

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 14 November 2018 at 7.30pm**

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

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

**IN ATTENDANCE:** Ms Helen Greengrass, Felixstowe Forward Change Director  
1 member of the Press  
7 members of the public.

**MOMENT OF REFLECTION**

The meeting was preceded by a moment of reflection from Flight Lieutenant Kim Balshaw, RAFAC, Officer Commanding 356 (Felixstowe) Squadron.

**330. PUBLIC QUESTION TIME**

A member of the public thanked the Town Council for supporting the Plastic Free campaign. They now had over 1200 members and were now creating a new initiative called Litter Free Felixstowe. It was hoped that the Town Council would support the scheme and Councillors were invited to attend the launch on 18<sup>th</sup> November at Brackenbury Green.

A member of the public asked the Mayor about his charities. The Mayor advised that he had chosen two local charities, The Basic Life Charity and The Laydens Community Cafe. The Basic Life Charity consisted of charity shops, pop up shops and food banks, all for the local community. The Laydens was a under new operations, run by the community, welcoming all Felixstowe residents. It served low cost food and supported initiatives such as free health checks.

A member of the public asked whether the Council was aware that a large company had moved from the Port of Felixstowe to London Gateway. Members explained that there had been some teething problems with a new IT system and some companies had to temporarily dock somewhere else. A few companies had left but were now coming back to the port.

Concern was raised over the delay in Suffolk County Council Highways attending to pothole repairs. Members advised that they were aware that the County Council had resource challenges but highways issues that were being reported online and not appropriately followed up could be escalated by local County Councillors.

### **331. APOLOGIES**

Apologies for absence were received from **Cllr S Bloomfield, Cllr M Jepson, Cllr A Smith** and **Cllr K Williams**.

### **332. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr P Coleman Cllr M Deacon Cllr S Gallant Cllr T Green Cllr D Savage	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)

### **333. REQUESTS FOR DISPENSATION**

There were none.

### **334. QUESTIONS TO THE MAYOR**

Though no questions had been submitted in advance, the Mayor allowed a question from a Member. The Member was keen to learn whether the ‘Tommy’ silhouette in the Town Hall Gardens could be left in a prominent place for the long-term, given that the town had embraced recent Remembrance events marking the centenary of the end of WW1. Members thanked everyone involved in the very poignant events. As the ‘Tommy’ was owned by the RBL, it was suggested that they be consulted and this be brought to the next Civic & Community meeting for consideration.

### **335. CONFIRMATION OF COUNCIL MINUTES**

**It was RESOLVED that the Minutes of the Council Meeting held on 12 September 2018 be signed by the Mayor as a true record and adopted by the Council.**

### **336. MAYOR’S ANNOUNCEMENTS**

The Mayor referred to the following list of engagements:

34 <sup>th</sup> Rotary Charter Dinner	13 September 2018
Rugby Club Ground Naming Event	14 September 2018
Felixstowe in Flower Awards Evening	14 September 2018
Mid Suffolk Civic Service	16 September 2018

Town Pastors Celebration	16 September 2018
Launch of the St Elizabeth Hospice Christmas Day Dip	18 September 2018
ISCRE AGM	18 September 2018
Chamber of Trade Breakfast	19 September 2018
Peninsular Pyrates Family Festival	22 September 2018
Global Harbour Cities Forum 2018, Kaohsiung	25-27 September 2018
Cub Scouts Sleepover	29 September 2018
<i>Deputy Mayor - Display of Taoist Tai Chi</i>	30 September 2018
<i>Deputy Mayor – Felixstowe &amp; Suffolk Business Exhibition</i>	3 October 2018
Festival of Fabric IV	6 October 2018
Felixstowe Radio – Talk on Felixstowe Remembrance Events	10 October 2018
Mayor’s Charity Quiz Night	13 October 2018
Walton Parish Nursing Celebration Service	14 October 2018
Suffolk Hate Crime Vigil	15 October 2018
Visit the new Felix Fish Bar	17 October 2018
<i>Deputy Mayor – Felixstowe Carnival AGM</i>	22 October 2018
Ipswich & Suffolk Ethnic Business Awards	24 October 2018
Opening new extension to Felixstowe Opportunity Group	25 October 2018
Launch of the 2018 Poppy Appeal	27 October 2018
Orwell District Scouts Fireworks Event	27 October 2018
Stone Painting in aid of RBL	30 October 2018
East Anglian Ghost Stories	1 November 2018
Opening of the Old Felixstowe Parish Church Poppy Trial & Exhibition	5 November 2018
School Service at WWI Graves at Felixstowe Cemetery	8 November 2018
School Service at the War Memorial	9 November 2018
RBL Festival of Remembrance	10 November 2018
Remembrance Day Service at St Johns and War Memorial	11 November 2018
‘Battles Over’ Beacon Lighting	11 November 2018

The Mayor commented on Felixstowe Rugby Ground Naming event he enjoyed attending which along with other clubs in the town was sponsored by Goldstar Transport.

The Mayor highlighted the numerous Remembrance events in the town starting with the Launch of the RBL Poppy Appeal, stone painting at Colneis School, opening the poppy trail at Old Felixstowe Parish Church, the school service at the cemetery and churchyards marking the graves of the WW1 soldiers, a school service at the War Memorial, the RBL Festival of Remembrance, the Remembrance Day service at St Johns Church and War Memorial and finally the Battels Over Beacon Lighting which involved the reading of the 163 fallen Felixstowe residents who never returned from WW1.

The Mayor commented on his fascinating trip to Taiwan attending the Global Harbour Cities Forum in Kaohsiung which had been a great opportunity to promote Felixstowe and its port operations.

The Mayor thanked the Deputy Mayor, Cllr Tracey Green for her support in attending two engagements on his behalf.

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

### **337. 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) **Highways Advisory 18 September 2018**
- b) **Civic & Community 19 September 2018**
- c) **Planning & Environment Committee 26 September 2018**
- d) **Finance & General Purposes 26 September 2018**
- e) **Planning & Environment Committee 10 October 2018**
- f) **Civic & Community Committee 17 October 2018**
- g) **Planning & Environment Committee 24 October 2018**
- h) **Personnel Committee 24 October 2018**
- i) **Planning & Environment Committee 7 November 2018**
- j) **Assets & Services Committee 7 November 2018**

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

None received.

### **339. FELIXSTOWE FORWARD REPORT**

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

Ms Greengrass reported that BID was progressing and a lot of work was being done on engaging with local retailers and businesses. There were now 5 BID Champions identified. Having attended the Future High Street and BID conferences recently, Ms Greengrass advised that a clear message had been for retailers to work together to make shopping more experiential.

Ms Greengrass reported that Felixstowe Forward had a stand at the Suffolk Business to Business exhibition in the town which had been well attended and they had spoken to a number of companies interested in opportunities in the town. There had been a presentation on Things Connected planned with BT at East Suffolk Partnership Forum which had been very successful and future events were planned.

Ms Greengrass gave an update on event bookings received between July-September. There had been 7 commercial events and 16 community events booked, with over 51,000 visitors visiting the town since January. The average staying visitor stayed 4.5 nights and the average visitor spend £55.74 per visitor which was higher than expected. There had also been a two page spread in the Telegraph which could boost visitors to the town.

Ms Greengrass reported that there had been a Dementia Action Alliance event which was well attended and a link with Felixstowe and Village Carers Support group had been established. Reminiscent boxes for dementia friendly cafes were now being created.

Ms Greengrass gave an update on the Felixstowe TimeBank project which was now live. A delivery plan with key outcomes and milestones had been completed and publicity had been circulated with relationships with interested organisations now starting.

She was working on a prospectus to include future aspirations, ongoing investments which would shortly be going to the Joint Working Group and to Felixstowe Forward sponsor group.

Ms Greengrass invited Cllrs to attend the Rotary's crocus planting in the Seafront Gardens on 20 November 2018 which was in aid of its purple for polio initiative.

A Member asked why the local retailers in the town were not planning late night Christmas shopping this year. Ms Greengrass explained that they had a Christmas Campaign which included funding but wasn't very successful. The Town Centre Partnership group no longer existed and businesses needed to take more ownership.

A Member asked when the BID scheme would be at the ballot stage and also where the TIC points were situated in the town. Ms Greengrass reported that it would be up to the businesses when they would be at the ballot stage but it was hoped that this could be autumn 2019. The next stage was a feasibility study. Ms Greengrass confirmed the TIC points were at five sites around town and it was also hoped that in the future there could be volunteer greeters to greet the coaches who would be staying at the Orwell hotel.

Councillors thanked Ms Greengrass and her team for all their hard work.

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

#### **340. LOCALLY FUNDED PCSO SCHEME**

Council considered the draft Service Level Agreement which had been updated after a meeting with the Constabulary's Head of Corporate Improvement and Innovation.

Members raised concerns about the Town Council underwriting police funding and the potential future cost of doing so. It was noted that the cost of the scheme, on a two-year fixed term basis, could be met from the Town Council's Community Fund Earmarked Reserve and therefore no additional tax burden would be placed on the local ratepayer.

Following further debate and confirmation as to how the Town Council would receive reports and monitor the service it was proposed that the scheme be approved in order to address issues of local need that were known to be low-priority for the police.

**It was RESOLVED that Council approve the funding of a local PCSO for the next two years at a cost of £34,000 per year from the Community Fund Earmarked Reserve.**

#### **341. EAST SUFFOLK COUNCIL WARD BOUNDARY REVIEW**

Council considered the outcome of the Local Government Boundary Commission for England's review of the East Suffolk Council's electoral arrangements and the consequential impact on the Town Council.

Members unanimously expressed their disappointment in the town warding arrangements which had created a new 8-member coastal ward. It was noted that a Community Governance Review could be considered in future to address this anomalous outcome.

**It was RESOLVED that Council note the outcome of the Local Government Boundary Commission for England's review of the East Suffolk Council's electoral arrangements, and the consequential impact on the Town Council.**

#### **342. MAYORAL INVITATION TO CHINA**

Council considered whether to permit the Mayor to accept the invitation to attend the Golden Key International Alliance 23<sup>rd</sup> Winter Annual General Meeting as its representative. It was noted that there was no cost to the Town Council as the Golden Key International Alliance would be covering associated expenses. The Deputy Mayor had agreed to cover any Mayoral engagements during the period of absence.

**It was RESOLVED that the Mayor be permitted to accept the invitation to attend the Golden Key International Alliance 23<sup>rd</sup> Winter Annual General Meeting in Kunshan Jiangsu, China as a Keynote Speaker.**

**343. SUFFOLK ARCHIVES - HOLD PROJECT**

Council considered the request of the Suffolk Records Office and University of Suffolk to endorse the aims of their 'Hold Project' which was being funded by the Heritage Lottery Fund with the aim of transforming the way people engage with archives.

**It was RESOLVED to endorse the Hold Project.**

**344. ASSETS & SERVICES COMMITTEE RECOMMENDATIONS**

Council considered the recommendations from the Assets & Services Committee to approve the purchase of new office furniture, consider the purchase of an Automatic Emergency Defibrillator and commission a lockable shelter for the Cemetery tractor.

**It was RESOLVED to:**

- i. approve the purchase of new office furniture at a cost of £899 +VAT (less the income received by the recent sale of items at auction), to be authorised via the Town Hall Maintenance Earmarked Reserve (Minute #322 of 2018/19);**
- ii. to purchase a defibrillator for the Town Hall via the Town Hall Earmarked Reserve (Minute #324 of 2018/19); and,**
- iii. delegate the authority to the Town Clerk, in consultation with the Chairman of the Assets & Services Committee, to review options and commission a secure store at the Cemetery to a maximum cost of £10,000+VAT via the Cemetery Projects Earmarked Reserve (Minute #322 of 2018/19).**

**345. ENGLAND COAST PATH UPDATE**

Council noted the update on the England Coast Path and the forthcoming briefing meeting which was to be held at the Town Hall on 6<sup>th</sup> December. Members were keen to learn how the Deben crossing would be considered and any implications this might have on the ferry crossing.

It was agreed to that up to 5 Council representatives would be invited to attend the briefing by National England to discuss early considerations on the 'Shotley Gate to Felixstowe Ferry' England Coast Path.

**It was RESOLVED to note the update on the England Coast Path from Natural England and to send five Members to represent the Town Council.**

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

Council considered the report of the SCDC/FTC Joint Working Group. Following a discussion it was agreed that Town Council Members on the Working Group would raise the promotion of district-council car parks as a matter for further consideration.

**It was RESOLVED that the report of the SCDC/FTC Joint Working Group be noted as received and those items raised by Members to be referred to a future meeting.**

### **347. TOWN HALL CHRISTMAS TO NEW YEAR CLOSURE**

Members noted the Town Hall would be closed to the public from 24 December 2018 and reopen on 2<sup>nd</sup> January 2019. The Mayor invited Members to a Christmas Get Together on Wednesday 19 December at 12 noon at the Town Hall.

**RESOLVED that it be noted that the Town Hall would be closed to the public from Monday 24<sup>th</sup> December 2018 and would reopen on Wednesday 2<sup>nd</sup> January 2019.**

### **348. ACCOUNTS FOR PAYMENT**

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

<b>Date</b>	<b>Voucher Nos.</b>	<b>Total Payment</b>
19/09/2018	217 – 241	£11,767.80
28/09/2018	242 – 258	£57,109.63
17/10/2018	259 – 282	£35,090.62
31/10/2018	283 – 298	£40,175.57
	<b>TOTAL</b>	<b>£144,143.62</b>

### **349. CLOSURE**

The meeting was closed at 9.22 pm. It was noted that the next Ordinary Meeting was scheduled for 9 January 2019 at 7.30pm.

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

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