

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 10 January 2018 at 7.30pm**

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

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

**IN ATTENDANCE:** 6 Members of the public  
                          Ms Helen Greengrass, Felixstowe Forward Change Director

**MOMENT OF REFLECTION**

The meeting was preceded with a moment of reflection from Josh Hunt, Lead Chaplain to Felixstowe Academy.

**In the absence of the Mayor, Deputy Mayor Cllr Graham Newman in the chair.**

**426. PUBLIC QUESTION TIME**

A member of the public asked whether the Town Council had a view on charges for brown bin collections which were to be introduced by SCDC, as this would be difficult for low income families to afford. Cllr S Gallant confirmed that waste collection was provided by Suffolk Coastal District Council and advised that this had been debated at SCDC many times. Residents would have the option of sharing a bin with their neighbour, and will also be given the option of receiving a replacement free larger (240 litre) bin for their garden waste, during the first year of the scheme. The Deputy Mayor advised that Felixstowe Town Council had not been consulted on the introduction of the charges. Cllr S Gallant advised that it was not a statutory service and consultation was not required. If SCDC did not charge for the service then they would have to discontinue it, cut other services or increase in council tax.

**427. APOLOGIES**

Apologies for absence were received from the **Mayor of Felixstowe Cllr N Barber, Cllr C Barham, Cllr S Bloomfield, Cllr M Deacon and Cllr M Jepson.**

#### **428. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr S Gallant Cllr T Green Cllr D Savage Cllr A Smith	All	Local Non-Pecuniary (as Members of Suffolk Coastal District Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr A Smith	440	Chairman of the Landguard Partnership
Cllr D Savage	440	Member of the Landguard Partnership

#### **429. REQUESTS FOR DISPENSATION**

There were none.

#### **430. QUESTIONS TO THE MAYOR**

There were none.

#### **431. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 November 2017 be signed by the Deputy Mayor as a true record and adopted by the Council.**

#### **432. MAYOR'S ANNOUNCEMENTS**

The Deputy Mayor referred Council to the following list of engagements undertaken by the Mayor and himself over the previous period:

Fairtrade AGM	10 November 2017
Level2 Youth Forum Open Day	11 November 2017
Phil Hadwen Bench Presentation	12 November 2017
Mayor of Stowmarket Charity Chinese Evening	14 November 2017
<i>Deputy Mayor – Felixstowe Academy Chamber Concert</i>	15 November 2017
Felixstowe Freewheelers Cycling Santas	25 November 2017
Blue Cross Santa Walk	26 November 2017
<i>Deputy Mayor – Suffolk Community Foundation AGM</i>	27 November 2017
Presentation of Mayor's Christmas Card Competition	30 November 2017

Felixstowe Scout Carol Service	1 December 2017
St John Baptist Victorian Christmas Market	2 December 2017
Christmas Lights Switch On	2 December 2017
Felixstowe Harmonies Concert – Winter Wonderland	2 December 2017
Felixstowe Community Strings	3 December 2017
Bangladeshi Support Centre AGM	5 December 2017
Diss Christmas Carol Concert	5 December 2017
<i>Deputy Mayor – Salvation Army Charity Christmas Tree Festival</i>	5 December 2017
Felixstowe & Suffolk Business Breakfast	6 December 2017
Best Dressed Shop Window Judging for the Bolton Challenge Trophy	6 December 2017
Wesel Association St Niklaus Fest Supper	6 December 2017
David Button Funerals Dementia Coffee Morning	9 December 2017
8 <sup>th</sup> Felixstowe Scout Group Christmas Fayre	9 December 2017
Best Dressed Window Presentation of Winner	11 December 2017
Fairfield & Colneis Christmas Concert	13 December 2017
St Andrews Preschool Christmas Nativity Play	14 December 2017
Christmas Visit – Conniston House	14 December 2017
Felixstowe Friendly Visiting Service	15 December 2017
Christmas at Landguard Fort	16 December 2017
Old Felixstowe Parish Carol Service	17 December 2017
Felixstowe Academy's Christmas Concert	18 December 2017
Level2 Youth Project Chamber Breakfast	20 December 2017
Opening of the Felixstowe Ice Rink	20 December 2017
Christmas Visit – Merryfields Nursing Home	20 December 2017
Christmas Visit – Westcliff Care Home	20 December 2017
Christmas Visit - Sanctuary Care, Montague Road	20 December 2017
Inspire Suffolk Graduation Event	20 December 2017
Christmas Visit – Brierfield Care Home	21 December 2017
Christmas Visit – Yetton Ward House	21 December 2017
Christmas Visit – Sanctuary Housing, Rowland House	21 December 2017
Farewell Service for Major Waters	21 December 2017
Christmas Visit – Margery Girling House	22 December 2017
Broadway House Christmas Party	22 December 2017
Christmas Visit – Foxgrove & Maynell Nursing Homes	22 December 2017
Christmas Visit – Bellstone Nursing Home	23 December 2017
Christmas Visit – Cotman Lodge	23 December 2017
Christmas Visit – White Gables Nursing Home	23 December 2017
Christmas Visit – St Mary's Nursing Home	24 December 2017
Christmas Visit – Highcliffe House Nursing Home	24 December 2017

St Elizabeth Hospice Christmas Day Dip	25 December 2017
Visit Felixstowe Hospital	25 December 2017
Visit to Mrs Olive Boar	25 December 2017
Salvation Army Christmas Lunch	25 December 2017
Mill Lane Nursing Home	25 December 2017
The Firs Nursing Home	25 December 2017

The Deputy Mayor paid tribute to the Mayor for the high number of engagements in the run up to Christmas and the remarkable number of events on Christmas Day itself – including participation in the Christmas Day Dip. It was noted that the visit to The Firs had needed to be rearranged due to illness at the home on Christmas Day.

The Deputy Mayor commented on the engagements he had attended, remarking on the great talent on show at both of the Academy concerts. Though some of the best talents would be leaving at the end of the year, the Deputy Mayor was looking forward to new talent appearing in the future.

Suffolk Community Foundation AGM was a very interesting meeting with details given of how they support lots of voluntary organisations. The Deputy Mayor had the honour of opening the Salvation Army Christmas Tree event this year where there were over 50 decorated Christmas trees. One of the highlights of the Christmas period was the Ice Rink which ran for four days just before Christmas, and was a good, free, family event. The Deputy Mayor thanked the East of England Co-operative Society for their support which had enabled the ice rink to happen.

Council were advised of the sad news of the passing of Christine Goodman, Mayoress 1987-88, shortly before Christmas. Members noted that a service would be held at St Andrews Church at 1.30pm on Wednesday 24 January.

The Deputy Mayor reminded Members of the forthcoming Mayor's Charity Events:

- 25 January - Mayor's Charity Quiz Night at 7.30pm at St Johns Hall
- 5 February - Mayor's Charity Curry Night at 6.45 for 7pm at Bombay Nite.
- 13 March - Medium Night at 7.30pm at the Orwell Hotel.
- 12 April - Cheese & Wine Event at Felixstowe Museum at 6.30pm.  
*Kindly supported by Tesco Metro, Felixstowe*
- 27 April - Mayor's Charity Ball at The Orwell Hotel. Music by Ska'd for Life.

**It was RESOLVED that the Mayor's engagements since 8 November 2017, and the above communications, be noted.**

#### **433. 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 15 November 2017**
- b) **Personnel Committee 15 November 2017**
- c) **Finance & General Purposes Committee 22 November 2017**
- d) **Planning & Environment Committee 29 November 2017**
- e) **Planning & Environment Committee 13 December 2017**
- f) **Civic & Community Committee 13 December 2017**

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

None received.

#### **435. FELIXSTOWE FORWARD REPORT**

Council received the reports of the Felixstowe Forward Change Director, Helen Greengrass. The first report received was the draft Felixstowe Forward Delivery Plan April 2018 – March 2021. The delivery plan was more focussed with specific objectives to achieve. There were three key priorities: Economic Growth; Enabling Communities and Sustainability. As part of economic growth and further to the successful visit with members to the BID office at Bury St Edmunds, Ms Greengrass was planning to arrange a BID workshop to which Members will be invited. Under the Enabling Communities workstream, work will continue with the Dementia Action Alliance and it was reported that an initiative to introduce a Timebanking scheme to Felixstowe was underway.

Ms Greengrass advised that sustainability was an important priority in order to develop projects that will connect and support the town, resort and community after 2021 when the 3 year term end. Members expressed a keenness towards an ongoing place-based approach to service-delivery in Felixstowe, in particular with the forthcoming merger of Waveney District Council with Suffolk Coastal District Council becoming East Suffolk.

In response to a Member's question, Ms Greengrass reported that work had taken place on the new Visit Felixstowe website especially in regard to the events – 'Whats on' The new site will be going live any day now and it will be mobile optimized and more tablet friendly.

Council also received the Felixstowe Forward progress report and noted its contents. Ms Greengrass drew attention to the work of Felixstowe Chamber of Commerce's new chairman to revitalise the Chamber and increase engagement. Significant progress was being made in a bid to undertake research and develop a business incubation hub. The Chamber would be holding a breakfast meeting on 17 January at the Felixstowe Golf Club and would welcome support from as many Members who might be able to attend.

Member's attention was also drawn to an article in the Living in Felixstowe Magazine urging people to shop locally written by Stephen Rampley which details how Felixstowe is performing above the national average. The Events programme for 2017 is shaping up and events will be published online at the Visit Felixstowe website.

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

**436. MAYOR AND COUNCILLORS ALLOWANCES 2018/19**

Council considered the report on provisions for Members' Allowances and Expenses and the Mayoral Allowance for 2018/19.

**RESOLVED that:**

- i. no Basic Allowance would be introduced, and the office of Town Councillor would remain as unpaid;**
- ii. the Mayor's Allowance for the purpose of defraying the costs associated with the office of Town Mayor for 2018/19 be retained at £6,000; and,**
- iii. incoming Mayors be advised that the Mayor's Allowance should be used to defray legitimate costs incurred by the Deputy Mayor when deputising for the Mayor in his/her absence.**

**437. BUDGET AND PRECEPT 2018/19**

Council received the finalised version of the 2018/19 Budget and Precept, in accordance with the recommendations of the Finance & General Purposes Committee meeting of 22 November 2017 (*Minute #375 of 2017/18 refers*).

Council gave a vote of thanks to the Committee and its staff for their work in producing a budget which provided for all of Council's activities with an increase of less than 1½ pence per week to the local tax payer.

**It was RESOLVED that:**

- i. The Felixstowe Town Council Budget for 2018/19 be approved as set out in the report;**
- ii. the 2018/19 Precept demand to Suffolk Coastal District Council of £560,967 be approved (representing a 1.1% increase cost to Band D equivalent Council Tax payer) on the following basis:**

<b>Band D rate</b>	<b>£68.09</b>
<b>Multiplied by tax base</b>	<b>x 8,238.61</b>
<b>Thus a Precept demand of:</b>	<b>£560,967</b>

- iii. the Clerk be instructed to submit the information required by Suffolk Coastal District Council.**

#### **438. MEETINGS CALENDAR 2018/19**

Council considered the draft meeting schedule for the 2018/19 Municipal Year as presented which had been based on the current year's cycle.

The Deputy Clerk advised that the Planning & Environment Committee meeting which had been scheduled in the current Municipal Year for 4<sup>th</sup> April 2018 had been moved to 11<sup>th</sup> April 2018 and subsequent meetings would be held fortnightly thereafter. Council noted that this would alter the schedule of P&E meetings during the 2018/19 Municipal Year by one week and therefore avoid the need for a meeting between the Annual Town and Annual Council meetings.

An updated Calendar of Meetings for 2018/19, which had been emailed to all Councillors for reference, was therefore tabled for consideration.

**RESOLVED that the 2018/19 Calendar of Meetings be adopted as per the amended schedule presented.**

#### **439. SCDC/FTC WORKING GROUP**

Council received the notes of the 4<sup>th</sup> December 2017 SCDC/FTC Working Group meeting which had also been circulated to Members via email on 18<sup>th</sup> December.

A Member expressed concern over the apparent confusion caused by the SCDC press release referring to a 'North Felixstowe' development concept. The Council understood that this comprised two separate but related elements: one being the response from the SCDC leisure development team to the SCDC Local Plan Issues & Options consultation in respect of future leisure development use and the other being the need to consider the type of leisure facilities that should be included in any new leisure centre for Felixstowe.

In response to a Members query on the opportunities for public engagement with this issue, the Town Clerk advised that Tim Snook, SCDC Leisure Contracts Manager, would be attending the Town Hall on 24 January to brief Members on the leisure project and to seek feedback on the content and format for the forthcoming public consultation.

**RESOLVED that the notes from the 4<sup>th</sup> December 2017 SCDC/FTC Working Group be noted as received.**

#### **440. LANDGUARD PARTNERSHIP – EXTENSION OF PARTNERSHIP AGREEMENT**

Council considered the report on the Landguard Partnership and noted that the Landguard Partnership Committee had agreed to extend the term of the Partnership for a further five years effective from 29 April 2018.

It was noted that the Council would be required to contribute annual funding (£1,000 for the year 2018/19) towards the Partnership; provide use of the Council Chamber for Partnership meetings; and, continue to appoint a Town Council representative to attend alongside the Town Clerk.

**RESOLVED that the Town Council endorse the Landguard Partnership Committee's request to extend the term of the Landguard Partnership for a further 5 years from 29 April 2018; and the Clerk be authorised to sign the deed of extension on behalf of Felixstowe Town Council.**

**441. LITTER AND DOG WASTE BINS**

Council considered the report on Litter and Dog Waste Bins and the recommendation of the Civic & Community Committee.

Members were concerned whether to separate the bins at Tree Tops would be sufficient for the new houses that would be built. The Town Clerk advised that he would query this at a meeting he was due to have with SC Norse to discuss the project.

**RESOLVED that and additional funding to complete the project, to a limit of £3,625+VAT, be approved and authorised via the Community Find Earmarked Reserve.**

**442. PROPOSED MERGER OF SUFFOLK COASTAL AND WAVENEY DISTRICT COUNCILS**

**RESOLVED that the response made by the Finance & General Purposes Committee and submitted to the Secretary of State for Communities and Local Government regarding the proposed creation of a council for east Suffolk be noted and approved.**

**443. ACCOUNTS FOR PAYMENT**

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

Date	Voucher Nos.	Total Payment
17/11/2017	317 – 341	£7,522.72
29/11/2017	342 – 354	£33,629.03
13/12/2017	355 – 369	£10,876.76
31/12/2017	370-383	£27,265.67
	<b>TOTAL</b>	<b>£79,294.18</b>

**444. CLOSURE**

The meeting was closed at 8.50pm. It was noted that the next Ordinary Meeting was scheduled for 14 March 2018 at 7.30pm.

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

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