

**MINUTES** of the **ORDINARY COUNCIL** meeting held at Felixstowe Town Hall on  
**Wednesday 10 July 2019 at 7.30pm**

**PRESENT:** Cllr N Barber (Mayor) Cllr M Morris  
Cllr D Aitchison Cllr G Newman  
Cllr S Bennett Cllr M Richardson  
Cllr S Bird Cllr D Savage  
Cllr M Deacon Cllr A Smith  
Cllr S Gallant Cllr S Wiles  
Cllr T Green Cllr K Williams  
Cllr S Harkin

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

**IN ATTENDANCE:** 4 Members of the public  
1 Member of Press  
Ms Helen Greengrass, Felixstowe Forward Change Director.

**MOMENT OF REFLECTION**

The meeting was preceded a moment of reflection Rev Mark Reid, Maidstone Road Baptist Church, Felixstowe.

**110. PUBLIC QUESTION TIME**

There were none.

**111. APOLOGIES**

Apologies were received from the Deputy Mayor, **Cllr M Jepson**.

**112. DECLARATIONS OF INTERESTS**

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr T Green Cllr M Jepson Cllr S Wiles	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)

### 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 12 June 2019 be signed by the Mayor as a true record and adopted by the Council.

### 115. MAYOR'S ANNOUNCEMENTS

Felixstowe Radio	14 June 2019
Lunch at Seafarers	14 June 2019
Civic Service	15 June 2019
Rehearsal of Majestic Voices	17 June 2019
Felixstowe Forward Felixstowe Horizons Events	18 June 2019
Visit to Ipswich Transport Friends Evening	18 June 2019
Promoting Felixstowe in Flower to Kingsfleet Primary School	19 June 2019
Promoting Felixstowe in Flower to Causton Junior School	19 June 2019
Pro Promoting mote Felixstowe in Flower to Maidstone Infant School	19 June 2019
The Suffolk Medal Investiture Breakfast Garden Party	20 June 2019
Welcome BBC Radio Suffolk to Felixstowe for Suffolk Day	21 June 2019
Suffolk Day Launch Day	21 June 2019
Musket Firing from Landguard & Raising the Suffolk Flag outside Felixstowe Museum for Suffolk Day	21 June 2019
Afternoon Tea by the Mayor & Councillors	21 June 2019
Suffolk Remembers by St Elizabeth Hospice	21 June 2019
Launch of Felixstowe in Flower	22 June 2019
Suffolk Pride	22 June 2019
Eye Civic Service	23 June 2019
Salzwedel Tea Party	23 June 2019
<i>Deputy Mayor – Ipswich Armed Forces Day</i>	27 June 2019
Open Festival Weekend - Felixstowe Book Festival	28 June 2019

Opening 'Peewit' Lounge at The Firs Care Home	28 June 2019
Opening 'The Bakery' Café	1 July 2019
Promote FIF Schools – Colneis Junior School	4 July 2019
Ipswich Mayor at Home	5 July 2019

Following news from the Mayor that Mr Roger Abbott, Chairman of Felixstowe Chamber of Trade and Commerce, had been recently taken unwell, Council expressed its best wishes to Roger for a full recovery.

The Mayor thanked everyone for attending his wonderful Civic Service at St. Johns Church.

The Mayor referred to the events held in the town for Suffolk Day, including the official proclamation and raising of the Suffolk flag live on BBC Radio Suffolk from the Town Hall, community events by the Pier, the musket firing from Landguard Fort, tea and cakes by the Town Councillors outside the Town Hall and the St Elizabeth Hospice, Suffolk Remembers event. This was followed on the following day by the Launch of Felixstowe in Flower. He thanked everyone for their hard work in raising the profile of the town.

The Mayor thanked the Salzwedel Association for their excellent tea party and looked forward to welcoming visitors from Salzwedel to his Reception.

The Mayor commented on the fantastic renovations of the Peewit Lounge at The Firs Nursing Home by the Men's Shed, who had converted the room into a 1920s bar for the residents.

The Mayor opened this year's Book Festival and expressed his thanks to the organisers for this special event in the town.

The Mayor also thanked the Deputy Mayor, Cllr Mark Jepson, for his support in attending engagements, in particular all the Suffolk Day events.

**It was RESOLVED that the Mayor's engagements since the previous meeting, and the above 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 19 June 2019**
- b) Civic & Community Committee 19 June 2019**
- c) Assets & Services Committee 26 June 2019**
- d) Planning & Environment Committee 3 July 2019**

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

Council received the report of Cllr Steve Gallant, Town Council representative to the Felixstowe Fairways Committee.

Cllr Doreen Savage, Town Council representative to Felixstowe Wesel Association and Haven Port Welfare reported to Council on recent meetings. Cllr Savage encouraged all Members to visit the Seafarers Centre if they had not recently done so.

Members thanked Cllr Gallant and Cllr Savage for their informative reports.

**RESOLVED that the outside body reports from Cllr Steve Gallant and Cllr Doreen Savage be noted.**

## **118. FELIXSTOWE FORWARD REPORT**

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

Ms Greengrass advised that the Felixstowe Horizons Engagement Event had been very successful with over 100 representatives attending. The themed discussions were on the Town Centre, Open Spaces and Communities. The raw data from the event was encouraging particular with regard to the town centre. The next step was to incorporate the themes and priorities from the BID survey which was ongoing and the shoppers survey from People and Places. A corresponding action plan would focus on short, medium- and long-term priorities around the following themes:

- Streetscape and Public Realm
- Place branding and marketing
- Parking, travel and access
- Digital technology and data
- Planning and property
- Business support
- Community engagement and coordination
- Environmental and sustainability

Ms Greengrass explained this was a complex piece of work and once pulled together will go to the Sponsorship Meeting as a draft in two weeks and circulated to Town Councillors for comments.

Members thanked Ms Greengrass for her comprehensive report and noted the update report from East Suffolk Council's Communities Officer

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

## **119. PCSO REPORT**

Council received the report of the Felixstowe Partnership Funded PCSO

Members requested that the PSCO reports be published on the Town Council's website alongside other useful relevant information such as the Service Level Agreement and the surgery dates at the Town Hall.

Council was reminded that the Suffolk's Police and Crime Commissioner, Tim Passmore was holding a Q&A session to talk to him and local officers about policing and crime issues in the area. It will be an informal drop-in session between 4.30 and 7.00pm on Thursday 25<sup>th</sup> July, at the Police/fire station.

**RESOLVED that the PSCO report for June 2019 be noted.**

## **120. LITTER-FREE FELIXSTOWE: INVITATION FOR COUNCIL REPRESENTATIVE**

Members considered appointing a Member of the Council to Litter-Free Felixstowe as an Outside Body Representative.

**It was RESOLVED that Cllr Savage would be appointed to Litter-Free Felixstowe as an Outside Body Representative.**

## **121. MOTION: TOWN CENTRE CAR PARKS**

Members considered a motion by Cllr K Williams that Council seeks free parking during specific times at Felixstowe Town Centre car parks, as follows:

"This Council requests that East Suffolk Council permits free car parking at Ranelagh Road, Crescent Road and Highfield Road car parks from 3pm on Saturdays until the end of the paid tariff period for a trial period of twelve months to encourage residents and visitors to use the Town Centre retail facilities."

**Following a proposed amendment and debate, it was unanimously RESOLVED that:**

**The Town Council accepts that the consequent loss of car parking revenue for East Suffolk Council, particularly in the context of the potential for similar opportunities to be sought across the district if this initiative is approved, may mean that the principle of free parking in Felixstowe is difficult to support. As such, the Town Council resolves that expenditure of up to £6000 be authorised from the Community Fund Earmarked Reserve and authority be delegated to the Town Clerk, in consultation with the Mayor, to progress this matter with East Suffolk Council so as not to delay its potential implementation.**

## **122. MOTION: CLIMATE EMERGENCY**

Members considered the following motion by Cllr M Deacon that Council declares a Climate Emergency:

*“That this Council declares a Climate Emergency and should instigate a small working group to determine how we can reduce, to a minimum, our carbon footprint by 2030.”*

Following a debate it was unanimously agreed that the motion be supported and a Working Group be formed to progress the matter. The Working Group would comprise Cllrs D Aitchison, S Bennett, M Morris, M Richardson and A Smith and would report back to Council and the Planning & Environment Committee with updates and recommendations.

**It was RESOLVED that:**

- i. Felixstowe Town Council declares a Climate Emergency;**
- ii. a Working Group comprising Cllrs D Aitchison, S Bennett, M Morris, M Richardson and A Smith, be formed to look in to how we can reduce, to a minimum, our carbon footprint by 2030; and,**
- iii. the Working Group to report back to Council and the Planning & Environment Committee with updates and recommendations.**

## **123. TOWN HALL REAR AUTOMATIC DOOR**

Council considered the recommendation from Council's Assets & Services Committee to authorise funding to upgrade the safety features of the automatic rear door, totalling £815 + VAT (*Minute #95i of 2019/20*).

**It was RESOLVED to fund the upgrade to the safety features of the automatic rear door, totalling £815 + VAT, from the Town Hall Maintenance Earmarked Reserve.**

## **124. TOWN HALL FIRE ALARM AND EMERGENCY LIGHTING SYSTEM**

Council considered the recommendation from Council's Assets & Services Committee to authorise funding of up to £2,400 + VAT from the Town Hall Maintenance Earmarked Reserve to enable the work to be completed on remedial work on the Town Hall fire alarm and emergency lighting system (*Min # 95ii 2019/20 refers*)

**It was RESOLVED to fund work to the Fire Alarm and Emergency Lighting system to a maximum of £2,400 + VAT from the Town Hall Maintenance Earmarked Reserve.**

## **125. CEMETERY TOILETS RENOVATION**

Council considered the recommendation from Council's Assets & Services Committee to authorise the funding to renovate the facilities from the Cemetery Projects Earmarked Reserve to enable the work to be completed on the toilets at the Cemetery.

**It was RESOLVED to renovate the Cemetery Toilets at a cost of £5,710 + VAT, via the Cemetery Projects Earmarked Reserve 9040/900.**

## **126. 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>
17/06/2019	82 – 107	£8,940.02
03/07/2019	108 – 132	£57,365.30
	<b>TOTAL</b>	<b>£ 66,305.32</b>

## **127. CLOSURE**

The meeting was closed at 8.29pm. It was noted that the next Ordinary Meeting was scheduled for 11 September 2019 at 7.30pm.

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

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