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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

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 **FELIXSTOWE TOWN HALL** on **Wednesday 12 January 2022** 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 meeting during the public session.

There is a limit to the number of public attending in-person, which may be further affected by coronavirus guidance. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

To join the meeting please follow this 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>

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

Ash Tadjrishi
Town Clerk
7 January 2022

Moment of Reflection: Ms Shez Hopkins, Level Two Youth Project.

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 25.
- 5. Confirmation of Council Minutes**
To confirm the Minutes of the Ordinary Council Meeting held on Wednesday 10 November 2021 as a true record. **(Pages 5-11)**
- 6. Mayor's Announcements**
To receive such communications as the Mayor may wish to lay before Council. **(Page 12)**
- 7. Minutes of Committee Meetings**
To receive and adopt the Minutes of the following Meetings:
 - a) Planning & Environment Committee 17 November 2021 **(Pages 13-18)**
 - b) Assets & Services Committee 24 November 2021 **(Pages 19-22)**
 - c) Planning & Environment Committee 1 December 2021 **(Pages 23-26)**
 - d) Finance & Governance Committee 8 December 2021 **(Pages 27-29)**
 - e) Planning & Environment Committee 15 December 2021 **(Pages 30-33)**
- 8. Reports from Members appointed to Outside Bodies**
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.
- 9. Local Policing Matters: Inspector Soraya Francis**
To receive an update on local policing matters from Inspector Soraya Frances, Suffolk Constabulary. **(Presentation)**

- 10. Coronavirus Update and Emergency Scheme of Delegation**
To receive an operational update since Plan B Government advice, to note any further information and decide on any actions deemed necessary.
(Pages 34-36)
- 11. Budget, Reserves and Precept 2022/23**
To consider and approve the Budget, Reserves and Precept for the Financial Year 2022/23.
(Pages 37-38 & Appendices A and B)
- 12. Mayoral and Member Allowances 2022/23**
To confirm that Felixstowe Town Council will not introduce a Basic Allowance for its Members, confirm the Mayor's Allowance for the year 2022/23 and approve the Members' Allowances & Expenses Policy.
(Pages 39-40 & Appendix C)
- 13. East Suffolk Lines Group**
To consider and approve holding/administering funds on behalf of the East Suffolk Lines Group.
(Page 41 & Appendix D)
- 14. Draft Cycling and Walking Strategy Consultation**
To consider and approve recommended response from the Cycling and Walking Working Group to East Suffolk Council.
(Page 42 & Appendix E)
- 15. Meeting Schedule 2022/23**
To consider a schedule of meetings for Council and its Committees for the Municipal Year 2022/23.
(Page 43 & Appendix F)
- 16. FTC/ESC Joint Liaison Group Meeting**
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 2 November 2021; and consider any matters for discussion at the next meeting on 15 February 2022.
(Appendix G)
- 17. Blue Flag and Seaside Awards 2022**
To approve funding for a 2022 Blue Flag and Seaside Awards application.
(Page 44)
- 18. 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 45)

19. Accounts for Payment

To confirm and approve the payments of accounts since the previous meeting as follows:

(Schedules attached at Appendix H)

Date	Voucher Nos.	Total Payment
16/11/2021	261 - 287	£36,046.05
30/11/2021	288 - 304	£56,579.75
15/12/2021	305 - 327	£10,712.83
31/12/2021	328 - 334	£41,580.85
	TOTAL	£ 144,919.48

20. Closure

To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 9 March 2022.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES
MINUTES of the **ORDINARY COUNCIL** meeting held at **FELIXSTOWE TOWN HALL** on **Wednesday 10 November 2021** at **7.30pm**

PRESENT: Cllr M Jepson (Mayor) Cllr M Morris
 Cllr S Harkin (Deputy Mayor) Cllr G Newman
 Cllr D Aitchison Cllr M Richardson
 Cllr S Bennett Cllr D Savage
 Cllr S Bird Cllr A Smith
 Cllr M Deacon Cllr S Wiles
 Cllr S Gallant

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D L Frost (Deputy Town Clerk)
 Mr S Congi (Finance Administration Assistant) (*via Zoom*)
 Mrs J Smith (Administration Assistant) (*via Zoom*)
 Miss H Miles (Communications Apprentice) (*via Zoom*)

IN ATTENDANCE: 4 Members of the public (1 in person / 3 via Zoom)
 Ms Morag McInnes, ESC Project Manager (*via Zoom*)

226. PUBLIC QUESTION TIME

A member of the public asked how the Council intended to address the poor state of road surfacing, particularly around High Roads East and West, and the weed growth this summer. The Mayor advised that this was a County Council matter. The Suffolk County Councillors present confirmed that they were campaigning for this work to be carried out and had met with the relevant Cabinet Member. Following which, the work had been given a job number but there was currently no fixed date for the work to be carried out.

227. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr N Barber, Cllr T Green** and **Cllr K Williams**.

228. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr M Jepson Cllr M Richardson Cllr S Wiles	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Local Non-Pecuniary (as Members of Suffolk County Council)
Cllr M Deacon	234	Local Non-Pecuniary (as a Member of the Felixstowe Sports Hub Trust)

229. QUESTIONS TO THE MAYOR

There were none.

230. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Ordinary Council Meeting held on 8 September 2021 be signed by the Mayor as a true record and adopted by the Council.

231. MAYOR'S ANNOUNCEMENTS

The Mayor commenced his announcement by advising Council of the sad passing of Hr. Herby Scheitler, friend to Felixstowe and Wesel, in September. The Mayor invited Cllr Mike Deacon to address the Council and pay tribute to Herby. Members of the Council marked a moment of silence in respect of Hr. Scheitler.

The Mayor then spoke of the recent engagements he had attended on behalf of the Town Council. Highlights included the recent opening of Felixstowe School Library and the Women's Tour/Felix Fest weekend. The Mayor paid thanks to the hard work of everyone involved in putting on the Women's Tour weekend, which had received incredible feedback from the organisers, particularly East Suffolk Council.

The Mayor also spoke of his interesting encounter with Chris and Kate, who had been raising money for SSAFA by walking the UK coastline for the past 4 years.

The Mayor then invited the Deputy Mayor to address the Council on the engagements she had attended on his behalf. The Deputy Mayor highlighted the WAMFest and the knitted seagull trail and gave thanks for the work in creating the knitted poppies and Remembrance items around the town.

The Mayor thanked the Deputy Mayor for attending engagements on his behalf.

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

232. 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 8 September 2021**
- b) Civic & Community Committee 15 September 2021**
- c) Planning & Environment Committee 22 September 2021**
- d) Assets & Services 22 September 2021**
- e) Planning & Environment Committee 6 October 2021**
- f) Personnel Committee 6 October 2021**

- g) Planning & Environment Committee 20 October 2021**
- h) Civic & Community Committee 20 October 2021**
- i) Finance & Governance Committee 27 October 2021**
- j) Planning & Environment Committee 3 November 2021**

233. TOWN WIFI PROJECT

The Mayor invited Ms Morag McInnes to address the Council. Ms McInnes presented an update on the ESC Town WiFi project, as part of the digital towns programme. Members heard that the project would bring benefits of increased connectivity to Felixstowe, supporting local enterprise, Visit Felixstowe and the Felixstowe BID. The project would also provide data on footfall, dwell time and how people move around the town.

The installation was expected to commence in early 2022 and would be relatively low impact, visually.

Ms McInnes presented an example of the data dashboard showing how many visitors attended another town in East Suffolk across given days, weeks, certain events etc. as well as journey routes. Members of the Town Council and the Felixstowe BID would be invited to a meeting in future to be shown the dashboard in greater depth.

The free Wi-Fi offer would be made available via the Visit Felixstowe website and was fully data compliant. Coverage would be contiguous with the Felixstowe BID area.

It was noted that this project was being delivered by East Suffolk Council and funded for the next 4 years. In the future, there may be an opportunity to review the value of the project with Felixstowe Town Council and the Felixstowe BID, both of which will be invited to attending regular steering group meetings.

In response to a question on the extent of the coverage, Ms McInnes advised that some of the side street shops may still find the Wi-Fi reaches their locations, but this could not be guaranteed.

In response to a question on CCTV, Ms McInnes confirmed that combining this with smart towns was problematic from a Data Protection perspective.

A question was received regarding coverage at the train station as this was felt an important area to capture statistics of people arriving by train, elements of footfall will be captured from that area of the town. Ms McInnes agreed to go back to the provider to see if this area could also be included.

In response to a question on seafront coverage past the Spa Pavilion, Ms McInnes confirmed that, due to funding limitations, there would not be coverage fully across the whole seafront. However, further locations such as Landguard could be rolled out later if they were worthwhile. There could also be the opportunity to utilise portable footfall counters.

A Member asked whether the system could be used to modernise noticeboards around the town. It was confirmed that this could be possible.

In respect of the data capture, Ms McInnes confirmed that footfall data would be collected anonymously, the additional data available via the Wi-Fi use would be opt-in. It was also confirmed that new and repeat visitors would only be identified via a code so it will tell the difference between one visitor and a returning visitor on the same day.

Members thanked Ms McInnes and looked forward to further information in due course.

It was RESOLVED that the presentation from Ms Morag McInnes, East Suffolk Council Project Manager on the Town WiFi Project as part of the Digital Towns Programme be noted.

234. REPORTS FROM MEMBERS OF OUTSIDE BODIES

Council received a report from Cllr Aitchison, as a representative to the Felixstowe & District Council for Sport and Recreation. Cllr Aitchison reported that the cricket third team had already commenced playing at the former Deben High School site, which had freed up Coronation Park to be exclusively used by the Rugby Club. The Cricket Club were currently looking for a second ground. An update was received on the planned new Leisure Centre, with the completion date now anticipate to be around 2025.

Cllr Aitchison advised that, further to a suggestion by Council's Civic & Community Committee, the Sports Council will be updating their website. Council also heard that the pitches at Eastward Ho were currently unable to be used due to their condition. The Sports Council were keen for Felixstowe Town Council to work with East Suffolk Council to address this.

It was RESOLVED that the report from Cllr Aitchison be noted.

235. FELIXSTOWE ALLOTMENT ASSOCIATION – COMMUNITY HUT PROJECT

Council considered the recommendation of Civic & Community Committee to approve funding of £10,000 towards the Felixstowe Allotment Association's replacement community 'hut' on the Cowpasture Allotment Site.

It was RESOLVED that funding of £10,000 towards the Felixstowe Allotment Association's replacement community 'hut' on the Cowpasture Allotment Site is taken from the Community Infrastructure Levy Earmarked Reserve.

236. RESERVES POLICY 2021-2023

Council considered the Reserves Policy as recommended by the Finance & Governance Committee. Some clarification of the difference between ring-fenced and standard earmarked reserves (*Minute #77 of 2021/22 refers*) had been added.

It was RESOLVED that the Reserves Policy 2021-23 be approved as presented.

237. EARMARKED RESERVES EXPENDITURE

In Council's Terms of Reference which were approved and adopted at Annual Council (*Minute #9a of 2021/22 refers*), an additional authority gives Committees the ability 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.

It was RESOLVED that Council notes 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

238. LEASE OF ELECTRIC VAN

Council received a report on the lease of an electric van as an additional vehicle for the Grounds Team as recommended by the Assets & Services Committee (*Minute #163 iii 2021/22 refers*).

It was suggested that HVO is investigated as an alternative fuel for the existing truck. HVO fuel is a 100% renewable diesel, which can have a reduction of up to 90% of net CO2 emissions of regular diesel.

The lease includes servicing, maintenance and tyres and the van will be serviced at Bristos of Ipswich where the lease will be taken out.

It was RESOLVED that :

- i. a Renault Kangoo MWB ML20 I ZE 33 is purchased on a contract basis for 3 years. The cost of the deposit (£3,735.24 +VAT) and charging cable (£500) to come from the Asset Repair and Replacement Earmarked Reserve. The monthly hire payment of**

£311.27 +VAT to be incorporated within the Council's draft budget for 2022-23; and,

- ii. **HVO fuel is investigated as an alternative fuel for the existing truck.**

239. QUEEN'S PLATINUM JUBILEE EVENTS

Council considered a report on plans for a celebratory weekend of events to mark the Queen's Platinum Jubilee over the bank holiday weekend 2-5th June 2022. The Carnival Association will be overseeing the delivery of the weekend working in partnership with Felixstowe Town Council, The East Suffolk Council Communities Officer and the Felixstowe Branch of the Royal British Legion.

It was noted that in accordance with Council's Climate Emergency Declaration, the Committee had also stated that the event should focus on sustainability and be as environmentally friendly as possible.

It was RESOLVED that the Queen's Jubilee events on the weekend of 2-5th June 2022 be underwritten 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.

240. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

Members considered the recommendation of the Finance & Governance Committee (*Minute #209 of 2021/22 refers*).

It was RESOLVED that:

- i. **it be noted that the Finance & Governance Committee has approved and accepted the Annual Governance and Accountability Return including Audit Certificate 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 & 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.**

241. INTERIM AUDIT REPORT: YEAR 2021/22

Council 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.

242. ACCOUNTS FOR PAYMENT

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

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

243. CLOSURE

The meeting was closed at 9.05pm. It was noted that the next Ordinary Meeting was scheduled for 12 January 2022 at 7.30pm.

AGENDA ITEM 6: MAYOR'S ANNOUNCEMENTS

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

11/11/2021	Armistice Day Service
11/11/2021	Chambre Concert Felixstowe School
12/11/2021	Festival of Remembrance Spa Pavilion
13/11/2021	Remembrance Service and Cemetery
13/11/2021	Mayor's Curry and Conversation
14/11/2021	Carnival AGM
21/11/2021	Mid Suffolk Civic Service
25/11/2021	Allotment Presentations
26/11/2021	Radio Suffolk Mark Murphy show
27/11/2021	Christmas Light switch on
19/12/2021	Christmas light judging Beach Street
19/12/2021	Landguard Christmas Fayre
25/12/2021	Radio Suffolk Mark Murphy
25/12/2021	Visit St Elizabeth Team for Dip
29/12/2021	Interview on Felixstowe Radio

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.

248. 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, 3 members of public expressed concerns and unhappiness over the relocation of the 16 beach huts to the site in front of Martello Park. They offered to bear the cost of purchasing sand to place on the beach so their beach huts could be returned to their current locations.

A	DC/21/4756/FUL Re-siting of 16 Existing huts from current location at the Spa Con Prom to permanent site at manor End - Area between Sea Wall and Promenade Beach Hut Area South Seafront Langer Road
Committee recommended APPROVAL	

B	DC/21/4908/VOC Variation of Condition No. 2 of DC/19/5049/FUL - Redevelopment of site to provide new clubhouse and new public facilities to include cafe, putting green, toilets and viewing platform, improved access, parking, 5 detached dwellings and associated landscaping, relocation of existing watch tower - existing clubhouse and pro-shop buildings to be demolished - Since planning consent was granted a full design team has been instructed and during the progression of the detailed design (including structural design), some minor design changes have been implemented to improve the buildability of the proposed dwellings, include the aligning of structural elements. Other minor fenestration/glazing revisions have also been proposed, which are generally related to feedback received during the marketing of the properties. Felixstowe Ferry Golf Club Ferry Road
Committee recommended APPROVAL.	

C	DC/21/4759/FUL Construction of a side two storey extension and single storey lean-to rear extension. Convert pantry to toilet. Extend parking area. 1 Stour Avenue
Committee recommended APPROVAL.	

D	DC/21/4844/FUL Proposed Two Storey Rear Extension 12 St Edmunds Road
Committee recommended APPROVAL.	

E	DC/21/4898/FUL Alterations and extensions (Revised Scheme). 35 Rosemary Avenue
Committee recommended APPROVAL.	

F	DC/21/3256/FUL Demolition of garage, link structure, porch, chimneys, pantry lean-to and rear conservatory. Erection of two storey side and single storey rear extensions comprising new porch and integral garaging. Insertion of new window openings to ground floor south elevation. Replacement window & door units. Installation of Air Source Heat pump unit. Insertion of rooflights to west roof slope. Installation of photovoltaic panels to south & west roof slopes. Application of insulated render system to existing house. Changes to window openings. 15 St Georges Road
Committee recommended APPROVAL.	

G	DC/21/4830/FUL Remove wide window to left hand bay front elevation and replace with smaller unit. Remove window to South-East face of bed 1 and site on South-West. Provide window to bed 2 on North-West Elevation. Replace 'K' Render to left hand bay on front South-West elevation with light green Hardi-plant. Swap bed 2 with lounge area. 62 Rosemary Avenue
Committee recommended REFUSAL of this application. We consider both the change of fenestration, resulting in two windows, plus the use of green hardi-plank on the front elevation would significantly change this property's appearance which, with its neighbouring properties, form a cohesive street scene in this location. Contrary to SCLP 11.1 (c) iv.	

At this point in the meeting, 10.51am, Cllr M Morris withdrew from the Chamber.

H	DC/21/4629/FUL Single storey rear and side extension 81 Ranelagh Road
Committee recommended APPROVAL but note with considerable concern that the applicant's Design and Access Statement fails to mention that this property is within the Conservation Area. However, we have considered the application in the light of its location in the Conservation Area and feel that the proposal is sympathetically designed.	

At this point, 10.58am, Cllr M Morris returned.

I	DC/21/4706/FUL Construction of new balconies to number 3 & 5 South Hill 5 South Hill
<p>Committee recommended APPROVAL. We note with considerable concern that the applicant’s Design and Access Statement fails to mention that this property is within the Conservation Area. However, we have considered the application in the light of its location in the CA and feel that the proposed balconies are acceptable.</p>	
J	DC/21/4130/FUL Large garage in back garden 68 Rosemary Avenue
<p>Committee recommended REFUSAL of this application. Committee believes that the proposal, which would introduce a new vehicular access to the property, would compromise the existing use of the bridleway section along Quinton’s Lane. This bridleway is well used by many, including children accessing the adjacent school.</p>	
K	DC/21/4604/FUL Single storey wooden summerhouse 34 Looe Road
<p>Committee recommended APPROVAL.</p>	
L	DC/21/4772/FUL Creation of dropped kerb 66 High Road West
<p>Committee recommended APPROVAL.</p>	
M	DC/21/5050/TCA Top crown reduce by 30% Silver Birch tree in rear garden 4 College Green
<p>Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.</p>	

249. DRAFT SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT

The consultation was considered by the Committee. Members noted that the Draft Sustainable Construction SPD appeared to be very well written, highly comprehensive and covered all aspects of sustainable construction insofar as it was possible to tell. Members did query, ref. para 3.26 of the document, as to why sustainable construction guidance would “not apply on permitted development”. The Clerk agreed to seek clarification on this element.

RESOLVED that Members of the Committee should provide any comments on the Draft Sustainable Construction SPD prior to the publication of the next Committee agenda, to which this matter be referred for final consideration at the next meeting.

250. DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

The consultation was considered by the Committee. Members noted that the Draft Affordable Housing SPD appeared to be very well written and highly comprehensive.

RESOLVED that Members of the Committee should provide any comments on the Draft Affordable Housing SPD prior to the publication of the next Committee agenda, to which this matter be referred for final consideration at the next meeting.

251. DRAFT CYCLING AND WALKING STRATEGY

Committee considered the consultation on the Draft Cycling and Walking Strategy which was now underway. The Clerk advised that the Working Group which had been set up to consider cycling and walking routes in Felixstowe, comprising of Cllrs S Bennett, G Newman, M Richardson, A Smith and K Williams, had been working jointly with representatives from the Trimley parish councils and a meeting to consider the Strategy was planned to take place on 3rd December.

It was anticipated that a response to the ESC Draft Cycling and Walking Strategy would be drafted by the Joint Felixstowe and Trimleys Cycling and Walking Group for consideration by the Group's respective parent councils.

The draft response would be able to be considered by Council or the Planning & Environment Committee for formal endorsement in January.

RESOLVED that any draft response from the Joint Felixstowe and Trimleys Cycling and Walking Group to the ESC Draft Cycling and Walking Strategy be presented to the Council or the Planning & Environment Committee for formal endorsement in January.

252. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

253. CORRESPONDENCE

Committee NOTED the following:

- i) Notification of Appeal, ref. APP/X3540/W/21/3275958, against ESC's decision to refuse DC/18/4989/FUL: Demolition of workshop and replacement with 1no

detached dwelling, alterations and extension to existing building to retain shop/office and provide 2no one bedroom first floor flats and 1no two bedroom dwelling. Amended scheme to previously approved application. 19 Manning Road.

- ii) Revisions to DC/21/3663/ARM – Land North of Walton High Street. Members noted that, as the revisions proposed did not directly address the matters raised by the Committee in its recommendation to refuse the application, there was no need to formally review the Committee’s submission at this time. The Clerk advised that Members would be advised if and when further revisions were submitted, so that the value of bringing to Committee for formal consideration can be assessed.

At 12.19 Cllr S Gallant left the meeting to attend to other business.

254. CLOSURE

The meeting was closed at 12.30. It was noted that the next meeting was scheduled to take place on Wednesday 1st December at 9.15am.

It was RESOLVED that:

- i. the Town Hall update report be noted; and,**
- ii. staff continue to impress upon wedding guests that wedding confetti that is not biodegradable cannot be thrown. If confetti of any kind is thrown that it be swept up by the caretakers and be monitored.**
- iii. Specialist advice be obtained from Company A regarding the Town Hall windows, with the aim of a recommendation being reported to Committee in due course. The cost of the preliminary report of £900 to be taken from the Town Hall Earmarked Reserve.**

261. WALTON COMMUNITY HALL UPDATE

Members considered the update on Walton Community Hall. The Deputy Town Clerk reported that the cooker at the hall had been tested that week due to a hirer asking to use it. It was then discovered that there is a fault that when turned on, the cooker trips out the fuses. It was agreed that if the cooker was beyond repair, being over 12 years old, that a replacement be sought.

It was RESOLVED:

- i. that the Walton Community Hall update report be noted; and,**
- ii. repairs if possible are made to the cooker, but if it is beyond repair a replacement be sought, with the cost of up to £300 to be taken from the Walton Community Hall Earmarked Reserve.**

262. BROADWAY HOUSE UPDATE

Committee received the Broadway House update report. The Deputy Town Clerk reported that the boiler which had received a new expansion vessel recently when serviced in July was not functioning as it should. Members considered the energy efficiency of the boiler as it was very old but agreed that a repair should be made in the first instance to ensure the building is heated, and consideration be made in the future to possible replacement with a more energy efficient boiler or alternative.

It was RESOLVED that:

- i. the Broadway House update report be noted; and,**
- ii. the boiler at Broadway House be repaired, with the cost to be taken from the Broadway House Earmarked reserve. If the boiler was not economically viable to repair then alternatives for new heating should be considered, in consultation with Orwell Housing who lease the flats above the Hall.**

263. CEMETERY UPDATE REPORT

Committee considered the Cemetery update report and were pleased to note that refurbishment to the Office and workshop were making good progress. Members also received a verbal update on the order of the electric van and investigations that were currently being made into Hydrotreated Vegetable Oil (HVO) as a suitable fuel alternative.

It was noted that the tree survey report had not been received in time for the meeting and would therefore be brought to the next meeting. Members agreed that if the survey recommended any urgent work to trees, these should be carried out without delay and expenditure should be taken from the Cemetery Earmarked Reserves.

Members also considered quotes for a new bicycle shelter, for staff who cycle to work and visitors who cycle to visit the cemetery. It was agreed that a shelter should be purchased, with the cost – approximately £700 – to be authorised from the Cemetery Earmarked Reserve.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and,**
- ii. the tree survey report be brought to the next meeting of Assets & Services, in the meantime, any urgent/necessary work required to be taken from the Cemetery Earmarked Reserve; and,**
- iii. a bike shelter from Shelters4less.co.uk be purchased with the cost – approximately £700 – to be authorised from the Cemetery Earmarked Reserve.**

264. ALLOTMENTS UPDATE REPORT

Committee received a report on the allotments from the Administration Assistant. It was noted that the proportion of payment by card and BACS has been higher than in previous years and that there had been a good response to invoice reminder letters. There was consequently a low number of vacancies and these were expected to be fulfilled from the waiting list.

Members noted also that the FAA were planning to commence the ground work for the new community hut, following Council's approval of the funding towards this.

The Council's grounds team were also preparing to create several smaller 'starter' plots from a few larger plots that had been relinquished this year.

Members thanked the Administration Assistant for her report.

RESOLVED that the Allotments update be noted.

265. WAR MEMORIAL& FLOOD MEMORIAL

Committee noted that the improvements to the War Memorial had been completed just in time for Remembrance. It was requested that an assessment be made after the work has settled. Minor work such as levelling some slabs may be required. Committee considered a variety of options to refurbish the Flood Memorial during 2022 in time for the 70th Anniversary of the Floods in January 2023. It was agreed that the in-house option should be pursued and a further report should be brought to Committee in due course.

It was RESOLVED that:

- i. the War Memorial work be monitored and any remedial work carried out in good time for Remembrance 2022; and,**
- ii. a report be brought to Assets & Services Committee in due course regarding options to refurbish the Flood Memorial, with most of the work being carried out in-house.**

266. ALLENBY PARK/GOSFORD WAY PARK TRANSFERS

The Town Clerk gave an update on the recent receipt of a report on the two titles and transfers received from Birketts. There were a few queries outstanding; including the location of the gas line, and a section of land within the Gosford Way park which was not included in the title plan. Members discussed the car park outside Old Felixstowe Community Association, which was in the original title, and agreed that this should be included in the transfer.

RESOLVED that the Town Clerk responds to Birkets in accordance with Committee's comments and an update report be brought back in due course.

267. DRAFT BUDGET CONSIDERATIONS

Committee considered first draft proposals for its element of the Council's 2022-2023 budget and reviewed the accompanying notes to estimates in the report. It was noted that several figures were based on the year before the pandemic (2019/20 outturn) since Covid had potentially skewed figures in many areas. The Town Clerk reported that Personnel Committee had considered salary recommendations.

It was RESOLVED that the draft proposals for the Assets & Services element of the Council's 2022-23 budget be recommended as presented to Council's Finance & General Purposes for further consideration.

268. CLOSURE

The meeting was closed at 8.40 pm. The next meeting was noted as being scheduled for Wednesday 23 February 2022 at 7.30pm.

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 1 December 2021 at 9.15am

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

OFFICERS: Mrs D Frost (Deputy Town Clerk)
Mrs S Morrison (Planning Administration Assistant) (*via Zoom*)

IN ATTENDANCE ONLINE: Cllr M Jepson (left at 10.50 *Item 279*)
1 Member of Public (*via Zoom*) (*Item 274*)

269. PUBLIC QUESTION TIME

There were none.

270. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Jepson, Cllr S Gallant, Cllr S Wiles** and **Cllr K Williams** requiring to attend to other business.

271. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllr D Savage Cllr A Smith	273b	Local Non-Pecuniary (as friend to the applicant)

272. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 17 November 2021 be confirmed as a true record.

273. 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/21/5144/FUL Rear & side extension. 46 Roman Way
Committee recommended APPROVAL	

B	DC/21/4854/VOC Variation of Condition No.1 of DC/19/1393/ARM - Approval of Reserved Matters on application DC/18/1825/OUT (Outline proposal for one dwelling on side gardens) - Raise ridge by approx 800-900mm. 'Square Off' rear elevation. Increase hall area by 20m towards front 25 Springfield Avenue
<p>Committee recommended REFUSAL. The proposed dwelling has increased from a single storey to a one and a half storey property. The resulting height and massing would be out of keeping with the street scene and neighbouring properties. It is therefore contrary to SCLP 11.1 paragraph (c) (i) (ii) (iii) and (iv). As a proposed 3 bedroom property it would require 2 car parking spaces under SCC Parking Guidance. These are not provided in this application.</p>	

C	DC/21/5122/FUL Single storey rear conservatory 8 Culford Walk
Committee recommended APPROVAL.	

D	DC/21/5016/P3MA Prior Notification - Change of use from retail (Use Class E) to residential (Use Class C3) (ground floor only) 15 Langer Road
<p>Committee recommended APPROVAL. We have considered the application in light of it being in the Conservation Area, but feel that it is acceptable in relation to a row of residential properties. We note with considerable concern that there is no mention of the Conservation Area in this application.</p>	

E	DC/21/5080/ADI Illuminated and Non Illuminated Advertisement Consent - Fascia 1: Illuminated internally by LED modules. Fascia 2 Non-Illuminated. 1x Internally illuminated logo projecting sign. 2x LED acrylic window units 73 Undercliff Road West
<p>Committee recommended APPROVAL. We note with considerable concern there is no mention in this application of the Conservation Area.</p>	

F	DC/21/5160/ADN Non illuminated Advertisement - Replacement Holiday Park Entrance Signs Suffolk Sands Caravan Park Carr Road
Committee recommended APPROVAL.	

G	DC/21/3296/VOC Variation of Conditions 2, 3 and 4 of DC/15/0924/FUL - Proposed 3 Bedroom Detached Dwelling on Land Adj 20 Rosebery Road - To change external wall cladding material from Brick to Eternit Weatherboard Cladding and submission of access details required by condition 4. 20 Rosebery Road
Committee recommended APPROVAL.	

274. DRAFT SUSTAINABLE CONSTRUCTION SUPPLEMENTARY PLANNING DOCUMENT

The consultation was considered by the Committee on Sustainable Construction Supplementary Planning Document with a deadline of 13th December 2021. It was agreed that it was very comprehensive but difficult trying to assimilate the Suffolk Local Plan with the Waveney Local Plan .

It was RESOLVED that we would respond as follows "The draft Sustainable Construction SPD was considered by the Committee. It was agreed that it is very comprehensive, but it is difficult to understand it in conjunction with both the Suffolk Coastal Local Plan and the Waveney Local Plan. While we recognise that water is a scarce and valuable resource in Suffolk and particularly in Felixstowe, we question the viability of the statement that a daily requirement per person should be 110 litres. If this is rigidly enforced on developments, both in the short and medium term, this could lead to a reduced availability and increased cost of new housing. In para. 3.26 we would wish to question why the requirement to comply with these policies is not applicable to Permitted Development unless there is a legal impediment to achieve this. We request that the requirements of the SPD are extended to cover Permitted Development.

275. DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

The consultation was considered by the Committee. Members noted that the Draft Affordable Housing SPD appeared to be very well written and highly comprehensive.

RESOLVED that Members of the Committee should welcome the document which clearly outlines the different affordable housing options available.

276. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

277. CORRESPONDENCE

Committee NOTED the following:

iii) ESC Community Infrastructure Levy Draft Charging Schedule.

It was requested that the Consultation be circulated to Committee. It was agreed to consider the consultation at the next meeting and ensure comment is sent before the deadline of 23rd December 2021.

iv) Speed Limit Order- A154 Candlet Road, Felixstowe

Having regard to the changing status of Candlet Road, on an undeveloped national speed limit road and the change of character which will result from current and forthcoming applications, including existing permissions and current reserved matters application at North Walton High Street, and under Felixstowe Garden Neighbourhood which will collectively create a developed frontage which we support a 40mph speed limit. We also recognised there will be no commercial or residential access.

At 10.50 Cllr M Jepson left the meeting to attend to other business.

278. CLOSURE

The meeting was closed at 11.11am. It was noted that the next meeting was scheduled to take place on Wednesday 15th December at 9.15am.

284. FINANCIAL IMPACT OF CORONAVIRUS

Committee noted a report outlining the likely financial impact of the pandemic. the net result of which being a loss of £6,874 across Council's 2021-22 budget.

RESOLVED that the report on the financial impact of coronavirus be noted.

285. BUDGET ESTIMATES 2022/23 DRAFT

Committee considered the papers showing a first draft full budget, including earmarked reserves requirements for 2022/23. Members also considered comparisons against the current year budget, actual expenditure, and projected outturn for the full year 2021/22.

The Town Clerk highlighted that this was a comprehensive budget, enabling the Council to meet additional aspirations, including the forthcoming transfer of two parks and play equipment and a new capital grant fund to support community groups with capital projects. It was noted that some significant spending against the Cemetery, Town Hall, CCTV and Asset Renewals Earmarked Reserves, which had been built up for such purposes, was anticipated during the forthcoming financial year.

Members discussed the budget proposal and, to continue to support the community during the pandemic, it was agreed that Council should freeze its portion of the council tax and use existing funds to offset an anticipated budget deficit for 2022/23.

The Clerk advised that a 0% change to the Town Council's element of council tax for 2022/23 was projected to be a net cost to the General Fund of £39,258 (budgeted income vs expenditure, net of Earmarked Reserves transfers and expenditure).

Members noted that the draft budget proposals for 2022/23 required a precept of £612,735. With the tax base confirmed by East Suffolk Council to be 8,645.91 this would equate to £70.87 per Council Tax Band D equivalent ratepayer, a nil increase on 2021/22.

Committee recommended that the budget be referred to Council for approval in January for final consideration, to include any adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change.

Committee recorded a vote of thanks to the Town Clerk, Deputy Town Clerk and Finance Administration Assistant, for their work developing the 2022/23 budget.

It was RESOLVED that it be recommended to Council that, subject to any further adjustments to the budget deemed appropriate by the Town Clerk which would not cause the total requirement to change, the draft budget 2022-23 proposals be recommended for approval as presented.

286. INSURANCE REVIEW

Committee considered the report on the Council's insurance arrangements, noting that the three-year Long-Term agreement with Zurich would terminate at the end of the current financial year.

Following a discussion on the level and range of cover being provided, Members agreed that quotes should be obtained from three providers based on the current schedule. Such quotes to be reviewed by Committee, or Council, once received.

Committee agreed that, subject to quotations being received on the basis of the current level and schedule of insurance cover, the Council should be recommended to confirm the adequacy of its insurance arrangements for 2022-23.

It was RESOLVED that, subject to quotations being received on the basis of the current level and schedule of insurance cover, the arrangements for insurance in respect of all insured risks should be recommended to Council and confirmed as adequate for 2022-23.

287. CLOSURE

The meeting was closed at 8.25pm. The next meeting was noted as being scheduled for Wednesday 19th January 2021 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 15 December 2021 at 9.15am**

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

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

IN ATTENDANCE ONLINE: Cllr S Bennett (*via Zoom*)
Cllr M Morris (*via Zoom*)
3 Member of Public (*via Zoom*)

288. 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.

289. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett, Cllr M Morris** on account of the current covid situation and were joining online. **Cllr S Wiles and Cllr K Williams** gave apologies for absence requiring to attend to other business.

290. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr S Gallant	All	Local Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Local Non-Pecuniary (as a Member of Suffolk County Council)
Cllrs S Bird Cllr S Gallant Cllr M Jepson Cllr D Savage Cllr A Smith	292(m)	Local Non-Pecuniary (as Councillors have an interest in the Town Hall, adjacent to the property subject to this application)

291. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 1 December 2021 be confirmed as a true record.

292. PLANNING APPLICATIONS

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

At the direction of the Chairman, Committee heard representations from two members of the public on the following application. Objections on this application centred on the accessibility of the huts, the lack of facilities in this area, the risk of flooding and erosion, the proposed loss of beach huts from their heritage location at the Spa Pavilion and the impact of increased footfall in this area.

A	DC/21/5102/FUL Formation of 18 new beach hut sites for the proposed repositioning of existing beach huts from the spa area, to form a row of huts on the shingle material on the foreshore at Clifflands Area On Beach Materials Seawards In Front Of Prom And Steps At Clifflands Cliff Road
Committee recommended APPROVAL, subject to ESC making prospective tenants aware of the potential flooding risks of a beach hut at this site.	
B	DC/21/5088/FUL Construction of single storey rear and side extension 24 Church Road
Committee recommended APPROVAL.	
C	DC/21/4931/FUL To convert boat shed to workshop and extend to provide shower/toilet and utilities facilities Knole Cottage Felixstowe Ferry
Committee recommended APPROVAL	
D	DC/21/5270/FUL Single storey rear extension with second storey infill between double gable roof 27 Langer Road
Committee recommended APPROVAL. Committee has considered this application with regards to its prominent position within the Felixstowe South Conservation Area. We welcome the revisions made since the previous application at this site. We feel that the scheme as designed is sufficiently sympathetic to the building's architecture and position in the Conservation Area.	
E	DC/21/5273/FUL Single storey rear extension 52 Quilter Road
Committee recommended APPROVAL. In making this recommendation the Committee had regard to the fact that this application is within the Conservation Area.	

F	DC/21/5320/FUL Ground floor side and rear extensions. Replacing existing garage and conservatory 21 Rosebery Road
Committee recommended APPROVAL.	
G	DC/21/5269/FUL Proposed single storey rear extension and alterations 11 Newry Avenue
Committee recommended APPROVAL.	
H	DC/21/5446/FUL Construction of a single-storey extension to the rear and detached single-storey workshop after the demolition of existing shed 74 Cobbold Road
Committee recommended APPROVAL.	
I	DC/21/5252/FUL First floor rear facing dormer to existing approved loft conversion - (REF: DC/21/2236/FUL - Approved: 25th June 2021) 24 Cliff Road
Committee recommended APPROVAL.	
J	DC/21/5197/FUL Proposed two storey rear extension 4 Church Road
Committee recommended APPROVAL.	
K	DC/21/5193/FUL Erection of detached two bay cartlodge and single storey garden room Chesterley House Golf Road
Committee recommended APPROVAL.	
L	DC/21/5375/FUL Part demolition of existing garden structure and alteration / adaptation into smaller pergola. 1 The Courts
Committee recommended APPROVAL. In making this recommendation the Committee had regard to the fact that this application is within the Conservation Area.	
M	DC/21/5396/FUL Installation of air conditioning unit 91 - 93 Undercliff Road West
Committee recommended APPROVAL. However, we note that the applicant's D+A statement does not make reference to the fact that this property is within the Conservation Area.	

293. DRAFT CYCLING AND WALKING STRATEGY

Committee considered the ESC draft Cycling and Walking Strategy. It was noted that the Council's Cycling and Walking Working Group had met with representatives from Trimley St. Mary and Trimley St. Martin parish councils to review the Strategy in terms of its relation to the peninsula. The joint group had also met with the planning policy officers from East Suffolk Council involved in drafting the Strategy. The Working Group would be preparing a draft submission for consideration by the Council at its meeting of 12th January 2022.

RESOLVED that the Council's Cycling and Walking Working Group be delegated the authority to draft a response to the consultation for consideration at the Ordinary Council meeting of 12th January 2022.

294. DRAFT EAST SUFFOLK COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE

Committee considered the East Suffolk Council draft CIL Charging Schedule. The Clerk outlined the charging bands which were proposed, including those relating to Felixstowe generally and for the site-specific charging in relation to the North Felixstowe Garden Neighbourhood development allocation.

RESOLVED that the draft CIL Charging Schedule be noted.

295. DRAFT 30 YEAR TRANSPORT STRATEGY FOR THE EAST – CONSULTATION

The Clerk introduced the consultation document. Members noted that there would be an on-line event on 11th January 2022 and a virtual exhibition relating to the proposals. Members agreed that this item should be deferred to the 12th January meeting. All Members were advised to familiarise themselves with the consultation documentation before the meeting.

RESOLVED that this item be deferred to the 12th January 2022 meeting.

296. PLANNING DECISIONS

RESOLVED that the decisions on planning applications by East Suffolk Council notified to the Town Council since the previous meeting be noted.

297. CORRESPONDENCE

None

298. CLOSURE

The meeting was closed at 11.55am. It was noted that the next meeting was scheduled to take place on Wednesday 12th January 2022 at 9.15am.

AGENDA ITEM 10: CORONAVIRUS UPDATE AND EMERGENCY SCHEME OF DELEGATION

Council is requested to note the following operational update since 'Plan B' was announced by the Government in response to the reduce the impact of the Omicron variant of coronavirus.

Town Hall

- In accordance with the government guidance, FTC operations have been largely continuous at this time and staff have been advised regarding the latest guidance.
- Office-based staff are mostly working from home, with some flexibility to enable staff to work from the Town Hall in a 'single-person office' environment for wellbeing or business-critical reasons.
- The Town Hall has remained open to the public, with access restricted to the secure lobby area only and any staff onsite will serve via the reception window (in closed position). Public will be advised to wear facemasks and make use of the hand sanitiser on arrival.

Cemetery and Allotments

- Felixstowe Cemetery remains open, however staff on site are maintaining social distancing rules.
- Allotment tenants are still able to access their allotments with advice to follow government guidance at all times.

Walton Community Hall

- All regular hires are continuing in line with Government guidance, mask wearing in all public buildings except while seated to drink or eat, or sing. Dancing and exercise groups are currently not required to wear masks during their activities and are advised to continue to follow Government guidance as requirements change.

Broadway House

- Remains open, numbers have reduced. Mask wearing is expected when moving around the building.

Council/Committee Meetings

Plan B guidance does not bring back the ability to for meetings to be held solely online. There are currently no legal restrictions against holding a meeting in-person. However, NALC has suggested that Councils should consider whether a meeting would be necessary.

Where meetings are required, these will take place in accordance with prevailing guidance, currently as follows:

The Chamber will be set up to maximise social distancing in the room and doors will be left open throughout the meeting to improve ventilation. Public will be permitted to join meetings remotely via Zoom and will be afforded the same opportunity to speak as if in person. The link to join the meeting will be on the agenda front page.

All attendees to be observe covid-secure practices, in line with the updated guidance:

- Limit close contact with other people and maintain social distancing wherever possible.
- Make use of the hand sanitiser on arrival.
- Wear a face covering when moving around the building, unless exempt. You are also welcomed to wear a face-covering during the meeting if you wish.
- Please carry out a lateral flow test to check your covid status beforehand if possible, and do not come into the building if you are suffering from coronavirus symptoms or have had a positive test.

In relation to current absence of legislation enabling remote meetings, NALC is asking Councils to consider using [two model letters for councillors and councils](#) to highlight their support of remote council meetings to local MPs and Government ministers; the letters can be adapted to include examples of Members' own experiences.

The National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) are also supporting the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) in calling on the UK Government and Parliament to allow councils in England to have the choice to meet remotely. ADSO & LLG have published a petition calling for this change. The petition is available here: <https://chnq.it/G6v8hgLVbW>

Councillors are requested to consider supporting this action.

Emergency Delegated Authority

In view of the potential for further restrictions, should the holding of Council meetings be suspended as a result of a civil emergency, the implementation of Government advice, restrictions on direct contact in relation to national health, or other emergency, Council should consider an emergency scheme of delegated authority to enable key business decisions to be taken.

Council could consider including the following provisions within the Scheme of Delegation to the Clerk, similar to the Coronavirus Emergency Measure Delegated Authority extended to the Town Clerk in March 2020 (*Minute #516xv of 2019/20 refers*):

- i. all functions of the Council, other than those matters specifically reserved by law to be determined by a meeting of the Council, to be delegated to*

the Clerk (as the Council's Proper Officer) in consultation with the Mayor (or the Deputy Mayor should the Mayor not be available), or Chairman of the appropriate relevant Committee (or the or Vice-Chairman if the Chairman should not be available) until the next Ordinary or Extraordinary Council meeting, at which time the delegation must be reviewed;

- ii. such decision making to be in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council meetings. Decisions made under such delegations to be noted at the next meeting of the Council.*

Council is requested to:

- i. note the Coronavirus operational update;**
- ii. consider the request by NALC and the SLCC to support the ADSO and LLG in calling on the Government to allow councils in England to have the choice to meet remotely;**
- iii. consider adopting an emergency scheme of delegated authority to the Clerk should the holding of Council meetings be suspended; and,**
- iv. consider any other relevant actions deemed necessary.**

AGENDA ITEM 11: BUDGET, RESERVES AND PRECEPT 2022/23

Council is requested to consider and approve its budget estimates and Precept for the financial year 2022/23.

Each relevant section of the budget has been considered and reviewed by Council's Assets & Services, Civic & Community and Personnel Committees and incorporated within a full draft which was considered by the Finance & Governance Committee.

East Suffolk Council is required to calculate the tax base by 31st January each year for the financial year ahead. East Suffolk Council has confirmed that the tax base for Felixstowe Town Council for the year 2022/23 will be 8,645.91 band D equivalent properties. An increase in the tax base of 157.01 since 2021/22.

To freeze the Town Council's portion of council tax at 0% change (i.e. the same £70.87 charge per Band D property as 2021/22) a precept of £612,735 would need to be requested.

In accordance with the recommendation of the Finance & Governance Committee meeting of 8 December 2021 (*Minute #285 of 2021/22 refers*) the budget and precept is presented to Council for consideration alongside current-year expenditure and projected outturn for the full year to 31 March 2022 and a comparison against the previous year provided in the summary at **Appendix A**.

A detailed draft full budget and notes to the estimates are provided at **Appendix B**. This includes proposals for movements, reallocations, and transfers to Earmarked Reserves.

Members will note that the budget estimates presented provide for the following:

	Budget 2021/2022	Budget 2022/23
Estimated Total Expenditure Requirement	£759,861	£813,272
Add on Contribution to Earmarked Reserves	£81,500	£46,500
Less Estimated Income	£152,804	£161,279
Less Contribution from General Fund	£79,473	£85,758
Less Contribution from Earmarked Reserves	£0	£0
Less LCTS Grant	£7,476	£0
Gross Precept Requirement	£601,608	£612,735
Band D Equivalent Properties	8,488.90	8,645.91
Annual Council Tax charge per Band D	£70.87	£70.87
% change 2021/22 to 2022/23		0%

Council will note that the draft budget assumes a contribution from the General Fund to offset the estimated expenditure requirements and anticipated reduction in precept and other income next year. However, a significant portion of the General Fund contribution is being put towards Earmarked Reserves, with spending against the Cemetery, Town Hall, CCTV and Asset Renewals Earmarked Reserves, which had been built up for such purposes, anticipated during the forthcoming financial year.

The net cost to the General Fund (budgeted income vs expenditure, net of Earmarked Reserves transfers and expenditure) of a 0% change to the Town Council's portion of the Council Tax is estimated to be £39,258

To give Members an idea of how this may impact on yearend balances, should the tax base and precept remain the same for 2023-24, a projection has been calculated as follows:

TOTALS	Actual 2019-20	Actual 2020-21	Est. Outturn 2021-22	Draft Budget 2022-23	Forecast 2023-24
General Reserves (c/f)	385,601	397,064	387,318	334,031	248,273
Earmarked Reserves (c/f)	623,465	668,846	730,070	805,999	766,848
TOTAL RESERVES (c/f balance)	1,009,066	1,065,910	1,117,387	1,140,030	1,015,121
Transfers from GF to Earmarked reserves	81,272	118,311	151,971	46,500	46,500
Expenditure	703,526	667,262	733,188	813,272	830,903
Expenditure (from Earmarked Reserves)	35,891	57,087	76,042	85,651	75,995
Income (non-Precept)	218,148	175,257	230,265	161,279	165,279
Precept	578,113	600,570	601,608	612,735	612,735
General Reserves (balance 31 March)	397,064	387,318	334,031	248,273	148,884
Earmarked Reserves (balance 31 March)	668,846	730,070	805,999	766,848	737,353
<i>Surplus (+) Shortfall (-)</i>	<i>56,844</i>	<i>51,478</i>	<i>22,643</i>	<i>-124,909</i>	<i>-128,884</i>
TOTAL RESERVES (closing balance)	1,065,910	1,117,387	1,140,030	1,015,121	886,237

Council is therefore requested to consider:

- i. **Approving and adopting the Felixstowe Town Council Budget for 2022/23 as set out in the report as follows:**

Total Budgeted Expenditure: £813,272

Total Budgeted Income: £774,014

- ii. **Approving the 2022/23 Precept demand to East Suffolk Council of £612,735 (representing a 0% increase cost to Band D equivalent Council Tax payer) on the following basis:**

Band D rate £70.87

Multiplied by tax base x 8,645.91

Thus a Precept demand of: £612,735.64

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

AGENDA ITEM 12: MAYOR/MEMBER ALLOWANCES 2022/23

Members Allowances

In accordance with Part 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003¹, town and parish councils have the power to pay Members a Basic Allowance and reimburse expenses for travel and subsistence allowance.

The allowance is not a salary. It is a figure, which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor. To date, Felixstowe Town Councillors have not requested to receive the Basic Allowance and are unpaid volunteers. Travelling and subsistence allowances are treated separately, as are provisions for the Mayor's Allowance (see below).

Where a parish or town council does propose to pay the parish Basic Allowance, in setting the level of that allowance, it must have regard to the recommendations which have been made in respect of it by a parish remuneration panel.

As soon as reasonably practical after setting the levels at which the allowance is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information:

- any recommendation in respect of parish Basic Allowance made by the parish remuneration panel;
- the level or levels at which the authority has decided to pay parish Basic Allowance and to which members it is to be paid; and
- a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

The council has to keep a copy of the information referred to in the notice available for public inspection on reasonable notice. Members should also note that the Basic Allowance is treated by HMRC as remuneration and may be subject to income tax.

Mayor's Allowance

Section 15(5) of the Local Government Act 1972 provides that Parish and Town Councils may pay its Mayor "*for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.*" Felixstowe Town Council provides an allowance to the Mayor as a contribution towards total expenses to defray the costs associated with the office of Mayor of Felixstowe.

For the 2021/22 Municipal Year, the Mayor Allowance remained the same since 2019/20 of £3,000 per annum for the purpose of defraying other costs associated with the office of Mayor, with payment made on the basis of PAYE through the Council's payroll system.

Authorisation of the Mayor's Allowance payments are made following formal resolution by the Town Council at its Annual Meeting in May.

¹ https://www.legislation.gov.uk/ukxi/2003/1021/pdfs/ukxi_20031021_en.pdf

Reimbursement of Councillor Expenses

The Local Authorities (Members' Allowances) (England) Regulations 2003 provides that a council may pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories:

- a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association of authorities of which the council is a member;
- c) the performance of duties in connection with a tender process;
- d) the performance of any duty which requires the inspection of any premises;
- e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.

At its Ordinary Meeting of 13 January 2016, the Town Council adopted a Members' Expenses Policy setting out the terms by which individual Councillors may be reimbursed reasonable expenses incurred whilst travelling to training courses or conferences as an appointed representative of the Council. This policy was reviewed in March 2019, and is presented at **Appendix C**, referencing the Mayor and Members Allowances and to enable the Mayor to be reimbursed for tax-deductible out-of-pocket expenses (*Minute #440v of 2018/19 refers*).

Provisions made for the Mayor's allowance in the Local Government Act 1972 do not extend to the Deputy Mayor, who is treated the same in law as all other Town Councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially substituting for the Town Mayor in his/her absence. The expenses policy presented enables the Deputy Mayor to be reimbursed for expenses on the same basis as the Mayor on such occasions. Additionally, it is noted that the Council's protocol is for incoming Mayors to be advised that they should reimburse any other legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor, out of the Mayor's Allowance (*Min. #396 of 2015/16 refers*).

Council is therefore recommended to:

- i. confirm that it does not seek to introduce a Basic Allowance for its Members, and the office of Town Councillor is to remain unpaid;**
 - ii. continue to pay a Mayor's Allowance for 2022/23 of £3,000 for the purpose of defraying other costs associated with the office of Mayor, with payment made following approval at Annual Council, on the basis of PAYE through the Council's payroll system; and,**
 - iii. approve the Members' Allowances & Expenses Policy presented at Appendix E incorporating the above recommendations and enabling the Mayor (and Deputy Mayor as required) to be reimbursed for tax-deductible out-of-pocket expenses.**
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AGENDA ITEM 13: REQUEST FROM EAST SUFFOLK LINES GROUP

A formal request has been received from the Line Group East, East Suffolk Lines Community Rail Partnership asking the Town Council for support in the administration of its funds (see letter at **Appendix D**).

For several years the LGE has been working on projects along the Felixstowe Line to help improve passenger facilities, involve the community in its development, and promote the line and the towns and villages it serves. During this time the Line Group East's devolved budget was hosted by East Suffolk Council and administered by Felixstowe Forward, the joint venture between East Suffolk Council, Suffolk County Council and Felixstowe Town Council. As Felixstowe Forward was dissolved in December 2021; the Line Group East's budget is no longer able to be hosted by East Suffolk Council.

Advice has been obtained by Council's Internal Auditor who has confirmed that parish councils can hold funds for third parties, normally only when there is a clear community interest, or direct involvement by the council.

Invoices should only be paid once they have been authorised by the nominated representative of the third party, so there is a clear audit trail of approval. The normal payment approval process is then carried out. VAT would not be able to be claimed on any invoices made payable to Line Group East unless they were VAT registered. The funds would be held in a 'restricted' earmarked reserve, as it is money given for a purpose and these funds could not be spent any differently than is commanded by the third party. It will be shown as a liability on Council's balance sheet.

Council Officers would be required to give sufficient notice to the Line Group East to stop spending if there are insufficient funds, and clarification would be given that invoices would be unable to be paid on its behalf if there is insufficient funds to pay them.

All funds held would be subject to audit, as with all other Council accounts. The administration involved would be the handling of one or two grant receipts per annum, plus around a dozen or so payments / transfers to suppliers / other authorities, which will be authorised by majority decisions of the Line Group.

Council is requested to consider accepting the administration of funds for the Line Group East, East Suffolk Lines Community Rail Partnership with the creation of a 'restricted' Earmarked Reserve.

AGENDA ITEM 14: DRAFT CYCLING AND WALKING STRATEGY CONSULTATION

East Suffolk Council is currently consulting on its Draft Cycling and Walking Strategy, which seeks to identify cycling and walking infrastructure opportunities across the district. Details of the Consultation are available here: <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/draft-east-suffolk-cycling-and-walking-strategy/>

ESC held an initial map-based consultation (19 October - 7 December 2020). The Town Council response, plus all other submissions, can be viewed on the online map of matters/opportunities raised. The Strategy focusses on the identification of new infrastructure opportunities rather than the maintenance of existing infrastructure. It provides context and information to support detailed infrastructure proposals and inform decision making to support cycling, walking, and equestrian use. Once adopted, the Strategy will replace the Waveney Cycle Strategy (2016).

Council established a Working Group comprising of Cllrs Bennett, Newman, Richardson, Smith and Williams up to liaise with East Suffolk Council, Suffolk County Council and the Trimley parish councils on the cycling and walking network for the Felixstowe peninsula (*Minute #519 of 2020/21 refers*). Since this time, the Members of the 'Felixstowe and Trimleys Cycling and Walking Group' have met with ESC and SCC officers working on the East Suffolk Cycling and Walking Strategy on several occasions.

The ESC Draft Cycling and Walking Strategy was then considered by the Planning & Environment Committee, which delegated the authority to the Council's Cycling and Walking Working Group to draft a response to the consultation for consideration by Council (*Minute #293 of 2021/22 refers*). As such the Working Group has prepared a response which is recommended for Council's approval at **Appendix E**.

Whilst the deadline for responses is 10th January 2022, the Clerk has confirmed with East Suffolk Council that it would be acceptable to submit the Town Council's response on Thursday 13th January.

Council is requested to consider the recommended response to the East Suffolk Council Draft Cycling and Walking Strategy consultation, as prepared by the Council's Cycling and Walking Working Group at Appendix E.

AGENDA ITEM 15: MEETINGS CALENDAR 2022-23

The draft Meeting Calendar for the 2022/23 Municipal Year is attached at **Appendix F**.

The calendar is based on the following regular schedule:

Annual Council Meeting (Number of meetings: 1): 7pm on the 3rd Wednesday in May.

Council (5): 7.30pm on Wednesdays of 22 June, 7 September, 9 November, 11 January and 8 March.

Finance & Governance (6): 7.30pm on Wednesdays of 25 May, 13 July, 26 October, 7 December, 18 January and 22 March.

Assets & Services (5): 7.30pm on Wednesdays of 6 July, 21 September, 23 November, 22 February and 26 April.

Civic & Community (6): 7.30pm on Wednesdays of 15 June, 14 September, 19 October, 14 December, 15 February and 12 April.

Personnel (2): 6pm on Wednesdays of 5 October and 5 April.

Planning & Environment (24): Fortnightly on Wednesdays, with a recess in August and at Christmas.

Annual Town Meeting (Number of meetings: 1): 7pm on the 2nd Wednesday in May.

Other meetings TBC:

Youth Forum: *to be confirmed with local schools.*

Appeals Committee: Arranged if and when required.

As several Town Councillors are dual or triple-hatted and Members of other authorities, this schedule of meetings has been compared to the most recently available schedule of meetings for East Suffolk council and Suffolk County Council.

There is currently one clash of meetings between the Finance & Governance Committee and a Full East Suffolk Council meeting on 25 May 2022.

All scheduled Full Council and Cabinet meetings of Suffolk County Council commence at 2pm and do not clash with any Town Council meetings. Some committees meetings commencing at 10am may clash with the Town Council's Planning & Environment Committee but it is not known which (if any) of these will impact on local County Councillors.

Council is requested to approve its Meetings Calendar for 2022/23.

AGENDA ITEM 17: BLUE FLAG 2022

Keep Britain Tidy (KBT) has advised that applications for 2022 Blue Flag and Seaside Awards can now be made.

Updated bathing water quality designations are yet to be received. However, subject to Felixstowe's bathing water being confirmed as 'excellent', the town is able to apply for both the Blue Flag and Seaside Awards as in previous years.

Application fees have been frozen and will be the same as 2020:

- Seaside Award £530 (plus VAT)
- Blue Flag £729 (plus VAT)
- Combined Blue Flag and Seaside Award £799 (plus VAT)

Applications for Blue Flag or the combined award must be received by 5pm on Monday 18th January, this is to ensure compliance with the international deadlines.

Seaside Award applications can be accepted up to 5pm on Monday 15th March

The Town Council has funded the combined award for both 2020 and 2021, with provision for funding the award in 2022 included within the draft 2022/23 budget

Committee is requested to note the details of the Blue Flag and Seaside Award application process, approve the application for the combined award (subject to confirmation of bathing water quality) and note the budget provision within the draft budget for 2022/23.

AGENDA ITEM 18: 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 24 November 2021:

Min #	Description	Net Amount	Earmarked Reserve
260 iii	Heritage advice for Town Hall Windows	£900	Town Hall
261 ii	New cooker for Walton Community Hall	£249.17	Walton Community Hall
262 ii	Repair for boiler at Broadway House	tbc	Broadway House
263 ii	Essential work from Tree Survey work	tbc	Cemetery
263 iii	Bike Shelter for Cemetery	£725	Cemetery

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