of pollution from traffic.</p> <p>Committee welcome the improved cycling and walking provisions, and the priority given to cyclists over vehicular traffic. However, we</p>	

request that the entrance and egress from the development at the South-West corner from the High Road, and access through to Treetops, be shared pedestrian and cycling routes up to the boundary of the site. We look forward to the new access on the Candlet Road being developed to the South-East by the County Council.

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

This Council is disappointed at the lack of environmental forethought in delivering sustainable energy solutions throughout this development.

Committee noted that Anglian Water appear content with the plans as submitted. However, we refute the assertion that there is capacity to discharge into the foul sewer via Walton High Street. We do not accept this and remain concerned that this need to be addressed, noting that meetings with Anglian Water and the LLFA to discuss recent flooding events have not been referred to in this application.

We remain concerned about the proliferation and locations of crossings and bus stops proposed along the Walton High Street and the consequential loss of on-street parking.

At 11.37am the meeting was adjourned.

The meeting resumed at 11.44am.

B	DC/21/4172/FUL Construction of two new houses Part Side Garden Tehidy House 65 Orwell Road
Committee recommended APPROVAL. We have considered this application carefully in the light of Conservation Area Policy SCLP 11.5 and feel that the proposed design is extremely sympathetic to, and will preserve and significantly enhance, the appearance of the street scene.	

C	DC/21/4016/AME Non-material Amendment of DC/20/4372/VOC - Variation of Condition 1 of DC/16/3776/ARM - (Submission of reserved matters pursuant to outline planning permission DC/13/3069/OUT for the creation of up to 197 no. one, two, three and four bedroom houses and apartments, plus associated roads, paths, driveways, car parking, landscaping and public open space.) - Update to the first floor living room window. Land West Of Ferry Road Residential Centre Ferry Road
Committee recommended APPROVAL.	

D	DC/21/3878/FUL Single storey detached dwelling and new driveway connection to un-adopted access road Land To The Rear Of 9 To 15 York Road
Committee recommended APPROVAL.	

E	DC/21/4185/FUL Alterations and extensions to form additional 6 flats on ground and first floor, with associated parking and vehicular access Police Station 32 High Road West
<p>Committee recommended APPROVAL. However, whilst we recognise that it is not a policy requirement, Committee is very disappointed to note no voluntary contribution towards affordable housing from the development of this (previously) public building, and the missed opportunity to take an exemplary approach to environmental sustainability.</p>	

F	DC/21/4223/FUL Change of use of golf driving range to stables, tack room/store and office/rest room, erection of agricultural store and construction of menage. Golf Driving Range Cowpasture Farm Gulpher Road
Committee recommended APPROVAL.	

G	DC/21/4119/FUL Demolition of the existing rear extension and alterations to the existing lower ground floorspace to create 1no. residential unit 7 Sea Road
Committee recommended APPROVAL.	

H	DC/21/4000/FUL Proposed alterations & single storey side extension 42 Glemsford Close
Committee recommended APPROVAL.	

I	DC/21/3966/FUL Rear extension & new parking space 2A Sunray Avenue
Committee recommended APPROVAL.	

Cllr Gallant left at this point, 12.29pm.

J	DC/21/4021/FUL First floor rear extension 1 Queens Road
Committee recommended APPROVAL	

K	DC/21/4073/FUL Proposed alterations and extension to provide larger kitchen with toilet off. 122 High Road West
Committee recommended APPROVAL.	

Cllr Bennett left at this point, 12.42pm.

L	DC/21/3970/FUL Rear of dwelling extension of single storey 8 Chaucer Road
Committee recommended APPROVAL	

M	DC/21/4128/FUL Single storey front and rear extensions and alterations 1A Foxgrove Gardens
Committee recommended APPROVAL	

N	DC/21/4025/FUL Side Extension 14 High Beach
Committee recommended APPROVAL. We have considered this application in the light of its position in the Conservation Area, and consider this proposal to be very minor and designed in a sympathetic style.	

O	DC/21/4209/FUL Balcony to front of house 37 Norman Close
Committee recommended APPROVAL	

P	DC/21/3979/FUL Erection of timber post and rail fencing - retrospective Suffolk Sands Caravan Park Carr Road
Whilst we greatly regret the loss of the original and iconic manor house wall, we did not identify any planning reasons to refuse the proposed fence, and Committee therefore recommend APPROVAL.	

Q	DC/21/4202/TCA 1x Eucalyptus - To be felled; tree is touching electric wiring. I am advised by a tree surgeon that is too near the house. 1x Cherry - Grown too high and now touching same electric wiring; to be crown reduced up to 30% to more manageable scale. Beech House 20 Buregate Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

R	<p>DC/21/4203/TPO Beech Tree in the rear garden of 20 Buregate Road Felixstowe; reduction overall 30% and maintenance of tree previously consented under DC/18/4133/TPO but never carried out. Tree is now overhanging, thickly, neighbours garden.</p> <p>Beech House 20 Buregate Road</p>
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.</p>	

150. PLANNING DECISIONS

Members present noted 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.

151. HIGHWAYS CONSULTATION: PROPOSED 40 MPH SPEED LIMIT – CANDLET ROAD

Committee reviewed the proposed 40mph speed limit for Candlet Road.
RESOLVED that the following response be submitted:

Committee welcomes the proposal to reduce the speed limit to 40mph. Due to interaction with current planning applications, in particular DC/21/1322/ARM and DC/20/1002/ARM, we request that this be brought into effect at the earliest opportunity.

152. CORRESPONDENCE

Committee noted the following matters:

- i) Committee noted a draft letter from the Town Council to relevant highways authorities and agencies in respect of gridlock issues experienced on Thursday 2nd September. It was agreed that this should be brought as an agenda item to Committee meeting on 6th October.
- ii) Chairman referred to a recent East Suffolk Council Scrutiny meeting whereby two recommendations were made: a) to increase the local authority housing from 50 to 100 per year; and, b) to take a more proactive approach to taking empty homes back in to use.

153. CLOSURE

The meeting was closed at 13.18am. It was noted that the next meeting was scheduled to take place on Wednesday 6th October at 9.15am.

**MINUTES of the ASSETS & SERVICES COMMITTEE meeting held ONLINE on
Wednesday 22 September 2021 at 7.30pm**

PRESENT: Cllr S Harkin (Chairman) Cllr D Savage
Cllr D Aitchison Cllr A Smith
Cllr M Morris

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Administration Assistant)

154. PUBLIC QUESTIONS

There were none.

155. APOLOGIES FOR ABSENCE

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

156. DECLARATIONS OF INTEREST

There were none.

157. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 7 July 2021 be signed by the Chairman as a true record.

158. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 15 September 2021.

RESOLVED that the Budget Report to 15 September 2020 be received and noted.

159. FEES AND CHARGES 2022-2023

Committee considered the scale of Fees and Charges for Council services from 1 April 2022 as presented in the report.

It was RESOLVED that the Fees and Charges for Council services be adopted as below with effect from 1 April 2022:

- i) Town Hall – General Hire:**
No increase for Voluntary/Charity/Community fees; 2% increase for Commercial Business hire for 2022-23.

FELIXSTOWE TOWN HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Full day (Weekday, 9am-5pm)	Half day (weekdays 9-1pm, 1pm-5pm)	Hourly rate (weekday hours between 9am-5pm)	Hourly rate (all other times)
Council Chamber				
Commercial/Business Hire	£210	£105	£32.50	£47.50
Voluntary/Charity/Community	£103	£52	£16	£31
Other Town Hall Rooms				
Commercial/Business Hire	£157	£80	£22.50	£42.50
Voluntary/Charity/Community	£92	£46	£12	£26
Refreshments (to include tea, coffee, water and biscuits)		£2 per delegate		

ii) Town Hall - Weddings and Special Events:
4% increase for 2022-23.

WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL	Weekday (1 st April- 30 th Sept)	Weekend (1 st April- 30 th Sept)	Any Day (1 st Oct- 31 st March)	Post-Ceremony Drinks
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	395	505	395	N/A
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	200	250	200	N/A
Courtroom Gallery <small>(for ceremonies attended by a maximum 60)</small>	200	250	200	115
Other Rooms	200	250	200	115

iii) Walton Community Hall – General Hire:
No increase for Voluntary/Charity/Community fees
2% increase for Commercial Business hire for 2022-23.

WALTON COMMUNITY HALL Hire includes VAT where applicable. Fees are higher outside of office hours to reflect additional staffing costs.	Weekdays 9-5pm	Evenings and Weekends up to 10pm	Session Rate Mon-Sun 9am-10pm (up to 4 hours)
Commercial/Business Hire	£16.00	£19.00	£52
Voluntary/Charity/Community /Private Hire	£9.00	£12.00	£30

iv) Cemetery:
2% increase for 2022-23.

1. INTERMENTS		
Charges applicable during ordinary hours of burial 9am to 3pm inclusive Monday to Friday	Felixstowe Resident	Non- Resident*
Still Born – 1 Month	No charge	No charge
Child up to 18 Years	No charge	No charge
Adult Grave - Single Depth 4'6"	600	1200
Double Depth 6'4"	970	1940
Triple Depth 7'6"	1130	2265
Urn of cremated remains	155	305
Scattering of ashes	67.50	67.50
Additional charges applicable outside ordinary hours of burial Monday to Friday	Felixstowe Resident	Non- Resident
Grave space	400	800
Urn space	235	475
Scattering of ashes	132.50	270
Additional charges applicable on Weekends and Bank Holidays (subject to availability)	Felixstowe Resident	Non- Resident
Grave space	665	1330
Urn space	465	930
Scattering of ashes	170	340
2. PURCHASE OF EXCLUSIVE RIGHT OF BURIAL FOR A PERIOD OF 50 YEARS		
Adult Grave 8' by 3'	1135	2265
Children's grave 4' by 3'	157.50	157.50
Urn plot in GARDEN OF REMEMBRANCE	465	930
Urn plot in LAWN GARDEN	850	1705
3. RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL		
Renewal 50 years: Adult Grave	1000	2000

Child Grave	105	105
Urn plot (Garden of Remembrance)	330	665
Urn plot (Lawn Garden)	715	1435
Renewal 25 years: Adult Grave	510	1015
Child Grave	52.50	52.50
Urn plot (Garden of Remembrance)	167.50	335
Urn plot (Lawn Garden)	370	735
4. PERMISSION TO ERECT MEMORIALS		
Kerb stone or border stone or edging not exceeding 6'6" by 2'6" by 6" in height (Blocks A – F only)	300	595
Memorial not exceeding 3' 6" height by 3' width	300	595
Memorial not exceeding 2' height by 1'3 width by 3" depth (Block J urns, M urns, & Block O)	300	595
Vase with or without lettering	165	325
Scroll, tablet or open book not exceeding 2' 6" wide by 1' 6" high	165	205
Additional inscription on any memorial after the first	102.50	320
Space for single plaque on Wall of Remembrance 8" by 6"	270	535
Garden of Remembrance – Ground level Plaque		
Plaque for urn plot 6" by 4"	270	535
Plaque for urn plot 8" by 6"	270	535
MEMORIAL GARDEN (subject to VAT)		
Single granite plaque in MEMORIAL GARDEN (includes plaque but inscription chargeable by stonemason) for 10 years	300	600
Leaf on Memorial Tree in MEMORIAL GARDEN (includes leaf and inscription) for 10 years	185	370
Dedication of rose bush, tree or shrub within MEMORIAL GARDEN or elsewhere in the Cemetery (plus cost of plaque) for 10 years	245	490
Renewal of lease for the above memorials for further 5 years	127.50	127.50
Memorial bench plaques with inscription for 10 years (prices from)	615	1230
5. MAINTENANCE AND UPKEEP OF GRAVE SPACE (subject to VAT)		
(a) Planting single grave space with flowers or bedding plants and bulbs(winter and summer) and maintaining for ten years	1665	1665

(b) Planting single grave with winter and summer plants and maintaining for one year	285	285
(c) Annual maintenance thereafter	162.50	162.50
6. MISCELLANEOUS		
(a) Registering transfer of grant	42.50	42.50
(b) Exhumation (Burial)	1600	1600
(c) Exhumation (Ashes)	665	665
(d) Certificate of Burial (Register Extract)	25	25
(e) Preparation of Statutory Declaration	55	55

*Non-Residents rates apply to persons whose normal place of residence at their time of death was not within the Town of Felixstowe within the last two years immediately before their death.

v) Allotments

For tenancies renewing in October 2022, or for new tenancies commencing from April 2022, an increase of 25p per 25m² or 'rod':

Plot Size	Standard Rent (inc. Water)	Discount Rent (inc. Water)
Single-size plot (approx. 125m ² or '5 Rods')	£40.00	£24.50
Double-size plot (approx. 250m ² or '10 Rods')	£80.00	£49.00

The discounted rate above (40% off) is offered to tenants (or joint tenancies with one qualifying tenant) who are:

- **Senior Citizens** (on evidence of being in receipt of state pension)
- **Long-Term Unemployed** (on evidence of associated unemployment benefits)

160. TOWN HALL UPDATE REPORT

The Deputy Town Clerk updated Committee on how the Town Hall was returning to normality after the Covid 19 lockdowns, the situation will continue to be monitored in accordance with Government guidelines.

Members had received by email 3 quotes for replacement wooden windows. The Deputy Town Clerk reported that a meeting had been arranged with a Heritage specialist the following week to discuss a quote for producing a Heritage Statement for East Suffolk Council to gain planning permission.

Committee discussed the quotes and agreed that specialist advice was the best way forward so that the different options could be understood and a decision be

made as to what option for replacement or refurbishment of windows would be best for the building.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. Specialist advice be obtained regarding the Town Hall windows, and support with any necessary planning permission, be sought and reported to Committee in due course.**

161. WALTON COMMUNITY HALL UPDATE

The Deputy Town Clerk reported that hirers were returning to the hall (7 regular hires have currently returned compared to 11 – this time 2 years ago). One off hires for children's parties are also very popular currently as Covid 19 government restrictions are now lifted.

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

162. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. Committee approved the replacement of the service valves on all 4 toilets at a cost of £640 +VAT to be taken from the Broadway House Earmarked Reserve.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. the service valves be replaced on all 4 toilets at Broadway House with the funds to be taken from the Broadway House Earmarked Reserve.**

163. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report and quotes obtained for the refurbishment of the Cemetery Office and Workshop. One quote so far had been received for bricking up the doorway from the shoring storeroom to the office of £520, two further quotes will be obtained. Three quotes were also considered to replace the front door of the office with a UPVc door with 2 side panels, the quote for Company A was agreed at the cost of £1,289.17 +VAT which provided a Company and Insurance backed 10 year guarantee with FENSA registration.

A new worktop for the kitchen at the cost of £110 plus cost of leg and wooden battens, a new water heater and taps for the Workshop were also agreed.

Committee agreed expenditure of up to £3,000 from the Cemetery Earmarked Reserve for this work to be carried out. Once the flooding issues for the kitchen

have been sorted quotes for flooring will be brought to Committee if the cost exceeds this amount.

Members considered the information on the electric van and the differences between purchasing and leasing the vehicle on contract hire. With the technology of electric vehicles ever changing, Members felt that contract hire would provide some certainty against possible depreciation and future options. To contract the vehicle the cost would be a deposit of £3,616.92+VAT to be taken from the Asset Repair and Replacement Earmarked Reserve followed by 35 monthly payments of £301.41+VAT which can be built into future budgets.

Three quotations for Tree Surveys were also considered by Committee. It was agreed that a local professional, Company C, be contracted for this work. Further quotes will be brought to Committee once the survey has taken place for work required.

Three options were considered to protect open graves between the time they have been dug and before the interment takes place and the grave filled in. This work will be carried out in house to include ground anchors, a length of metal and padlocks to act as a deterrent.

It was RESOLVED that:

- i. the Cemetery Update Report be noted;**
- ii. Company A be contracted to replace the front door of the Office at a cost of £1,289.17 +VAT, this expense plus other expenses for the Office and Workshop refurbishment to include bricking up the doorway to the shoring room, new water heater, new taps and sink to come from the Cemetery Earmarked Reserve to a maximum of £3,000 expenditure;**
- iii. it be recommended to Council that it enters in to a contract hire agreement for a Renault Kangoo electric van, with expenditure for the deposit of £3,616.92 for the electric van plus the cost of the electric charge cable, maximum £500 to be taken from the Asset Repair and Replacement Earmarked Reserve, with the monthly payment to incorporated in to future annual budgets;**
- iv. the cost of a tree survey at £2,800 +VAT be paid for Company C to carry out the survey, via the Cemetery Earmarked Reserve; and,**
- v. Open grave protection is created in house to protect against unwanted trespassers accessing the burial hole between digging and interment, costs to be taken from the Cemetery Repairs and Maintenance budget.**

164. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments and considered the Felixstowe Allotment Association's request to define in their constitution that Felixstowe Town Council would receive their assets in the event of FAA being wound up for use by the allotments.

It was RESOLVED that:

- i. the Allotments update be noted; and,**
- ii. it be confirmed to the FAA that Felixstowe Town Council would be willing to receive their assets in the event of the FAA being wound up and this be written into their constitution.**

165. WAR MEMORIAL REPORT

Committee received a report on the renovation of the area surrounding the Felixstowe War Memorial. A quote has been received for £3,089.99 +VAT to clear out and dispose 3 tonnes of soil, import 3 tones base (MOT type 1) and lay approximately 40 new slabs. Norse will try and improve the appearance of the concrete retaining wall, once they have dug out the top soil they will be able to establish whether an additional quote for this repair will be required. Due to the works being required to be completed before Remembrance services in November, it was agreed that this quote should be accepted and the work requested to commence as soon as possible.

It was RESOLVED that:

- i. The war memorial report be noted; and,**
- ii. £3,089.99 be authorised from the Cemetery Earmarked Reserve to pay for this refurbishment work to the War Memorial.**

166. CLOSURE

The meeting was closed at 9.05 pm. The next meeting was noted as being scheduled for Wednesday 24 November 2021 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 6 October 2021 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Morris
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr M Jepson

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

IN ATTENDANCE: 2 Members of the public (*via Zoom*)

167. PUBLIC QUESTION TIME

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

168. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams**.

169. 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)

170. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 22 September 2021 be confirmed as a true record.

171. 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/21/4083/FUL The Lions Club of Felixstowe is a registered charity. One of its activities is to store, maintain and erect the Christmas Lights in Felixstowe town centre. This work is currently carried out in the Sports Hall of the old Deben School site. This is a temporary home and East
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	<p>Suffolk Council have indicated that a permanent home could be accommodated next to the FACTS Bus Buildings in the Garrison Road Car Park. The proposed development includes a demountable workshop (currently the Fitness Centre building at the Deben High School site) and three, 40ft containers (to store the Christmas Lights), this will be contained within a fenced area that will include the FACTS buildings. There will be parking for the Lions van and parking for 6 cars within the fenced area so there will be no reduction in the capacity of the public car park.</p> <p>Car Park Garrison Lane</p>
<p>Committee recommended APPROVAL</p>	

B	<p>DC/21/4417/FUL Construction of a single storey side and rear extension 12 Lynwood Avenue</p>
<p>Committee recommended APPROVAL</p>	

C	<p>DC/21/4311/VOC Variation of Condition 2 of DC/20/1973/FUL - Proposed single storey and two storey front extensions, replacement roof structures incorporating first floor accommodation and alterations - New plans reducing the overall G.I.A. to less than 100sq metres, proposed airing cupboard/storage changed to loft only 208 Ferry Road</p>
<p>Committee recommended APPROVAL</p>	

D	<p>DC/21/4404/FUL Single storey rear and side extension with second storey infill between double gable roof 27 Langer Road</p>
<p>Committee recommended REFUSAL.</p> <p>We have considered this application carefully, particularly with regards to its prominent location in the Felixstowe South Conservation Area. As this is sited on a corner plot the proposals will be highly visible from both the front and side. We feel that both the 2nd floor infill (and apparently flat roof) and ground floor elements as proposed would be visually intrusive. This will be particularly evident at the ground floor - due to both the proposed flat roof, unsympathetic design, and the loss of the distinctive bay window. We feel therefore that the proposal as a whole neither preserves nor enhances the CA and is contrary to SCLP 11.5 para. a) b) and c).</p>	

E	DC/21/4374/FUL Single storey rear extension with loft conversion 14 Sunray Avenue
<p>Committee recommended REFUSAL.</p> <p>The drawings as shown do not clearly specify whether there will be an increase in roof height. That notwithstanding we are still concerned as to the significant changes to the otherwise homogenous street scene in particular the addition of Velux windows and the loss of the distinctive chimney. Whilst we recognise that this application is different from the previously refused application DC/21/2249/FUL we still feel that this is in contravention of SCLP 11.1 c) (ii) layout and (iv) street scene and SCLP 11.2 e) physical relationship with other properties.</p>	
F	DC/21/4252/VOC Variation of Condition No.2 of DC/21/2111/FUL - Change of use of salon and flat over to one dwelling with rear extension - design changed (reduced) to suit updated requirements 47 Orwell Road
<p>Committee recommended APPROVAL. In addition, we do welcome the removal of the prominent previously proposed side extension. We feel that the revised application is more sympathetic to the Conservation Area than the previous.</p>	
G	DC/21/2816/FUL Extension on rear for kitchen/ family area and utility. Alterations throughout existing bungalow and provide toilet in rear of garage. Provide hardi-plank cladding to extensions and 'k' render to whole of remainder of bungalow. Enlarge parking area. 62 Rosemary Avenue
<p>Committee recommended REFUSAL.</p> <p>We welcome the removal of the porch element from this revised application, but we repeat our concerns from the previous application concerning the loss of light amenity to no. 60. Whilst we recognise that the current occupier of the host property may reach agreement with the current occupier of no. 60, we are concerned about the impact on the future occupier of no. 60 and are still of the view that this is contrary to SCLP 11.2 c).</p>	
H	DC/21/4270/TPO TPO SCDC 06 00195 T1 Sweet Chestnut standing in adjacent rear garden - remove 3 lowest limbs back to main trunk (equivalent to 10m. crown lift) to reduce overhang and shading. 72 Garrison Lane
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer</p>	

I	<p>DC/21/4395/TCA Fell the dying Sycamore tree in the corner Fell three Sycamore trees in the middle of the back woodland area Fell one Holly tree. Remove one limb from a Sycamore tree overhanging the neighbour's garden.</p> <p>Remove the dead wood form one Holm Oak tree. Fell five Holm Oak trees in the front garden. Pollard Holm Oak trees near the trampoline. Pollard one Holm Oak tree by the boundary wall.</p> <p>Ridley House Maybush Lane</p>
<p>Whilst we are sympathetic to the problems in managing diseased trees, and to the problems that can occur with some sycamores, there is no available plan of where the affected trees are situated and therefore which of the trees are visible from the public highway.</p>	

172. PLANNING DECISIONS

Members present noted 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.

173. LETTER TO HIGHWAYS AUTHORITIES AND OTHER AGENCIES

Committee reviewed a draft letter from the Mayor of Felixstowe to the Suffolk County Council Cabinet Member for Highways, National Highways and other agencies, in respect of the gridlock issues experienced on Thursday 2nd September. It was noted that the local MP had also taken up this matter and a letter in response from National Highways was reviewed.

With some minor amendments, Committee RESOLVED that the letter be sent by the Mayor on behalf of Felixstowe Town Council.

174. CORRESPONDENCE

None.

175. CLOSURE

The meeting was closed at 11.22 am. It was noted that the next meeting was scheduled to take place on Wednesday 20th October at 9.15am.

**MINUTES of the PERSONNEL COMMITTEE meeting held at
FELIXSTOWE TOWN HALL on Wednesday 6 October 2021 at 6pm**

PRESENT: Cllr M Jepson (Chairman)
Cllr N Barber

Cllr S Harkin
Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

176. PUBLIC QUESTIONS

None.

177. APOLOGIES FOR ABSENCE

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

178. 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.

179. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 7th April 2021 be signed by the Chairman as a true record.

180. 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.

181. TOWN CLERK'S APPRAISAL

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

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

182. STAFFING ARRANGMENTS

Committee considered a report on staffing matters. The health issue of a staff member and their potential long-term sickness absence was noted.

RESOLVED that the report on staffing matters be noted.

183. STAFFING AND TRAINING BUDGET 2022/23

Members considered estimates for the Council's 2022/23 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Salaries Budget:

Cost Centre	Budget 2022/23		
	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	214,535	22,975	43,703
Town Hall	20,765	1,531	955
Walton	4,153	306	191
Broadway House	7,028	518	323
Cemetery	139,510	14,211	17,720
Allotments	24,619	2,508	3,127
Sub-Totals	410,611	42,049	66,020
Total	518,680		

Training Budget:

	2022/23 (£)
Administration	1,500
Town Hall	500
Cemetery	1,500
Totals	3,500

It was RESOLVED that Council be recommended to approve the salaries and training budgets for the financial year 2022/23.

184. CLOSURE

The meeting was closed at 8.15pm. The next meeting was noted as being scheduled for Wednesday 7 April 2022 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 20 October 2021 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Jepson
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr S Bennet Cllr S Wiles
Cllr S Gallant

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

IN ATTENDANCE: Mr C Phillips, ESC Surveyor (*via Zoom*)
Ms L Hack, ESC Project Officer (*via Zoom*)
4 Members of the public (*1 in person, 3 via Zoom*)

185. PUBLIC QUESTION TIME

None.

186. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Morris** and **Cllr K Williams** requiring to attend to other business.

187. DECLARATIONS OF INTEREST

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

188. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 6 October 2021 be confirmed as a true record.

189. PLANNING APPLICATIONS

During the first application (A) below, Mr C Phillips, ESC Surveyor, provided further information on the drainage and other changes since the previous iteration of the project proposals.

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

A	<p>DC/21/2444/FUL Development of a 'beach village' area with 27 traditional wooden huts, accessible pods to hire and new public conveniences- plus movement of trim trail to new activity park area, comprising of three petanque rinks, table tennis tables and exercise space.</p> <p>Trim Train And Volley Ball Area Sea Road</p>
<p>We welcome the apparent improvements to foul and surface water drainage, subsequent to the holding objections of the LLFA and, subject to confirmation of the adequacy of these arrangements, Committee recommended APPROVAL.</p>	

B	<p>DC/21/4457/FUL Alterations and roof extensions to form additional 3 flats, with associated parking and vehicular access</p> <p>Glenfield Court Glenfield Avenue</p>
<p>Committee recommends REFUSAL. We welcome the addition of three new units of accommodation; however, we do regret the lack of provision of affordable units on this overall site and would wish ESC to ensure that affordable housing should be considered in accordance with SCLP 5.66. As such, we request that a viability assessment be carried out. Regarding this revised plan, we have carefully considered the relationship of the proposed new windows on this new second storey accommodation on each of the four elevations. We are satisfied that there is not a significant issue of overlooking existing properties from these new windows.</p>	

C	<p>DC/21/4630/FUL Rebuilt garden room, new walls and roof, plinth to remain</p> <p>Manor Court 9 The Courts</p>
<p>Committee recommended APPROVAL</p>	

D	<p>DC/21/4506/FUL Loft conversion including the formation of a roof dormer and the insertion of rooflights</p> <p>1A Maybush Lane</p>
<p>Committee recommended APPROVAL</p>	

E	<p>DC/21/4609/FUL Single height extension to the south. Replacement windows in places. Replacement conservatory. Internal alterations.</p> <p>55 Dovedale</p>
<p>We are unable to consider this application as there were no drawings of the proposed scheme on the East Suffolk planning portal. We are therefore unable to recommend either refusal or approval.</p>	

190. 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.

191. CORRESPONDENCE

Committee NOTED the following:

i) Sizewell C Project

The Clerk reported that the Planning Inspectorate had completed its Examination of the Sizewell C project application on 14 October 2021. The findings, conclusions and recommendations arising from which were to be sent to the Secretary of State for Business, Energy and Industrial Strategy by 14 January 2022, with a decision expected around April 2022.

ii) DC/21/1322/ARM – Land North of Walton Hight Street

Cllr S Wiles reported that he had corresponded with Anglian Water regarding Committee's concerns over foul water drainage plans for the above development site. He would forward their response to Committee once received.

192. CLOSURE

The meeting was closed at 10.33 am. It was noted that the next meeting was scheduled to take place on Wednesday 3rd November at 9.15am.

MINUTES of the **CIVIC & COMMUNITY COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 20 October 2021** at **7.30pm**

PRESENT: Cllr S Wiles (Chairman) Cllr S Harkin
Cllr D Savage (Vice-Chairman) Cllr G Newman
Cllr D Aitchison Cllr M Richardson
Cllr S Gallant

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

IN ATTENDANCE:

Mr M Sharman, Chairman of the Felixstowe and District Council for Sport and Recreation

IN ATTENDANCE ONLINE: 1 Member of the public

193. PUBLIC QUESTION TIME

There were none.

194. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Morris** and **Cllr K Williams**.

195. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Gallant Cllr S Wiles Cllr M Richardson	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr G Newman	200	Local Non-Pecuniary (as a Tourist Information Ambassador Volunteer)

196. CONFIRMATION OF MINUTES

RESOLVED that the **Minutes of the Civic & Community Committee meeting held on 15 September 2021** be signed as a true record.

197. FELIXSTOWE AND DISTRICT COUNCIL FOR SPORT AND RECREATION

Committee welcomed Mr Michael Sharman as Chairman of the Felixstowe and District Council for Sport and Recreation. Mr Sharman gave an overview the work that the Council for Sport and Recreation carries out each year. There is

an Inter Town Challenge Trophy alongside multiple awards which are awarded each year. The Council includes over 30 affiliated clubs in Felixstowe, Trimleys, Kirton and Falkenham. The committee consists of 14 members which includes 2 representatives from Felixstowe Town Council.

The Sport and Recreation Council gives grants each year for basic equipment and first aid. It currently has approximately £9,000 restricted funds and this enables interest free loans to be given to clubs.

Committee commended the work that the Council carries out and suggested that website accessibility be explored, to include individual links to the affiliated sports groups and a contact email address. Promotional help could be sourced via the Town Council to promote this via social media and the Town Council Magazine.

It was RESOLVED that:

- i. the update from the Felixstowe and District Council for Sport and Recreation be noted; and,**
- ii. Council's Communications Apprentice, Holly Miles contacts Mr Sharman to assist with an article for the Felixstowe and District Council for Sport and Recreation in the town magazine.**

198. CIVIC & COMMUNITY BUDGET REPORT

The Committee considered a summary and detailed report showing income and expenditure against budget to 13 October 2021.

It was noted that, due to many Council events being cancelled as a result of the pandemic, there could be a net reduction across Committee's expenditure this year. This was anticipated to offset the impact of a reduction in sponsorship and advertising revenue which had also been affected by the pandemic.

Members suggested that a total fund be calculated of unspent funds due to Covid and this be brought to Council for consideration for a project to reinvest for the community. An example of a suitable project could be the enhancement of Langer Park where consideration is currently being undertaken into a project which could include a contemplative space to reflect the town's resilience over the past two years.

It was RESOLVED that:

- i. the Budget Report to 13 October 2020 be received and noted as presented with no other action required at this time; and,**
- ii. the net unspent funds due to Covid are calculated (including the reduction in income) and considered for using towards a community project.**

199. DRAFT BUDGET CONSIDERATIONS 2022-23

Committee considered first draft proposals for its element of the Council's 2022-23 budget and reviewed the accompanying notes to the budget estimates in the report. The Deputy Town Clerk explained that the budget included reduced estimates for income but maintained appropriate provisions to enable the usual events for 2022-23 to take place, though it was accepted that these could again be affected by the ongoing pandemic.

The CCTV figures had been included for expenditure and income (for the East Suffolk Council part of that) as in previous years. However, the contract is currently due to expire in July 2022 and new equipment and monitoring is currently being explored.

Although £12,301 had been budgeted for floral bedding, if sustainable planting is now used this figure could be reduced.

A correction to the papers was confirmed that as the Landguard Partnership was now becoming a Charity Trust the £5,000 that was allocated in the budget was no longer required to be budgeted for. Although moving forward there would no longer be a partnership fee, Members may see Grant applications from the Landguard Trust in the future.

It was RESOLVED that the draft proposals for the Civic & Community element of the Council's 2022-23 budget be recommended, as per the report, to Council's Finance & Governance Committee for further consideration with the following amendments:

- i. the £5,000 budget for Landguard Partnership be removed (this would not prevent Landguard Trust from applying for grants in the future); and,**
- ii. the figure for floral bedding and CCTV be adjusted accordingly dependent on further information being brought to Civic & Community Committee in December 2021.**

200. FLORAL BEDDING ARRANGEMENTS FOR 2022/23

Committee considered plans for more sustainable bedding provided by Mr Paul Tynan, East Suffolk Norse Assistant Grounds Manager. It was agreed that this should be trialled, and information boards erected to inform residents and visitors of the change in planting. Communication can also be made via social media and the magazine to promote using more sustainable plants.

Members considered the blue planters in the Shared Space and recalled that the original design had included trees as a feature of the Shared Space. Silver birch saplings had been planted when the Shared Space opened, but did not last very long. As part of the Queen's Platinum Jubilee Green Canopy project

Committee agreed that a project to plant trees throughout the Shared Space would be a good way to commemorate the Jubilee. The trees would need to be larger than the saplings that were originally planted and as the original containers are rusting, consideration should be made into suitable planters for the trees. The current planters are divided into two parts and so are not best suited to the planting of one central tree. Members were asked to let the Clerk know of any ideas for types of trees that could be planted.

If savings are made in using more sustainable bedding on the seafront and Triangle then this could be used to purchase new planters for the Shared Space.

Members considered the planting plan for the wooden tubs owned by the Town Council and agreed that they required a more central focus with a taller plant. Members agreed that the tubs should be planted with more sustainable plants as suggested by the Grounds team but it was important that they still provided colour.

The Clerk reported that he had just received a response from East Suffolk Norse regarding requirements requested under the New Burdens Funding. This included Portaloos, Portacabins and 20-30 wheelie bins which had originally been anticipated to be received in time for the Summer season. In addition, plants for the library gardens had been requested. The Clerk would liaise with Mr Tynan regarding planting in the library gardens.

It was RESOLVED that:

- i. Mr Tynan, East Suffolk Norse Assistant Grounds Manager, be asked to go ahead with the planting as per the plan provided. This will be reviewed regularly to ensure that it is providing enough colour and continues to look tidy;**
- ii. investigation be made into replacing the blue planters in the Shared Space with trees in purpose built containers in honour of the Queen's Platinum Jubilee. Members to send their suggestions to the Town Clerk and further details be brought back to Committee in December;**
- iii. the wooden tubs to be planted with a central taller more sustainable plant and perennial plants with colour be planted. Tubs to be monitored regularly to ensure they continue to look good; and,**
- iv. The Clerk requests the plants as part of the New Burdens funding and liaises with Mr Tynan to plant in the library gardens and investigate contributions for the planters.**

201. CHRISTMAS AND OTHER EVENTS

Committee noted the report on Christmas and other events and were pleased to note that East Suffolk Council had confirmed that parking charges would be

suspended on the relevant car parks for the Remembrance Services. The Clerk was currently working with ESC on some further dates for free car parking around the weekend of 18th and 19th December, following consultation with the BID.

The Christmas Lights Switch on is currently being coordinated by the Lions Club of Felixstowe and will take place on Saturday 27 November where the Mayor will be 'officially' switching the lights on and all Councillors are welcome to attend.

Committee considered funding to support the BID's Christmas activities weekend including provision of an ice rink. As the Town Council had previously provided a Christmas ice rink in town, Members agreed to offer sponsorship of £3,000 towards this event from the Seasonal Event's budget.

Members received a detailed verbal update on the recent meeting with the Carnival Association, the Felixstowe Branch of the Royal British Legion and the ESC Communities Officer to oversee the delivery of a celebratory weekend of events to mark the Queen's Platinum Jubilee over the bank holiday weekend of the 2 – 5 June 2022. The Suffolk Lieutenancy is also seeking to include the Jubilee events as part of its 'Festival of Suffolk' in 2022.

Committee agreed that with the Jubilee being such a significant national and historic event that the Town Council should underwrite the event to a significant sum that would allow the celebrations to succeed. Funding will also be sought from other sources, such as ECB and Locality Funding. Committee also agreed that the amount of £9,996.08 currently being held in an earmarked reserve from the VE day 75th anniversary, that had been cancelled due to covid, should be used towards this event.

Members also felt strongly that this event should be a sustainable and environmentally sound event and should not involve any fireworks, balloons, single use plastic or other non-sustainable activities.

Committee considered an appropriate way to thank the Visit Felixstowe volunteers and agreed to invite them to the Christmas get together at lunchtime on 15th December 2021.

The Clerk informed committee that East Suffolk Council Economic Development Team have offered an event consultancy package. This package will advise town councils and local business groups on best practice for event development, feasibility work to assess the types of events that the town could support and what marketing could help to encourage greater footfall into the town centre to support recovery. The consultancy package will include a detailed analysis of the current markets and events in the town – evaluating what is currently being done, as well as the quality of such. Following the analysis, the package will offer a face-to-face masterclass, and ongoing mentoring including help to identify the best person or body in the town to carry forward these new initiatives. The final part of the package is a 'tool kit' of bespoke actions for the town.

It was RESOLVED that:

- i. sponsorship of £3,000 be awarded to Felixstowe BID from the Seasonal Event's budget towards their weekend of Christmas Activities to include an ice rink;**
- ii. the £9,996.08 from the VE day 75th Anniversary Earmarked Reserve be recommended to Council for using towards the Queen's Platinum Jubilee celebrations;**
- iii. a recommendation be made to Council that the Queen's Platinum Jubilee celebrations co-ordinated by the Felixstowe Carnival be underwritten to the total sum of £30,000. This is to include the VE75 Earmarked Reserve figure and the remaining £20,003.92 be taken from the Community Fund Earmarked Reserve;**
- iv. the Jubilee Carnival Weekend organiser to be advised to ensure the event and associated activities are as sustainable and environmentally sound as possible, with no fireworks, balloons or single use plastic;**
- v. the Visit Felixstowe Volunteers be invited to the Christmas get together at lunchtime on Wednesday, 15th December 2021; and,**
- vi. the Clerk should accept the Event Consultancy Package offered by East Suffolk Council.**

202. CLOSURE

The meeting was closed at 9.33pm. The next meeting was noted as being scheduled for Wednesday 15 December 2021 at 7.30pm.

208. QUARTERLY BANK RECONCILIATIONS

It was confirmed that Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #12 2021/22 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April – 30 September 2021 had been reviewed and signed by Cllr D Savage.

209. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

Council noted that the External Audit for the Financial Year 2020/21 had been completed on 11 September 2021, with no formal or any other matters being raised.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk and the Finance Admin Assistant for their work to support Council's continuing clear and unqualified audits.

It was RESOLVED that:

- i. the Annual Governance and Accountability Return including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 14 September and is available to view on the Financial Page of the Town Council Website.**

210. INTERIM AUDIT REPORT: YEAR 2021/22

Committee considered the interim Internal Audit Report for 2021/22, which had been completed with no formal recommendations being made.

Members noted the comments of the internal auditor.

RESOLVED that the Interim Internal Audit Report for the period 1 April 2021 - 30 September 2021 be noted.

211. SCRIBE CEMETERY SOFTWARE PACAKGE

Committee considered a report on cemetery management software licence costs. It was noted that current provider, Clearskies, had increased the annual support fee for their BACAS software from £850 to £1,000 this year. It was noted that this programme was the only remaining software installed on the

Town Council's ageing file server, with all other software being hosted in the cloud, or web based. Clearskies was able to offer a cloud-hosted platform solution at a cost of around £5,000 per year.

As an alternative, a subscription fee for Scribe's web-based cemetery package costs £59 per month, an annual of total £708, with a one-off set-up fee of £497. All costs subject to VAT.

Town Council Officers had been trialling the software and working with Scribe – the Council's accounting management software provider – to introduce further innovations. Members congratulated the Deputy Town Clerk and Finance Administration Assistant for having been given a 'Top Contributor' award on behalf of the Town Council for at the recent Scribefest conference, which had been attended by over 300 Town and Parish Councils.

Members agreed that the Scribe package was a superior alternative to BACAS. The Clerk confirmed that ownership of the data would be retained by the Council in full compliance with GDPR.

In response to Members' queries, the Finance Administration Assistant would look in to whether genealogical searches by the public would be a possible feature of this software.

RESOLVED that the Council should subscribe to the Scribe Cemetery software package.

212. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2020/21.

It was noted that the CIL Annual Report would be published on the Council's website and sent to East Suffolk Council by the 31st December 2021 deadline.

The Clerk drew Members' attention to two recent CIL receipts which had increased the current CIL balance to £128,883.23. Committee noted that the Civic & Community had recommended to Council that CIL funding of £10,000 be put towards a replacement community hut for the Felixstowe Allotment Association.

Members then considered a recent approach from Felixstowe Rugby Club for funding towards floodlights and a clubhouse refurbishment. The total cost of this project was anticipated to cost around £200,000. The Rugby Club was seeking support from the Town Council from £12,000-30,000 towards this project.

Members noted that, whilst CIL funding given to FTC can only be spent in certain ways, which could include funding projects that are delivered by others, it was not essentially a 'grant fund' which the Council would expect to receive applications for. As such, it was agreed that the Clerk should advise the Rugby

Club that the Committee would not be recommending the use of CIL funding towards the project at this time, however Members were interested in finding out more about the project and there may be other avenues for funding from the Council which could be explored in due course.

Committee discussed how community groups may increasingly be seeking significant funding for capital projects and, as such, the Town Council could consider a formalised 'Capital Grants Fund' which would enable applications for more significant funding than the Occasional Grants fund to be considered. It was noted that the benefits of this, over the use of CIL for such purposes, would include being able to define the parameters, the eligibility criteria, limits, and timeframe, with funding being able to have a potentially broader scope than CIL. CIL funding would then be largely expected to be used for community infrastructure projects that the Town Council would be delivering directly, or in partnership.

It was RESOLVED that:

- i. the Community Infrastructure Levy Annual Report for 2021/21 be approved as presented and published on the Council's website before 31st December 2020 and sent to East Suffolk Council, and;**
- ii. the setting up of a Capital Grants Fund be investigated, with a draft proposal to be brought back to Committee for consideration in due course.**

213. PUBLIC WORK LOANS BOARD

Committee considered a report on the Council's PWLB loan. It was noted that the Finance Administration Assistant had been investigating whether there would be any cost saving, in terms of the interest due, should Council settle the loan early. However, there would be no significant reduction in cost as Council would be liable to repay the majority of the interest due over the whole term, even if settled early.

As the returns for investing the same amount in an interest bearing account would far exceed any small saving by paying of the loan, it was agreed that there would be no value in settling early.

RESOLVED that the Public Works Loan Board report be noted with no action deemed necessary at this time.

214. PCC CRIME AND POLICING PLAN CONSULATION

Committee considered the PCC's proposed new Police and Crime Plan which had been put to public consultation until Monday 22nd November 2021, before being presented to the Police and Crime Panel in January.

It was agreed that the Clerk should respond to the consultation as follows:

Felixstowe Town Council would like the Police and Crime Commissioner to provide additional visible policing resources, understanding that this will take time to deliver on an equitable basis to meet the competing demands of Suffolk towns.

Whilst we understand that the nature of crime and policing has changes over the past few years, a visible police presence provides much needed reassurance to the public, particularly following recent high-profile public incidents.

Felixstowe Town Council would also wish to see more information about recent trends, in both regional and national crime statistics that underpin the strategy.

It was RESOLVED that the Clerk respond to the consultation on the PCC's proposed new Police and Crime Plan as agreed above.

215. CLOSURE

The meeting was closed at 9.12pm. The next meeting was noted as being scheduled for Wednesday 8 December 2021 at 7.30pm.

A	<p>DC/21/4715/FUL Change of use from class E to Sui Generis. The unit is to be utilised as a beauticians which will offer :- Manicures, pedicures, waxing, facials, eyelash & brow treatment, nail enhancement & tanning. There will also be a small amount of retailing beauty products.</p> <p>3 Great Eastern Square</p>
Committee recommended APPROVAL	

B	<p>DC/21/4052/FUL Retrospective Application for retention of development comprising: cladding along the rear side and back of No27; and a balcony and stair on the 1st floor gable end</p> <p>Seaside House 27 Bath Road</p>
<p>Committee recommended REFUSAL.</p> <p>Committee objects strongly to this application. We feel that the various elements of the application individually and collectively neither preserve nor enhance the Conservation Area according to policy SCLP11.5. We bitterly regret the loss of the distinctive oriel bay window and the chimney. We acknowledge the applicant’s statement that there are other buildings in the Conservation Area with traditional Victorian weatherboarding, and balconies to the rear or front. However, whilst we do not object to the balcony in principle, we feel that the balcony as constructed is particularly modern and utilitarian and does not contain any ornate Victorian features. The modern concrete hardiplanking does not replicate traditional wooden weatherboarding and sits in contrast and incongruously with the adjoining neighbour.</p>	

C	<p>DC/21/4609/FUL Single height extension to the south. Replacement windows in places. Replacement conservatory. Internal alterations.</p> <p>55 Dovedale</p>
Committee recommended APPROVAL	

D	<p>DC/21/4867/TCA Monkey Puzzle (T1) Fell because of (alleged) poor health (Please see photos) out-growing position, proximity to overhead wires and proximity to public path</p> <p>45 Bath Road</p>
<p>Committee OBJECTS to the felling of this tree. We ask East Suffolk Council’s Arboricultural Officer to consider a TPO for this tree. We therefore do not support the removal of this tree without the due consideration of the Arboricultural Officer.</p>	

At this point in the meeting, 9.51am, Cllr Jepson joined.

221. 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.

222. VISION FOR ROUTE STRATEGY – NATIONAL HIGHWAYS CONSULTATION

Following discussion it was **AGREED** that the Committee would not respond to the consultation, but would encourage individual Councillors to comment if they felt inclined.

223. LORRY NETWORK MAP – SCC COMMUNITY REVIEW 2021

It was noted that the Consultation asked local parish councils to forward their views to Felixstowe Town Council to put forward in an area response to the Consultation.

It was noted that it had been 10 years since the last review. Committee felt that the designations were working, but requested feedback from residents. Following discussion **IT WAS AGREED** that the Clerk would put the proposed response to the consultation on the Council's website for residents to comment on. Any comments would be reviewed at the 15 December meeting and a response would be sent before the deadline of 17 December.

224. CORRESPONDENCE

Committee **NOTED** the following:

iii) Consultations for three Supplementary Planning Document (SPD)s

The Clerk advised that these SPDs, relating to Sustainable Construction, Affordable Housing and Cycling and Walking Strategy would be formally presented to Committee at the next meeting for consideration.

iv) Hamilton Road Experimental Traffic Order

Members noted that this was being formalised as a permanent Order, with appropriate and clear signage put in place. Members welcomed the Order.

v) DC/21/3769/FUL – 1 Kemsley Road Appeal

Noted that this application had been considered by the ESC Referral Panel which had concluded that the decision be delegated to Officers. The Officers were minded to approve the application contrary to the Town Council's recommendation to refuse.

vi) Consultation for A14 J55 Copdock Interchange.

The Clerk informed the Committee of various events being held locally to see plans and a webinar on 10 November to discuss plans for the junction with

copies of the scheme being also available locally. The deadline for comment is 9 December 2021.

225. CLOSURE

The meeting was closed at 10.55 am. It was noted that the next meeting was scheduled to take place on Wednesday 17th November at 9.15am.

AGENDA ITEM 9: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr Aitchison, Council representative to the Felixstowe & District Council for Sport and Recreation.

Councillor S Bennett and Councillor D Aitchison attended a meeting of the Felixstowe & District Council for Sport and Recreation on Monday 25th October at Felixstowe Library. 18 persons were present including representatives from both Trimley Parish Councils. The first half of the meeting was an update from Mr Tim Snook from ESC on the Sports Hubs Project and the proposed new leisure centre.

Sports Hubs - the Cricket 3rd team have started playing on the old Deben School sports pitch, this has freed up Coronation Park to be exclusively used by the Rugby Club. The Rugby Club are working with ESC to sort out drainage in their car park, improve the pitches and develop their club house and changing rooms. The Deben Sports Hall is planned to be used for a combination of indoor bowls, 4 or 6 rinks, and changing rooms for the Cricket Club. The Cricket Club are currently in need of a second ground in addition to Deben, they have 2 options – Felixstowe School and the Langley Avenue playing fields, the preferred option is Felixstowe School. Funding has been allocated by ESC to develop their new facilities, this will be reimbursed to the council by the sale of the current cricket club house land at Dellwood. Leisure Centre update – ESC currently in discussion over land and utilities, the current planned end date for the project is the second half of 2025. The project isn't being viewed in isolation but as part of the wider development of the Candle Road area, things like connectivity to bus and cycling routes are all part of the larger plan. The building will be as energy efficient and sustainable as possible in line with ESC guidelines. The aesthetic look of the exterior is the next element Mr Snook and his team are looking at.

The annual grant from Felixstowe Town Council Grant was then discussed and Cllr Aitchison was asked to speak about the view of the Civic and Community Committee. It was agreed that the visibility and public awareness of the Felixstowe & District Council for Sport and Recreation should be improved and that the website and social media presence needs to be reviewed. The Secretary took down updated contact details for all the clubs present and will work on updating the website accordingly. The state of the football pitches at Eastward Ho was raised and the fact that they aren't being used because the pitches are not of a high enough standard. There is currently a shortage of good standard pitches in Felixstowe which is leading to teams playing 'home' games elsewhere. If the pitches and facilities at Eastward Ho could be improved then this would enable more football to be played in Felixstowe and potentially increase participation. Felixstowe Town Council is requested to work with East Suffolk Council to improve the playing quality of the pitches, address the drainage issue around the changing rooms and potentially relocate the changing rooms to a location closer to the pitches so that they are more useful.

Council is requested to receive the above report and any other update from Cllr Aitchison.

AGENDA ITEM 10: FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

Further to the discussion at the previous Ordinary Council meeting, Council's Civic & Community Committee considered a request for funding for a new community hut for the Felixstowe Allotment Association (FAA). Mr Neville Farthing, Chairman of the FAA, attended Committee on 20th October to discuss further details of the project.

The hut is situated on plot 39 at Cowpasture allotment site, Candlet Road, Felixstowe. The existing wooden structure has evolved since the Association was formed from several self-made allotment sheds and additions but is now quite dilapidated and no longer fit for purpose.

The Cowpasture site hosts 306 of 456 plots across the five sites owned by Felixstowe Town Council. The "hut" serves as a meeting place for conversation, refreshment, storage and is very much a "focal point" which now includes a shop in a shipping container.

Regular visitors also include a local primary school. The current building is not fully waterproof, has a soil floor covered in re-purposed carpets with no water or electricity.

A replacement building is required which would sit on a solid foundation, be fully waterproof with adequate insulation for year-round use. The interior would have sufficient tables chairs with a small "kitchen" area. The exterior would include a purpose made seating area with suitable benches, chairs, etc to sit outside, and in shade when necessary. The Association currently has 293 members, the majority being at the Cowpasture site.

The new structure will allow more members to use the facility and will be designed and equipped for their benefit. The opportunities to use the building will be increased throughout the year to include social functions, BBQ's and daily/weekly social tea/coffee gatherings. Visiting school children will benefit from using the building and the outside seating area. The shop can also be opened more often than the current Saturday morning weekly. In all, the new hut will allow greater flexibility in the FAA's aim to promote and support a flourishing community of allotment gardeners in Felixstowe.

The FAA will be putting its own funds towards the project and is seeking funding support towards the project from Felixstowe Town Council in the first instance, with an approach to district and county councillors for possible ECB and Locality funding thereafter. Whilst the FAA currently holds about £12,000 in reserves this is largely set aside in anticipation of a potential capital sum to purchase a toilet but with a monthly maintenance agreement with a local company. The reserve also provides for Members insurance when working their plots - which is expected to increase considerably to cover the new community building - winter meetings with guest speakers and Member's needs. The average annual net surplus from income has been £1,906. Some of these funds are also held in readiness to purchase stock for the shop which fluctuates depending on the season plus running the annual "seed order" with Kings every October (excess of £3000 last year).

In response to Council's query about planning permission, Mr Farthing had understood that this would not be required as the building would be replacing an existing structure and under 2.5m high. However, the Planning Department at East Suffolk Council had been emailed to confirm this.

The Civic & Community Committee was advised that the cost of the proposed 5m x 3m insulated cabin was (as at the date of the Committee meeting) £8,816 with a cost of around £1,500 anticipated for fitting out the hut. The installation of the building was expected to take no more than 6 months to complete, and with the growing season now finishing it was an ideal time to start working on it.

Noting that the Persimmon Homes development at Candlet Road bordering the Cowpasture site would undoubtedly have a long-term impact on the allotments, the Civic & Community Committee has recommended to Council that £10,000 be provided to the Felixstowe Allotment Association via the Community Infrastructure Levy Earmarked Reserve towards their Community Hut project (*Minute # 133 2021/22 refers*).

Council is requested to approve the recommendation of the Civic & Community Committee and authorise funding of £10,000 towards the Felixstowe Allotment Association's replacement community 'hut' on the Cowpasture Allotment Site. This funding to be taken from the Community Infrastructure Levy Earmarked Reserve.

AGENDA ITEM 11: RESERVES POLICY 2021-2023

Felixstowe Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. A Reserves Policy can set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. There is no specified minimum or maximum level of reserves that an authority should hold. It is the responsibility of the Councillors and the Responsible Financial Officer (RFO) to determine the level of reserves and to ensure that there are procedures for their establishment and use.

The Good Councillors Guide to Finance and Transparency suggests that a council should hold between 3- and 12-months expenditure as a general reserve. If the reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if it is too high then local electors have paid a tax which is not being used for the benefit of the local community.

General Reserves are held to cushion the impact of uneven cashflows or unexpected events. These are funds which do not have any restrictions as to their use.

Earmarked Reserves can be held for several reasons. The money is held for specific items of expenditure to meet known or predicted liabilities or projects. Earmarked reserves can be used to 'smooth' the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. Typically, they are held for four main reasons: -

- a) Renewals
- b) To carry forward an underspend
- c) To indicate commitment to a capital project
- d) To meet known or predicted liabilities

Council reviews its level of both General and Earmarked Reserves at least annually and will always be part of the budget setting process. A level of General Reserves has been maintained which has been the equivalent 9-12 months expenditure.

A draft Reserves Policy was considered by the Finance & Governance Committee at its meeting of 14 July 2021.

It was recommended that the Reserves Policy for the period 2021-2023 be recommended to Council for adoption as presented but with added clarification of the difference between ring-fenced and standard earmarked reserves (*Minute #77 of 2021/22 refers*). A finalised Reserves Policy, incorporating those clarifications, is presented for adoption at **Appendix A**.

Council is therefore requested to approve and adopt the Reserves Policy 2021-2023 as recommended by the Finance & Governance Committee.

AGENDA ITEM 12: EARMARKED RESERVES EXPENDITURE

Council's Terms of Reference were approved and adopted at Annual Council (*Minute #9a of 2021/22 refers*), these included an additional authority to Committees to approve expenditure from Earmarked Reserves relevant to their scope of business, up to a limit of £20,000 in each financial year, without requiring further approval from Council.

Council is to note the following spending from Earmarked Reserves approved by the Assets & Services committee on 22 September 2021:

Min #	Description	Net Amount	Earmarked Reserve
162 ii	Service valves replaced on all 4 toilets	£640	Broadway House
163 ii	Refurbishments to Cemetery Office and Workshop	up to £3,000	Cemetery
163 iv	Tree Survey	£2,800	Cemetery
165 ii	War Memorial refurbishment	£3,089.99	Cemetery

Council is requested to note the expenditure from Earmarked Reserves as approved by the Assets & Services Committee.

AGENDA ITEM 13: LEASE OF ELECTRIC VAN

As the staffing capacity in the Council's grounds team has increased, it has become apparent that work could be carried out more efficiently with the use of an additional vehicle.

With the Climate Emergency being a key consideration in Council's decision making, the Cemetery staff have been looking at the benefit of using an electric powered van to reduce the number of journeys undertaken by the diesel truck. An additional vehicle could also offer more flexibility and an increased capacity to allow the workforce to do multiple jobs at multiple sites at once.

The current diesel truck was purchased 9 years ago and has been a very reliable vehicle for the grounds team. It is particularly useful for tasks that an electric vehicle would not be able to cope with such as towing the water bowser for Felixstowe in Flower and picking up the mini digger for digging graves.

Below is a chart demonstrating what jobs require the truck and those that could be done with an Electric van:

Journeys requiring the truck	Journeys that can use an Electric van
Collecting the digger with a trailer	Defibrillator checks
Watering with Bowser	Maintenance of Flag pole area and Flood Memorial
Allotment clearance requiring trailer	Litter picking other sites
Picking up heavy materials.	Maintaining flowers in the baskets and tubs
Putting up and collecting Baskets	Putting up sponsorship plaques
	Meeting Allotment tenants & allotment checks
	Delivering paperwork to Town hall
	Shop runs – eg from Underwoods or Travis
	Meter readings on allotment sites.
	Light Horticultural work on sites.
	Picking up small rubbish from allotments.
	Planting Tubs

The Cemetery team has been looking at one of the market leaders for electric vans, the [Kangoo ZE](#) from Renault which is a well-reviewed vehicle. There is a dealer nearby, who has been out to demonstrate the van to the team and a week trial was arranged to ensure that such a vehicle would meet the needs of the Grounds team. Range of the vehicle is not an issue as most journeys are carried out in Felixstowe, so the range of the vehicle should last at least a week.

The van can be charged on a 3 pin socket, the cost for which would be approximately £500. Faster charging options are available but are not considered necessary given the anticipated mileage and the ability for overnight charging.

Two options for purchase were considered by the Assets & Services Committee, based on a new factory build Renault Kangoo MWB ML20 I ZE 33 Business trim with factory and dealer fitted options (Same spec as used by Ipswich Borough Council).

Outright Purchase at a cost of £23,427.52 and Contract Hire with an initial payment of £3,616.92 followed by 35 consecutive monthly payments starting in month 2 of £301.41. Contract mileage is 6,000 per annum, which is considered more than enough, though any excess mileage would be charged at 8p per mile. These payments include servicing, maintenance and tyres. As it is a hire agreement, the Council will not own the vehicle which would be owned at all times by RCI Financial Services Ltd.

The original quote expired at the end of the September so a new quote valid until 3 December has been obtained. This shows an increase and is as follows: Contract Hire with an initial payment of £3,735.24 followed by 35 consecutive monthly payments starting in month 2 of £311.27. The total cost over the term being £14,629.69. Other specifications for the quote remain the same.

There are return conditions involved in the contract hire that the vehicle must be returned in good condition and working order (excluding any fair wear and tear). If the contract agreement is required to end early, then termination charges would apply.

Both quotes take in to account the government EV Grant.

Civic & Community Committee agreed that contract hire would be the best way forward, given the total outlay and the rate of technological improvements to electric vehicles.

Council is requested to consider the recommendation from the Assets & Services Committee to order a Renault Kangoo MWB ML20 I ZE 33 on a contract basis for 3 years. The cost of the deposit (£3,735.24) and charging cable (£500) to come from the Asset Repair and Replacement Earmarked Reserve. The monthly hire payment of £311.27 to be incorporated within the Council's draft budget for 2022-23.

AGENDA ITEM 14: QUEEN'S PLATINUM JUBILEE EVENTS

In partnership with Felixstowe Town Council, the ESC Communities Officer and the Felixstowe Branch of the Royal British Legion, the Carnival Association will be overseeing the delivery of a celebratory weekend of events to mark the Queen's Platinum Jubilee over the bank holiday weekend 2-5th June 2022.

The Suffolk Lieutenancy is also seeking to include the Jubilee events as part of its 'Festival of Suffolk' in 2022.

Current plans include a procession to the Town Hall for the national proclamation (1pm on Thursday 2nd June), Brass Band and Beacon (8-9.15pm on Thursday 2nd June) followed by a weekend of music and celebration on the Beachside Events Area across the Friday, Saturday and Sunday.

The programme will also include plans for events in the wider community and discussion have commenced with local groups.

With it being such a significant national and historic event, Members were asked to consider the extent to which the Council should fund and support civic and community celebration. Funding will also be sought from other sources, such as ECB and Locality Funding. The Carnival Association will be the named event organiser and hold/administer the budget.

The Civic & Community Committee considered the VE Day Event Fund of £9,996.08, held in a ringfenced Earmarked Reserve following the cancellation of the VE Day celebrations in 2020, would be an appropriate source of funding towards Jubilee celebration events next year. The Civic & Community Committee has recommended that the event is underwritten to the total sum of £30,000, this is to include the VE75 Earmarked Reserve figure with the remaining £20,003.92 via the Community Fund Earmarked Reserve.

In accordance with Council's climate emergency declaration, the Committee has also stated that the event should focus on sustainability and be as environmentally friendly as possible.

Council is requested to consider the recommendation of the Civic & Community Committee to fund and support for the Queen's Jubilee events in 2022 by underwriting the event to the total sum of £30,000, via the VE75 Earmarked Reserve and with the remaining £20,003.92 being authorised from the Community Fund Earmarked Reserve.

AGENDA ITEM 15: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

Council is advised that Notice has been given that the external audit of the accounts of Felixstowe Town Council for the Financial Year 2020/21 was completed on 11 September 2021. The Annual Governance and Accountability Return, including the Audit Certificate is presented at **Appendix B**.

The Council's external auditors, PKF Littlejohn, have expressed the view that, on the basis of the annual return, in their opinion, the information is in accordance with proper practices and no matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. In addition, there were no other matters affecting their opinion that required the issue of a report or the further attention of the Council

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014; the Accounts and Audit Regulations 2015 (SI 2015/234) and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 14 September and is also available to view on the Town Council website to advise local electors that the accounts and requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 are available for inspection.

Additionally, the Annual Governance and Accountability Return for the Financial Year 2020/21 has also been made available online on the Council's website, alongside those documents for the previous five years.

The Annual Governance and Accountability Return was presented to the Finance & Governance Committee for review and is also required to be formally approved and accepted at a meeting of the full Council.

Council is requested to:

- i. Approve and Accept the Annual Governance and Accountability Return including Audit Certificate as presented; and,**
 - ii. Note that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 & the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit was displayed on the Town Hall noticeboard from 14 September 2021 and is available to view on the Financial Page of the Town Council Website.**
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AGENDA ITEM 16: INTERIM AUDIT REPORT: YEAR 2021/22

The Internal Audit for the half year ending 30 September 2021 took place on 19 October 2021 and the signed report is presented at **Appendix F**.

There were no recommendations, however, the Internal Auditor made the following notes:

- The council uses the Scribe accounting package which produces reports on a receipts and payments basis, and intend to carry out an accrual at year end only, which is in accordance with Proper Practice as set out in section 2.4 of the Practitioners' Guide 2021.

Auditor's Note: Whilst accruing at year-end only is in accordance with Proper Practices, Councillors should be aware that authorities with income/expenditure in excess of £200,000 normally accrue at each month-end to provide an accurate picture of their financial position through the year. The Finance and Governance Committee might wish to consider testing whether the degree of variance between the two methods is of only minor significance, by completing quarterly accruals and judge if there is any 'risk' to the council on the basis of their findings.

Clerks Note: The total value of debtors, creditors and accruals is usually no more than a few hundred pounds, which has only a minor impact on the overall financial. If a larger project was to be taken on with money required to be accrued and taken into consideration then members may wish to consider a more regular accrual on a monthly or quarterly basis. On the previous software, although it had the capacity to put invoices on as soon as they were received in order to accrue, this was not previously done as of minor value.

- **Auditor Observation:** The minutes of the meeting 13/01/2021 (min 424(ii)) show the council agreed a precept of £601,608.34, but the demand served on East Suffolk Council was for £601,608.
- **Auditor's Note:** The Councillor needs to sign the bank statements as well as the bank reconciliation.
- **Auditor's Note:** Now meetings are happening 'face-to-face' Chairs must sign the minutes whilst in the meeting and initial individual pages.
- **Auditor's Note:** Councillors should regularly check their register to ensure it is up to date.

The Interim Internal Audit Report was presented to the Finance & Governance Committee for review and is also required to be formally approved and accepted at a meeting of the full Council.

Council is requested to note the Interim Internal Audit Report for the period 1 April 2021 – 30 September 2021.