



9 am to 4 pm Mondays to Fridays

TO ALL TOWN COUNCILLORS

Cllr S Harkin (Mayor of Felixstowe)
Cllr M Richardson (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 Jepson
Cllr M Morris
Cllr G Newman
Cllr D Savage
Cllr A Smith
Cllr S Wiles
Cllr K Williams

You are hereby summoned to attend the **ORDINARY** meeting of the **FELIXSTOWE TOWN COUNCIL** to be held at the **Town Hall, Felixstowe** on **Wednesday 7 September 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 the Committee during the public session.

If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/87878734022>

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

Alternatively, you may join via the meeting ID 878 7873 4022 or over the telephone by calling 0131 460 1196.

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



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi

Town Clerk

2 September 2022

For information (via email):

All Town Councillors
Local Press
Felixstowe Chamber of Trade & Commerce

Moment of Reflection: Major David Squirrell, Felixstowe Salvation Army.

A G E N D A

1. Public Question Time

Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Council on any matter relating to the town of Felixstowe.

2. Apologies for Absence

To receive apologies for absence.

3. Declarations of Interest

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest.

4. Questions to the Mayor

For the Mayor to respond to questions from Members, in accordance with Standing Order 26.

5. Confirmation of Council Minutes

To confirm the minutes of the Ordinary Council Meeting held on Wednesday 22 June 2022 as a true record. **(Pages 4-9)**

6. Mayor's Announcements

To receive such communications as the Mayor may wish to lay before Council. **(Pages 10-11)**

7. Minutes of Committee Meetings

To receive and adopt the minutes of the following meetings:

- | | |
|--|----------------------|
| a) Planning & Environment Committee 22 June 2022 | (Pages 12-15) |
| b) Planning & Environment Committee 6 July 2022 | (Pages 16-19) |
| c) Assets & Services 6 July 2022 | (Pages 20-23) |
| d) Finance & Governance Committee 13 July 2022 | (Pages 24-25) |
| e) Planning & Environment Committee 20 July 2022 | (Pages 26-29) |
| f) Personnel Committee 20 July 2022 | (Pages 30-31) |
| g) Planning & Environment Committee 3 August 2022 | (Pages 32-35) |
| h) Planning & Environment Committee 17 August 2022 | (Pages 36-37) |

8. Reports from Members appointed to Outside Bodies

To note the following reports:

- Port Welfare Committee (Cllr D Savage) **(Pages 38-39)**
- Ukraine2Felixstowe Steering Committee (Cllr M Richardson) **(to follow)**

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. Felixstowe BID Update**
To receive an update on Felixstowe BID activities. **(Verbal update)**
- 10. Members' Allowances & Expenses Policy 2023-27**
To review the Members' Allowances & Expenses Policy in advance of the 2023-27 Council term and consider the Finance & Governance Committee's recommendation to introduce a Basic Allowance for Members.
(Pages 40-43 & Appendix A)
- 11. Town Hall Windows Update Report**
To consider an update on the Town Hall windows. **(Page 44)**
- 12. Cost of Living Crisis**
To note an update on local actions being introduced to support the community in tackling the cost-of-living crisis. **(Verbal update)**
- 13. Climate Emergency Working Group Update**
To receive an update from the CEWG. **(Pages 45-46)**
- 14. Council Representative to the FPCP**
To consider appointing another representative from the Town Council to the Felixstowe Peninsula Community Partnership since a vacancy has arisen.
- 15. FTC/ESC Joint Liaison Group Meeting**
To receive the notes of the FTC/ESC Joint Liaison Group meeting held on 26 July 2022 and consider any matters for discussion at the next meeting on 25 October 2022. **(Appendix B)**
- 16. Request from Dunkirk to fly the Felixstowe Flag**
To consider granting permission to fly the Felixstowe Flag. **(Pages 47-48)**
- 17. SAAA Central External Auditor Appointment Arrangements**
To consider the option to opt out of the current arrangements. **(Pages 49-50)**
- 18. Accounts for Payment**
To confirm and approve the payments of accounts since the previous meeting as follows: **(Schedules attached at Appendix C)**

Date	Voucher Nos.	Total Payment
30/06/2022	114 - 152	£78,804.18
14/07/2022	153 - 172	£11,696.99
31/07/2022	173 - 188	£45,231.86
12/08/2022	189 - 207	£10,940.15
31/08/2022	208 - 227	£43,973.34
	TOTAL	£190,646.52

- 19. Closure**
To close proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 7.30pm on Wednesday 9 November 2022.

AGENDA ITEM 5: CONFIRMATION OF COUNCIL MINUTES

MINUTES of the **ORDINARY COUNCIL** meeting held at **Felixstowe Town Hall** on **Wednesday 22 June 2022 at 7.30pm**

PRESENT: Cllr S Harkin (Mayor) Cllr S Gallant
Cllr M Richardson (Deputy Mayor) Cllr T Green
Cllr D Aitchison Cllr Mark Jepson
Cllr S Bennett Cllr G Newman
Cllr N Barber Cllr M Morris
Cllr S Bird Cllr D Savage
Cllr M Deacon Cllr S Wiles

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

IN ATTENDANCE: 1 Member of the Public (*via Zoom*).

MOMENT OF REFLECTION

The meeting was preceded by a moment of reflection which focused on the town's commemorative events in honour of the Queen's Platinum Jubilee Weekend, followed by a celebratory music video from Kingsfleet Primary School.

70. PUBLIC QUESTION TIME

None.

71. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr A Smith** and **Cllr K Williams**.

72. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr G Newman Cllr S Wiles	All	Non-Pecuniary (as Members of Suffolk County Council)
Cllr S Bird Cllr M Deacon Cllr S Gallant Cllr M Jepson Cllr M Richardson Cllr S Wiles	All	Non-Pecuniary (as Members of East Suffolk District Council)
Cllr N Barber	83	Non-Pecuniary (as a Director of the Felixstowe BID)

73. QUESTIONS TO THE MAYOR

None.

74. CONFIRMATION OF COUNCIL MINUTES

It was RESOLVED that the Minutes of the Annual Council Meeting held on 18 May 2022 be signed by the Mayor as a true record and adopted by the Council.

75. MAYOR'S ANNOUNCEMENTS

The Mayor addressed the Council, highlighting her engagements so far, which by the end of the week would total 40 since taking the office. The Mayor thanked the Deputy Mayor who relayed his attendance at an enlightening Eye Jubilee Parade. The Mayor paid tribute to locals schools for their Jubilee badge designs, the children's energy had been infectious and it had been wonderful to see their artwork transformed into high-quality souvenirs.

The Mayor gave thanks to Cllr Aitchison for organising the Falkland's Service held at the Felixstowe Memorial.

Council congratulated the Mayor on the Jubilee speeches.

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

76. 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 25 May 2022**
- b) Planning & Environment Committee 8 June 2022**
- c) Finance & Governance Committee 8 June 2022**
- d) Civic & Community Committee 15 June 2022**

77. REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

There were none.

78. INTERNAL AUDIT REPORT: FULL YEAR 2021/22

Council considered the final Internal Audit Report for the year 1 April – 31 March 2022 as presented.

It was RESOLVED that:

- i. **it be noted that there were no significant actions arising from the final Internal Audit Report for the Financial Year 2021/22 and, therefore, no action plan is required to be submitted with the Annual Return 2021/22 to the External Auditor.**

79. ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN 2021/22

Council considered the Accounts, Annual Governance Statement and Annual Return for the Financial Year 2021/22 as presented. Council paid thanks to the Town Clerk, Deputy Town Clerk and the Financial Administration Assistant for their hard work and were advised that the Notice of Audit would be displayed on the Town Hall noticeboard in accordance with the statutory requirements.

It was RESOLVED that:

- i. **It be confirmed that the Council has considered the potential financial impact of the coronavirus on the authority's budget;**
- ii. **the Annual Return for the financial year ended 31 March 2022 (Section 1 – Annual Governance Statement) be approved and the Mayor and Town Clerk be authorised to sign the declaration on behalf of Felixstowe Town Council;**
- iii. **the Annual Return for the financial year ended 31 March 2022 (Section 2 – Accounting Statements) as signed by the Town Clerk, as the Council's Responsible Finance Officer be approved, and the Mayor be authorised to sign the declaration on behalf of Felixstowe Town Council; and,**
- iv. **it be noted that there were no actions arising from the final Internal Audit Report for the Financial Year 2021/22 and, therefore, no action plan was required to be submitted with the Annual Return 2021/22 to the External Auditor.**

80. REVIEW OF INTERNAL AUDIT EFFECTIVENESS 2022/23

Council reviewed the effectiveness of its internal audit arrangements.

It was RESOLVED that:

- i. **having reviewed the effectiveness of its internal audit, it be recorded that Council considers the arrangements to be effective; and,**
- ii. **in being satisfied of the independence and competence of its internal auditor, Mr Colin Poole of the Suffolk Association of Local Councils, be appointed to continue as the Council's internal auditor, undertaking a half-yearly and year-end audit on the basis of paras 4.14-4.17 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2019".**

81. STATEMENT OF INTERNAL CONTROL 2022/23

Council considered the Statement of Internal Control for the year end 31 March 2023.

It was RESOLVED that the Internal Control Statement for the year 2022/23 be adopted.

82. COMMUNITY FUNDING SUPPORT

Council discussed the cost-of-living crisis which was projected to become a more significant challenge for many local residents, particularly during the winter months. Council considered the Civic & Community Committee's request for additional funding to enable greater support the network of community groups across the town that would be tackling this issue.

Members agreed that this was a commendable initiative and should be supported by the Town Council in such a way as to ensure the greatest reach to the community.

RESOLVED that

- i. £50,000 be allocated via the Community Fund and Community Support Fund Earmarked Reserves to the Civic & Community Committee, delegating the authority to the Committee to commit expenditure for the purposes of supporting the community during the cost-of-living crisis; and,**
- ii. the Civic & Community Committee be tasked with the consideration of a policy framework for the administration of funding for the purposes above at its next meeting.**

83. FELIXSTOWE BUSINESS IMPROVEMENT DISTRICT (BID)

Members discussed the positive engagement being had with businesses and the BID. Council was pleased to note that the Visit Felixstowe website had been refreshed and the efforts being made by the BID to promote Felixstowe beyond the town. It was suggested that the BID should consider advertising with First Bus for greater coverage.

Members commented that a correction to the Tourist Information Beach Hut opening hours was required. During the Summer months it is open between 11am – 3pm.

Members heard from Cllr N Barber, a director of the BID, on an initiative for a shuttle bus between the train station, town centre and beach locations. It was noted that the project was beset with complexities but funding was in place. Members raised concerns about competition with commercial operators both buses and taxis. It was asked that the BID would keep Council updated.

The Town Clerk advised that the BID had invited a representative from the Town Council to join the BID Executive Management Board.

RESOLVED that Cllr M Jepson be appointed as the Town Council representative to the BID Executive Management Board.

84. UKRAINE2FELIXSTOWE BRIEFING

Council received notes of a briefing given to Members from the Ukraine2Felixstowe group on 16th June 2022.

Council noted that the group was seeking a representative from the Town Council to sit on its steering committee. The Clerk confirmed that the expected commitment would be to attend meetings, no more than fortnightly, to act as a conduit between the group and the Town Council, and to assist in signposting the group through further support.

Members were pleased to note the risks associated with the matching of hosts to families were mitigated by the fact that all hosts were going through the correct channels.

Members heard that ESC had appointed an Assistant Cabinet Member for Refugees who would be pleased to assist any Councillor appointed by the Town Council.

It was RESOLVED that Cllr S Bennett and Cllr M Richardson be appointed as Town Council representatives to the Ukraine2Felixstowe Committee.

85. TOWN HALL WINDOWS

The Deputy Town Clerk updated Council on the pre-planning advice, the building regulations application and the number of Tenders received to date for the Town Hall windows.

It was RESOLVED that:

- i. the closing date for tenders to be received be extended until midday on 29th June, all tenderers to be informed of the extension and given the opportunity to tender or re-tender before this date;**
- ii. the Chair and Vice-Chairman of Assets and Services, the Town Clerk and Deputy Town Clerk to meet following the closing date to open all tenders received and report back to the Assets & Services Committee; and,**
- iii. Council's Asset & Services Committee be authorised to commit expenditure up to £50,000 for the refurbishment of the Town Hall windows, to be funded by the Town Hall Earmarked Reserve.**

86. FTC/ESC JOINT LIAISON GROUP MEETING

Council received the notes of the FTC/ESC Joint Liaison Group meeting of 17 May 2022.

Council expressed support for East Suffolk Council's wish to progress the potential improvements to the alleyway from Highfield Road to Hamilton Road with Suffolk County Council.

It was noted that work to replace the beach access ramp by Martello Park was due to commence after the summer season.

The Clerk encouraged Members to advise of any matters for discussion at the next meeting which was to take place on 26 July 2022.

In view of noted issues around the highways, Members were reminded of the highways reporting tool.

RESOLVED that the notes from the FTC/ESC Joint Liaison Group Meeting be received and noted.

87. ACCOUNTS FOR PAYMENT

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

Date	Voucher Nos.	Total Payment
18/05/2022	48 – 70	£6,853.65
30/05/2022	71 – 94	£85,510.43
13/06/2022	95 - 113	£9,305.66
	TOTAL	£101,669.74

88. CLOSURE

The meeting was closed at 8.43pm. It was noted that the next Ordinary Meeting was scheduled for 7 September 2022 at 7.30pm.

AGENDA ITEM 6: MAYORS ANNOUNCEMENTS

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

25 June	Felixstowe Book Festival (two events)
25 June	Cowpasture Allotment - cut cake/launch cabin (+ <i>Deputy Mayor</i>)
26 June	Suffolk Lowland Rescue Service 60-mile Stretcher Challenge - Lowestoft to Felixstowe
1 July	LIONS Charter Dinner - Brook Hotel
2 July	Felixstowe's Climate Justice Prom Walk
8 July	Mayor of Ipswich Civic Reception – Transport Museum (+ <i>Deputy Mayor</i>)
9 July	Suffolk Philharmonic Orchestra Event St Andrews
12 July	Orwell Scouts AGM
14 July	Felixstowe School Summer Concert
16 July	Summer Fete @ St Felix Church – Felixstowe Community Hospital League of Friends
17 July	Stowmarket Civic Service (+ <i>Deputy Mayor</i>)
19 July	Level 2 21 st Birthday + AGM
21 July	RAF Honington Formal Reception, Sunset Parade
23 July	Felixstowe Carnival Float Procession (+ <i>Deputy Mayor</i>)
24 July	Mayor's Civic Service
22 – 24 July	Receiving Carnival Guests from Wesel, Germany
29 July	Basic Life Charity - Tour of Operations
2 Aug	Opening Art Exhibition Trinity Church
5 Aug	Green Flag Raising
6 Aug	80's Event Felixstowe Museum – 40 th Anniversary
6 Aug	Open of 'Room with a View' - Christina Johnston Harvest House
7 Aug	Songs of Praise Salvation Army

10 Aug	Opening Photography Exhibition Trinity Church/Mayor's Choice
12 Aug	Inspire Suffolk Award Winners – celebration lunch
19 Aug	Felixstowe Community Hospital - Birthday 100yrs +
20 Aug	Old Felixstowe Community Centre – Flower & Produce Show
20 Aug	30 th Birthday The Firs Care Home & Grand Fete
21 Aug	Open Felixstowe Society Archive Exhibition
24 Aug	Ukrainian Independence Day @Triangle
24 Aug	Ukrainian Candle Vigil
25 Aug	Fairstep Solicitor Bake Sale – Breast Cancer
25 Aug	Lunch for the Women former Mayors of Felixstowe
28 Aug	Triathlon – Finishers medals
28 Aug	Ranelagh Road Street Supper
29 Aug	Bank Holiday Open Air Jubilee Concert by Music in Felixstowe
1 Sept	BBC Radio Suffolk – ASB Interview
2 Sept	Fly Red Ensign Flag
3 Sept	Mayors Charity Event – Afternoon Tea
3 Sept	FOG Event – Ladies Pamper Evening

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

AGENDA ITEM 7: MINUTES OF COMMITTEES MEETINGS

MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at TOWN HALL, Felixstowe, on Wednesday 22 June 2022 at 9.15am

PRESENT: Cllr S Bird (Chairman) Cllr M Morris
 Cllr S Bennett Cllr D Savage
 Cllr M Jepson

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

IN ATTENDANCE: Cllr K Williams (*via Zoom*)
 One member of the public (*via Zoom*)

61. PUBLIC QUESTION TIME

None.

62. APOLOGIES FOR ABSENCE

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

63. DECLARATIONS OF INTEREST

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

64. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 8 June 2022 be confirmed as a true record.

65. 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/22/2207/FUL External alterations to the existing Lidl foodstore to accommodate a new Deposit Return Scheme (DRS) facility, minor car park reconfiguration and other associated works at Lidl. Lidl Ltd Haven Exchange
Committee recommended APPROVAL.	

B	<p>DC/22/1903/FUL Placement of shipping container for food bank supplies into a rear enclosed unused garden of the church. We run a fortnightly pop up food bank, serving approx 80-100 people of limited means. In the church we have outgrown the building for storage, a container has been purchased and donated to the church for this use.</p> <p>Christ Church Felixstowe Grange Farm Avenue</p>
<p>Committee recommended APPROVAL.</p>	

C	<p>DC/22/2060/FUL Construction of a single storey extension to provide larger kitchen for dining area. To provide utility room and toilet with entrance hallway.</p> <p>14 Mill Lane</p>
<p>Committee recommended APPROVAL.</p>	

D	<p>DC/22/2082/FUL Extensions, Alterations & Remodelling</p> <p>Moonfleet The Ferry</p>
<p>Committee recommended APPROVAL.</p>	

E	<p>DC/22/2007/FUL Rear Extension</p> <p>14A Quilter Road</p>
<p>Committee recommended APPROVAL. We have considered this in the context of its location within the Felixstowe Conservation Area but are satisfied that this application is acceptable.</p>	

F	<p>DC/22/1892/FUL Construction of an annexe.</p> <p>Guitar lodge 165 Grange Road</p>
<p>Committee recommended APPROVAL, subject to it being conditioned that the annexe remain ancillary to the main residence and not a separate dwelling.</p>	

G	<p>DC/22/1341/FUL The previous approved use of the property was for a for restaurant use which falls within use class E. From the details viewed online and the licence application it has been determined The Skye Lounge is a drinking establishment which would fall within Sui Generis use class. so a change of use is required.</p> <p>55-57 Undercliff Road West</p>
<p>Committee recommended APPROVAL.</p>	

H	DC/22/2066/VOC Variation of Condition No.2 of DC/19/4513/FUL - Two dwellings - Alteration to previously approved drawings - The purpose being to submit a phasing plan to allow the planning permission to be implemented, and the plots to be developed in stages thus allowing the CIL payments to be staged also. Land To Rear Of 49-53 High Road East
Committee recommended APPROVAL.	

I	DC/22/2063/LBC Listed Building Consent - Replace non original windows as the wooden frames are rotten Lime Tree Cottage 323 High Street Walton
Committee recommended APPROVAL.	

J	DC/22/2180/FUL Replacement of existing timber framed sash windows (4no. to front elevation and 1no. to side elevation) and french doors (2no. to rear elevation) with like for like double glazed sash windows and french doors. I believe this is in a Conservation area but not a listed building and development agreements requires planning permission for this change. Apartment 14 Martello Place Golf Road
Committee recommended APPROVAL.	

66. PLANNING DECISIONS

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

67. ST MARY NURSING HOME, FELIXSTOWE – NAME SUGGESTIONS

Committee considered the request from the developer for names for the St. Mary's Home redevelopment into nine residential dwellings.

Due to the proximity of the development to the location of Mrs Wallis Simpson's residence in Felixstowe, it was suggested that the development be named The Simpsons.

RESOLVED that the name The Simpsons be recommended to the developer of St. Mary's Home.
Resolved the Clerk to pass on suggestion provided by the Committee for consideration.

68. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. **Street Naming for Bloor Homes Development.** The Clerk reported that some of the Committee's suggested names had been rejected. Members were disappointed to note that the names accepted by Bloors were generically 'coastal' and had lost the RAF Seaplanes connection. The Clerk agreed to contact Bloors to re-state Committee's original request.
- ii. **Housing in Clusters and Small-Scale Residential Development in the Countryside – Draft Supplementary Planning Document Consultation.** Members noted that this consultation was open to comments until 5th August and the Clerk would bring this to the next meeting as agenda item.
- iii. **Felixstowe Country Park Group. Members noted the Group's suggested for a Working Group to be set up with Persimmon and the Town Council on its ambitions for a country park.** Whilst the Council does not intend to set up a formal working group, councillors support the idea of a country park and this would not preclude ongoing engagement with councillors. It was suggested that, should the group wish to host a public meeting at the Town Hall to present their ideas, the Town Council could facilitate that.
- iv. **Persimmon Briefing.** The Clerk referred to notes of a briefing given to councillors. Members would welcome a site visit and would encourage Persimmon to attend the Committee meeting once the Reserved Matters application for Phase 2 had been submitted and was due for consideration.
- v. **Highways Communications.** Notification from Suffolk Highways in respect of forthcoming drainage investigation work of drainage works necessitating some road closures in July. The Clerk would circulate this information to all Councillors.

69. CLOSURE

The meeting was closed at 11.25am. It was noted that the next meeting was scheduled to take place on Wednesday 6th July 2022 at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 6 July 2022 at 9.15am**

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

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

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

89. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

90. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant**.

91. DECLARATIONS OF INTEREST

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

92. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 22 June 2022 be confirmed as a true record.

93. 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 this point, 9.40am, Cllr Williams joined the meeting.

Committee heard from members of the public on application A below. Concerns were raised on the effectiveness of the proposed drainage at the area proposed for development, which had suffered from flooding on multiple occasions since the development had commenced; the height of

the proposed fence and its consequential impact on light amenity for the neighbours at Brinkley Way and Estuary Drive; and the unadopted footpath that is shown to potentially provide access through to Rushmeadow Way.

A	<p>DC/22/2295/FUL Construction of a pair of three bedroom houses South East Corner Laureate Fields Land West Of The Ferry Road Residential Centre Ferry Road</p> <p>Committee recommended REFUSAL.</p> <p>We have considered this application carefully, but Committee remain of the view that we took in 2019 on an almost identical application for this site. In addition to the comments that we made on that occasion (included below) we further stress that we believe that there is a flood risk at this site and we question whether there are adequate measures to deal with surface water in extreme weather events. We recognise that since development on this site commenced there have been two significant flooding issues affecting neighbouring properties in Brinkley Way from this site. Whilst we recognise that the applicant has permission for 197 dwellings under the Reserved Matters approval on this site, we believe that the two proposed dwellings in this particular location are unsatisfactory for a number of reasons.</p> <p>We believe that the proposed first floor rear window of the left-hand semi-detached property will cause unacceptable overlooking at the properties at 10 Estuary Drive and 25 Brinkley Way, the proposed 2.4m boundary fence will cause unacceptable loss of light at the windows at 25 Brinkley Way and create an intrusive affect.</p> <p>We also believe that development of this land will result in the loss of potential informal public open space, now that the proposed drainage basin is said to be no longer required in this location. Also this area provides a valuable open vista in this very built-up development. We also support the Arboricultural Officer’s comments concerning the loss of vegetation, habitat and planting at this location.</p> <p>We therefore conclude that this application is contrary to SCLP 11.1 para. (c) i and ii, and SCLP 11.2 para. (a) (c) (e).</p> <p><i>FTC Comment to previous application DC/19/4079/FUL</i></p> <p><i>Committee recommended REFUSAL.</i> <i>The Committee were very concerned by the application overall, and also wider issues of flooding in this area. Whilst we accept that DC/17/5394/DRC removed the specific need for the infiltration basin and soakaway in the area in regard to highways, we question the reality that:</i></p> <p><i>i) the permeable surface will be an effective mechanism in the case of severe storms, which is commonly accepted are becoming more frequent; and,</i></p>
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ii) recent experience following a relatively modest rain storm flooded adjacent land with flows partially from the site in question.

We would suggest therefore, that it is highly likely that the proposal could at the least seriously exacerbate this problem in the future. Committee also believes that the proposal would result in a loss of amenity to adjacent properties, primarily by overlooking 25 Brinkley Way and 10 Estuary Drive, in contravention to DM23(a).

On a wider view, we greatly regret the intensification of use of the overall site as represented by this application, particularly in reference to DM21(f) in this respect. The space in question, even if not technically required for highway drainage purposes, represents a welcome provision of a small open public space to the benefit of future residents. We would request that this be considered by the developer. Furthermore, we remain concerned at the ongoing discovery of changes to this site from the original planning application which have occurred without significant public consultation.

B	DC/22/1983/FUL Placement of a beach hut on The Triangle to be used as a tourist information centre to promote Felixstowe The Triangle Hamilton Road
Committee recommended APPROVAL. We strongly support this initiative and in our view it enhances the Conservation Area.	

C	DC/22/2149/FUL Erection of part single/part two storey rear extension (conservatory to be removed) 7 Queens Road
Committee recommended APPROVAL.	

D	DC/22/2127/FUL Construction of a ground floor extension to rear of property and provide first floor ensuite to bedroom 39 Beatrice Avenue
Committee recommended APPROVAL.	

E	DC/22/2489/TCA 1no. American linden tree (marked on plan) Crown reduction by up to 2 metres 1 College Green
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council's Arboricultural Officer.	

F	DC/22/1892/FUL Construction of an annexe. Guitar lodge 165 Grange Road
Committee had NO OBJECTION to the work proposed subject to the guidance of the East Suffolk Council’s Arboricultural Officer.	

94. PLANNING DECISIONS

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

95. HOUSING IN CLUSTERS AND SMALL-SCALE RESIDENTIAL DEVELOPMENT IN THE COUNTRYSIDE – DRAFT SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION

Committee considered Draft Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document.

It was RESOLVED that the Committee would respond as follows:

Having considered the draft document, Members welcome this SPD. We feel that it provides a succinct but valuable interpretation of policy SCLP 5.4 which has proved difficult to interpret in the past.

96. CORRESPONDENCE

Committee NOTED the following correspondence:

- vi. Invitation received from Persimmons for a site visit to Trelawney Place.**

It was agreed that the Clerk would respond to advise that Members would welcome a site visit at midday on Wednesday 20th July.

97. CLOSURE

The meeting was closed at 11.20am. It was noted that the next meeting was scheduled to take place on Wednesday 20th July 2022 at 9.15am.

MINUTES of the ASSETS & SERVICES COMMITTEE meeting held at Town Hall, Felixstowe on Wednesday 6 July 2022 at 7.30pm

PRESENT: Cllr N Barber (Chairman) Cllr M Morris
Cllr D Savage (Vice Chairman) Cllr G Newman
Cllr D Aitchison Cllr A Smith
Cllr S Harkin

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

IN ATTENDANCE: 1 Member of the public

98. PUBLIC QUESTIONS

A resident of Ranelagh Road raised concerns over of the increase in fees to use the car parks since moving over to payment by Ringo. It was stated that an annual season ticket had increased in recent years from £200 to £650. Members heard that this had resulted in a surplus of cars wishing to park in the residential roads leading to overcrowding and cars encroaching on pavements.

The resident was advised to raise the issue directly with East Suffolk Council's parking services team and encouraged to attend a full Council meeting.

99. APOLOGIES FOR ABSENCE

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

100. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr G Newman	All	Non-Pecuniary (as a Member of Suffolk County Council)
Cllr D Aitchison	107	Non-Pecuniary (as the Chairman of the Royal British Legion)

101. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 27 April 2022 be signed by the Chairman as a true record.

102. ASSETS & SERVICES BUDGET REPORT

The Committee considered the summary and detailed report showing income and expenditure against budget to 30 June 2022.

It was RESOLVED that the Budget Report to 30 June 2022 be received and noted, with no other action required at this time.

103. TOWN HALL UPDATE REPORT

Committee noted the report on the window refurbishment and an update from the Chairman following the review of tenders received.

Committee noted that only one complete tender had been received. Members were concerned that the glass quoted for, was not the Fineo glass that had been requested in the tender documents sent out. Thermal quality of the glass was the priority in refurbishing the windows so members requested that this be explored further. If the company is unable to provide Fineo or the same u-value of glass then preparation should be made to re-tender.

The cracked pane in the Council Chamber should be replaced in the interim.

Members noted the repair to the Registrar's Office windows.

It was RESOLVED that:

- i. the Town Hall Update Report be noted; and,**
- ii. further enquiries be made to receive tenders using Fineo Glass or glass of a comparable thermal efficiency.**

104. WALTON COMMUNITY HALL UPDATE

Committee received the update report on Walton Community Hall.

Members noted the Finance & Governance Committee request which queried the cost of electricity versus income.

Considering that income was recovering since Covid and income was on track to return to pre-pandemic levels, Committee felt that Walton Community Hall should remain open as an important community facility.

Members discussed alternative heating options. It was noted that air-source heat pumps may not be suitable due to the level of insulation required. Committee suggested further investigation be made in to the provision of PV panels, improved insulation and upgraded heaters.

Members agreed to review fees and charges in September, with the Administration Assistant to investigate the cost of other local community halls and how energy prices have affected their fees.

The Deputy Town Clerk confirmed that brokers were unable to beat the current cost of energy with Bulb. Due to the forthcoming price rises expected, Members requested that a 3 year fixed rate on 100% renewable energy be investigated.

It was RESOLVED that:

- i. the Walton Community Hall update report be noted;**
- ii. PV panels, insulation and upgraded heaters be investigated; and,**
- iii. the Clerk and Deputy Clerk be delegated to enter the Council in to a competitive 3-year fixed contract with a 100% renewable energy supplier for all three buildings.**

105. CEMETERY UPDATE REPORT

The Deputy Town Clerk updated Committee on the completion of the office and workshop refurbishment, which had been delivered under the budget approved.

Members were disappointed to note the delayed delivery of the electric van and agreed that an alternative van of similar specification should be purchased, subject to availability and within the approved cost.

Committee approved expenditure for three additional batteries for the electric power tools; two 36v batteries at £247.50 each plus a backpack battery at £963.00; and the purchase of an edging trimmer at £185 + VAT.

It was RESOLVED that:

- i. the Cemetery Update Report be noted; and**
- ii. the purchase of three batteries and an edging trimmer at a total of £1,643+VAT to be funded from the Cemetery Earmarked Reserve be approved.**

106. ALLOTMENTS UPDATE REPORT

Committee noted the Allotments update report.

The Administration Assistant reported that the National Garden Scheme Open Day had helped raise the profile of the 'Allotments' microplots site and, as a result, more had been let.

Members thanked the Administration Assistant for her attention in managing the Council's allotments to almost full occupancy across the 480 plots.

It was RESOLVED that the Allotment update report be noted.

107. FELIXSTOWE WAR MEMORIAL & FLOOD MEMORIAL

Committee received the updates on the Felixstowe War Memorial and the Flood Memorial.

Members considered the request from the Royal British Legion on the possibility of putting a small noticeboard at the War Memorial to help raise the profile of services and events taking place there. Committee felt that any such notice should be temporary and erected a few weeks prior to each event.

Committee discussed options for the renovation of the Flood Memorial. Members looked at Corten steel and like the idea of having 'Felixstowe Floods' and the date cut out of the wave shape to let people easily see what the memorial represented. It was anticipated that a costed plan could be brought to the next meeting in September.

It was RESOLVED that:

- i. the Felixstowe War Memorial and Flood Memorial Report be noted; and,**
- ii. a costed plan to refurbish the Flood Memorial for the 70th Anniversary in 2023 be brought to Committee as soon as practicably possible.**

108. CLOSURE

The meeting was closed at 8.58pm. The next meeting was noted as being scheduled for Wednesday 21 September 2022 at 7.30pm.

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 13 July 2022 at 7.30pm**

PRESENT: Cllr M Richardson (Chairman) Cllr S Bird
 Cllr N Barber Cllr M Deacon
 Cllr S Bennett Cllr A Smith

OFFICERS: Mr A Tadjrishi (Town Clerk)
 Mrs D Frost (Deputy Town Clerk)
 Mr S Congi (Financial Administration Assistant)

109. PUBLIC QUESTION TIME

There were none.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr T Green, Cllr S Wiles** and **Cllr K Williams**.

111. DECLARATIONS OF INTEREST

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

As no Pecuniary declarations were made, there were no requests for dispensation.

112. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 8 June 2022 be signed by the Chairman as a true record.

113. BUDGET MONITORING TO 30 JUNE 2022

Committee received the budget monitoring report to 30 June 2022. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

Committee should consider all the options which may be available to Council to address the cost of energy consumption at Walton Community Hall. Noting that banking fees were higher than usual, it was suggested credit card transaction fees be investigated.

It was RESOLVED that the budget monitoring report to 30 June 2022 be noted.

114. COUNCIL INVESTMENTS

Committee noted the report on Council investments and discussed the merits of moving funds from its Barclays savings account earning 0.1% interest to a savings account with Nationwide, which was currently offering 0.8% interest.

Members also discussed the reinvestment of £500,000 in a 1-year bond with the Close Brothers Group at a return of 1.9% interest.

It was RESOLVED that:

- i. the total of funds held on behalf of the Town Council in a Barclays Rate Reward savings account be transferred in to a 35 Day Saver account with Nationwide; and,**
- ii. £500,000 be reinvested in a 1-year bond with the Close Brothers Group.**

115. CLOSURE OF BARCLAYS BANK BRANCH – PETTY CASH

Committee noted that due to the recent closure of the local Barclays branch, obtaining petty cash would become more difficult and alternative solutions were discussed.

It was RESOLVED that the company credit card be utilised for purchases that would have previously been paid via petty cash to minimise the need for petty cash to be held on site.

116. MEMBERS' ALLOWANCES & EXPENSES POLICY 2023 – 27

Members noted the report and debated the possibility of introducing a Parish Basic Allowance for Members from the 2023 Council term.

It was noted that, should the Council 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 the district council's parish remuneration panel. The Clerk advised that he was making enquiries with East Suffolk Council as to whether the panel has been convened to provide such guidance.

It was RESOLVED that it be recommended to Council that it introduce a Parish Basic Allowance for its Members, to take effect from the start of the 2023 Council term.

117. CLOSURE

The meeting was closed at 8.32pm. The next meeting was noted as being scheduled for Wednesday 13 July 2022 at 7.30pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 20 July 2022 at 9.15am**

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

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs J Smith (Administration Assistant)

IN ATTENDANCE: 3 members of the public
2 members of the public (*via Zoom*)

118. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

119. APOLOGIES FOR ABSENCE

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

120. DECLARATIONS OF INTEREST

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

121. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 6 July 2022 be confirmed as a true record.

122. PLANNING APPLICATIONS

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

Committee heard from members of the public on application A, below. Objections to the proposal centred on overshadowing, loss of daylight, noise, pollution, disturbance, infill, layout and density. Members of the public also expressed concerns that the proposals were not in keeping with the street scene and the potential for overlooking from Lynwood Avenue.

A	<p>DC/22/2547/OUT Outline Application (All Matters Reserved) - Demolition of two flats, construction of two houses and two bungalows, new access with existing access stopped up. 29 High Road East</p>
<p>Committee recommended REFUSAL. We have considered the application in terms of it being an outline application only, for the principle of 4 properties on this site. In that regard, we consider the proposal is contrary to SCLP 5.7, para. a) four properties on this site which is currently only occupied by two flats will harm the character of the area in terms of this intensification. Furthermore, we believe it is contrary to SCLP 5.7 para. b). We feel that four properties on this site would not relate well in terms of scale to the surrounding area and would therefore be detrimental to the amenity of adjacent properties in High Road East and Lynwood Avenue.</p>	
B	<p>DC/22/2351/FUL Change of use from 7-8 bed house in multiple occupation (HMO) (staff accommodation) (sui generis) to 7-8 bed house in multiple occupation (HMO) (sui generis) Kerensa 20 Manning Road</p>
<p>Committee recommended APPROVAL.</p>	
C	<p>DC/22/2354/FUL Two storey rear extension and porch extension. 1 Chaucer Road</p>
<p>Committee recommended APPROVAL.</p>	
D	<p>DC/22/2470/FUL Single storey rear extension 43 Exeter Road</p>
<p>Committee recommended APPROVAL.</p>	
E	<p>DC/22/2352/FUL Rear extension, new garden store, juliet balcony 8 Pretyman Road</p>
<p>Committee recommended APPROVAL. We noted that on the planning portal the drawings listed under ‘proposed elevations’ are duplication of the existing elevations, therefore members of the public will not have been able to consider the impact of this application.</p>	

F	DC/22/2413/FUL Front extension 34 Dovedale
Committee recommended APPROVAL. We have considered the comment from the neighbour with regards to the boundary but do not consider this to be a planning matter.	

G	DC/22/2507/FUL Single storey rear extension 2 Sunningdale Drive
Committee recommended APPROVAL.	

H	DC/22/2494/FUL Two storey and single storey extensions with attached garage 76 Links Avenue
Committee recommended APPROVAL.	

I	DC/22/1955/FUL Erection of two-bedroom house on plot next to terraced dwellings. 19 Margaret Street
<p>Committee carefully considered this new application, however we note that it only differs from the previous application in terms of the orientation of the front door of the front elevation. Our previous views therefore remain and we recommend REFUSAL.</p> <p>Whilst we greatly welcome redevelopment of this untidy and unattractive site, which is detrimental to the amenity of the neighbourhood. We recommend refusal of this specific design due to the rear first floor element leading to substantial loss of light to the windows of No.17. We therefore feel that this is contrary to SPG16 and SCLP11.2 para. (c).</p> <p>This does not conform to the widespread pattern of Victorian terraced housing where the rear of the first floor is reduced in width allowing light to the adjacent property's ground floor, we therefore suggest that this is contrary to the character of the current area in that respect.</p>	

J	DC/22/2536/FUL Change of use from Class C3 (residential dwelling house) to Class C2 (residential children's home for 2 children) 6 York Road
Committee recommended APPROVAL.	

123. PLANNING DECISIONS

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

124. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. Persimmons for a site visit to Trelawney Place.**
The revised date of Thursday 28th July at 10.00 was noted. The Clerk would advise all Member of details once finalised.
- ii. Street Naming - Bloor Homes development**
Noted that Bloors had, in place of some names that had previously been rejected, suggested alternative road names based on the theme of seaplanes. Members supported the new suggestions and the Clerk agreed to confirm this with Bloor Homes.
- iii. SCC Rights of Way and Access Team – Notification of TTRO**
Noted that Footpath 08 from Westmorland Road would be closed for 80m westbound from 22nd – 31st August to enable Anglian Water to carry out a water main replacement.
- iv. SALC Survey on Planning Process**
Members noted that SALC were seeking feedback from town and parish councils in Suffolk on the local planning process. It was agreed that Cllr Smith would prepare a draft response for consideration by the Committee as an agenda item at the next meeting.

125. CLOSURE

The meeting was closed at 11.18am. It was noted that the next meeting was scheduled to take place on Wednesday 3 August 2022 at 9.15am.

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 20 July 2022 at 5.30pm**

PRESENT: Cllr S Harkin (Chairman) Cllr M Richardson
 Cllr K Williams (Vice-Chairman) Cllr D Savage
 Cllr M Jepson

OFFICERS: Mr A Tadjirishi (Town Clerk)

126. PUBLIC QUESTION TIME

None.

127. APOLOGIES FOR ABSENCE

None.

128. DECLARATIONS OF INTEREST

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

As no Pecuniary declarations were made, there were no requests for dispensation

129. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 7 April 2022 be confirmed as a true record.

130. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

131. STAFFING MATTERS

Committee considered a report on staffing matters. The Clerk gave an update to the Committee on the status of a member of staff on a long-term sickness absence and Members reviewed the terms and conditions for several Council staff.

Members noted the continued hard-work and dedication of the Council's staffing team and the increased duties of a member of the Council's grounds team.

The ending of a staff member's fixed-term contract and possibility of offering a permanent role was also discussed.

It was RESOLVED that:

- i. the report on staffing matters be noted;**
- ii. the Town Clerk be delegated the authority, in consultation with the Vice-Chairman Cllr K Williams, to seek an Occupational Health Report to support the staff member on long-term sick leave and take any actions deemed appropriate on receipt of the report;**
- iii. to delegate authority to the Town Clerk to commit expenditure from the Staffing Earmarked Reserve in respect of 131ii above; reporting back to the Personnel Committee in October;**
- iv. a permanent post of Grounds Maintenance Assistant on the NJC Scale 17-23 be offered to the staff member on the completion of their fixed-term contract;**
- v. the terms and conditions of Council's lowest-paid staff be brought in-line with that of the caretaker's role to NJC Scale 17-23; and,**
- vi. one of the Council's Grounds Maintenance Assistants be recognised as Grounds Maintenance Supervisor, on the NJC Scale 24-28.**

132. CLOSURE

The meeting was closed at 6.38pm. It was noted that the next meeting was scheduled to take place on Wednesday 5 October 2022 at 6pm.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 3 August 2022 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr M Morris (*to item 137D*)
Cllr A Smith (Vice-Chairman) Cllr D Savage
Cllr S Bennett Cllr S Wiles
Cllr M Jepson (*to item 137G*) Cllr K Williams

OFFICERS: Mr A Tadjirishi (Town Clerk)
Mrs S Morrison (Planning Administration Assistant)

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

133. PUBLIC QUESTION TIME

The Chairman advised that he would invite representations from members of the public immediately prior to debate on specific applications.

134. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Gallant**.

Cllr M Morris gave apologies in advance of needing to leave the meeting at 10am.

Cllr M Jepson gave apologies in advance of needing to leave the meeting at 10.40am.

135. DECLARATIONS OF INTEREST

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

136. CONFIRMATION OF MINUTES

It was **RESOLVED** that the Minutes of the Planning & Environment Committee meeting held on 20 July 2022 be confirmed as a true record.

137. 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/22/2259/FUL Three houses with parking and amenity areas Felixstowe And Suffolk Bowling Club St Edmunds Road
Committee recommended APPROVAL. Committee welcomes the use of this now-redundant site for much-needed housing. Additionally, we welcome the sympathetic architectural design which complements the style of neighbouring housing. Committee was satisfied that the applicant has considered flood-risk issues and the application is compliant with NPPF para. 164.	

B	DC/22/1292/FUL Demolition of existing building; Replacement building to be used for commercial use at ground floor and two residential units above. 2 Hamilton Road
Committee welcomed application which would further underpin the town centre and tourism offer. Members carefully considered the proposals in respect of the Conservation Area and on balance felt that the scheme would be an appropriate evolution of this building and enhance the Conservation Area as a whole. Committee recommended APPROVAL.	

C	DC/22/2609/FUL Infill development consisting of 4No. one-bedroom flats and 3 No. two-bedroom flats (7No. flats in total) over four floors, inclusive of rooms in the roof. Conversion of laundrette to extend existing house of multiple occupation to create three additional en-suite bedrooms on the ground floor and relocate the kitchen to the upper ground floor with new lower TV room created. Resubmission following 3 year time elapse of application 19/3342. 5, 6, 8 And 10 Manning Road
Committee recommended APPROVAL. Committee considered this application in light of it being within the Felixstowe South Conservation Area and feel that the new build infill element is sympathetically designed and will enhance the Conservation Area.	

D	DC/22/2704/FUL Construction of single storey extension to front elevation and single storey extension to rear 18 Foxgrove Lane
Committee recommended APPROVAL.	

Cllr M Morris left the meeting at this point, 10.00am

E	DC/22/2466/FUL Demolition and reconstruction of an office annex to Landguard Bungalow. Wardens House, Office View Point Road
Committee recommended APPROVAL. We welcome this much-needed upgrade to the building.	

F	DC/21/3854/FUL Retention and refurbishment of Riby House and sub division of Plot to create two additional dwellings Riby House 9 Riby Road
Committee recommended APPROVAL, subject to the planning officer being satisfied that any potential subsidence issues have been adequately addressed in the Design and Construction plans. We make this comment with the knowledge of local subsidence issues in the past.	

G	DC/22/2685/VOC Variation of Condition No.5 of C07/0517 - Change of use from car sales to hand car wash business site - Sundays and Bank Holiday hours to be amended to 09.00 - 17.30. Posh Car Wash At Langer Road Service Station Langer Road
Committee recommended APPROVAL, subject to the planning officer being satisfied that there is adequate water waste management capacity for the increase in hours used.	

Cllr M Jepson left the meeting at this point, 10.40am

H	DC/22/2550/FUL Side extension 3 Riby Road
Committee recommended APPROVAL.	

I	DC/22/2668/FUL Single storey flat roof rear extension 4 Fairfield Avenue
Committee recommended APPROVAL.	

J	DC/22/2898/TCA 1 No. Eucalyptus Tree in the rear garden to be re-pollarded. Pruning cuts made above previous. 30 Berners Road
Committee had NO OBJECTIONS, subject to the guidance of the Arboricultural Officer. We note, with concern, that there are no supporting documents with this application on the Planning Portal.	

138. PLANNING DECISIONS

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

139. SALC SURVEY ON PLANNING PROCESS

Committee reviewed the SALC survey on the planning process. Following a discussion and some minor amendments, it was agreed that the Clerk should

respond to the survey on behalf of the Town Council on the basis of the draft response prepared by Cllr Smith.

RESOLVED that the Clerk finalise the Town Council's response on the basis of the draft and submit this to SALC.

140. CONSULTATION ON PROPOSED DIVERSION TO FOOTPATH 28

Committee considered the consultation on the proposed diversion to Footpath 28.

RESOLVED that the Clerk respond to confirm that Committee welcomed the proposal.

141. CORRESPONDENCE

Committee NOTED the following correspondence:

i. Proposed Hamilton Road TRO

Committee noted proposals for a new TRO for the Hamilton Road shared space. Committee welcomed the formalising of the temporary arrangements under the proposed TRO, the new signage and proposed disabled parking bay. However, Committee strongly objected to the proposed removal of the right for blue-badge parking within the shared space area outside of the pedestrianised hours. Committee would wish to see the retention of loading only within the loading bays. Committee also believe that, in the absence of any barriers, there is a risk that vehicles will enter the pedestrianised zone during the restricted hours and request that consideration be given to automatic bollards or effective enforcement, such as ANPR cameras to deter drivers from infringing the rules. Furthermore, the Committee requested that the Felixstowe BID be formally consulted on the proposals.

142. CLOSURE

The meeting was closed at 11.55am. It was noted that the next meeting was scheduled to take place on Wednesday 17 August 2022 at 9.15am.

**MINUTES of a PLANNING & ENVIRONMENT COMMITTEE MEETING held at
TOWN HALL, Felixstowe, on Wednesday 17 August 2022 at 9.15am**

PRESENT: Cllr S Bird (Chairman) Cllr D Savage
 Cllr M Jepson Cllr S Wiles
 Cllr M Morris

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

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

143. PUBLIC QUESTION TIME

None.

144. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr S Bennett, Cllr S Gallant, Cllr A Smith** and **Cllr K Williams**

145. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Jepson Cllr S Wiles	All	Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird Cllr S Wiles	All	Non-Pecuniary (as Members of Suffolk County Council)
Cllr M Jepson	<i>Item 147a</i>	Other Registerable Interest (Representative of BID)

146. CONFIRMATION OF MINUTES

It was **RESOLVED** that the **Minutes of the Planning & Environment Committee meeting held on 3 August 2022 be confirmed as a true record.**

147. 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/22/2159/FUL Placement of a beach hut beneath the old station canopy at Great Eastern Square, Felixstowe. The hut will be used as a tourist information centre for visitors arriving by train. The aim is to promote Felixstowe and help visitors discover the town's shops, seafront and other attractions and amenities. Great Eastern Square
----------	--

Committee recommended APPROVAL. We welcome this further addition to tourist information facilities to Felixstowe, therefore, we would ask in terms of the precise location and orientation of the proposed hut, that it is sited so that it doesn't impede on the continuous pedestrian use of the thoroughfare.

B	DC/22/2913/VOC Variation of Conditions 2 of DC/21/4185/FUL - (Alterations and extensions to form additional 6 flats on ground and first floor, with associated parking and vehicular access) - To utilise available space within existing loft above Flat 8. Police Station 32 High Road West
Committee recommended APPROVAL.	

C	DC/21/3988/FUL Retrospective Application - Rear roof dormer 101 Undercliff Road West
Committee recommended APPROVAL.	

D	DC/22/2848/FUL Single storey and first floor rear extension. 21 Grange Road
Committee recommended APPROVAL.	

E	DC/22/2723/FUL Clad the external walls with "Arctic White" Hardie Plank The Chase 31 Manor Terrace
Committee recommended APPROVAL.	

148. PLANNING DECISIONS

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

149. CORRESPONDENCE

Committee NOTED the following correspondence:

- i. **DC/22/2082/FUL – Moonfleet, The Ferry.** The Chairman approved the revised plans which replaced the mansard roof with a gabled roof, being more in keeping with the local style. Committee saw earlier plans which it approved and the deadline for the revised plans required comment by 11 August.

150. CLOSURE

The meeting was closed at 10.02am. It was noted that the next meeting was scheduled to take place on Wednesday 7 September 2022 at 9.15am.

AGENDA ITEM 8: REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Council is requested to receive the following report from Cllr D Savage, Council representative to the Ports Welfare Committee.

I attended the PWC meeting of the above organisation on the 13th July 2022. This was held at the Felixstowe Seafarer's Centre.

The meeting was attended by representatives from various organisations amongst them Border Force, Stella Maris, Cory Bros. Queen Victoria Seamen's Rest, The Seafarer's charity, Felixstowe and Haven Ports Seafarers Service, FTC and ESC. The Chairman, Ashley Parker sent his apologies – but later joined the meeting to say “farewell” as he is leaving the Dock Company for a post abroad. A presentation was made to him by the MNWB.

Reports were received from MNWB on the Grants programme 2022, Port Visitor situation following Covid, Training programme and Vehicle replacement programme.

There are still some issues affecting seamen regarding Covid vaccinations. Because of the quick turn-around in Ports, Seamen are not always able to get their follow up injections.

The situation of mixed crews – Ukrainian/Russian on many ships - did not seem to be causing problems as it had when the invasion of Ukraine first happened. Crews worked together and avoided reference to the situation involving their respective countries. Issues around repatriation of some crews once their contracts have ended is still a problem.

Reports from members around the table. I reported on the continuing support of FTC for Merchant Navy Day and our flag-raising and also that I had written on Facebook about the PWC and how hard it was for seamen being away from their families for months at a time. Felixstowe Radio picked up on this and I did a short piece on radio about the work of the committee.

One of the things that always interests me relates to Piracy of ships and seamen and following the meeting I received the following from Ashley Parker:

Singapore Strait tops list for armed robberies against ships

Asia saw an 11% increase in armed robbery against ships in the first six months of 2022, according to a monitoring group

There were 27 incidents of armed robbery reported in the Singapore Strait in the first half of the year

The Singapore Strait remains an “area of concern” for reported robberies at sea.

There were 27 reported incidents in the area, compared with 20 in the year-earlier period, a 35% increase year-on-year, according to the ReCAAP Information Sharing Centre's mid-year report.

It said there were 42 incidents of armed robbery against ships across Asia between January and June, comprising 40 actual and two attempts, compared with 38 in the same period in 2021.

There were no incidents of piracy on the high seas, the monitoring group — Regional Co-operation Agreement on Combating Piracy and Armed Robbery against Ships in Asia — said.

The surveillance group is conducting “a dialogue” with the shipping industry to discuss steps to reduce regional risks. This includes the use of data analytics generated over 15 years.

“We hope to be able to provide more analytical information that will enable the ship crew to be better prepared for any potential piracy and armed robbery incidents by adopting the relevant safety measures, especially when navigating through the areas of concerns,” said Krishnaswamy Natarajan, executive director of the centre.

The half-year report found three armed robbery incidents in Chattogram Anchorages, Bangladesh. There were no incidents in that location in the same period in the past year.

Anchorages in Malaysia, the Philippines and Vietnam recorded some improvements this year.

There were no incidents reported in Malaysia and Vietnam, compared with one and two reported at the two places, respectively, during the same period in 2021. Three incidents were reported in the Philippines, down from six.

The threat of abduction of crew for ransom remains high, particularly in the area of Sulu and nearby waters off Tawi-Tawi, warned ReCAAP, which was set up in 2006 as the first regional government-to-government agreement to promote and enhance co-operation against piracy and armed robbery against ships in Asia.

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

AGENDA ITEM 10: MEMBERS' ALLOWANCES & EXPENSES **POLICY 2023 – 27**

On 12th January 2022, Council resolved that it would not introduce a Basic Allowance for its Members, and the office of Town Councillor was to remain unpaid for the year 2022/23; it was also reaffirmed that the Mayor's Allowance for 2022/23, for the purpose of defraying the costs associated with the office, would be £3,000.

Council's Members' Allowances & Expenses Policy enables the Mayor (and Deputy Mayor as required) and other councillors to be reimbursed for other tax-deductible out-of-pocket expenses.

Council also asked the Finance & Governance Committee to consider whether a small Members' Allowance should be introduced in time for the new Council term following elections in 2023, and to report back to Council (*Minute #319 2021/22 refers*).

Council's Finance & Governance Committee discussed adopting a Parish Basic Allowance for councillors and it was resolved that it be recommended to Council that it introduce a Parish Basic Allowance for its Members, to take effect from the start of the 2023 councillors' term of office (*Minute #116 2022/23 refers*).

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. Travelling and subsistence allowances are treated separately, as are provisions for the Mayor's Allowance (*see below*).

To date, Felixstowe Town Councillors have not requested to receive the Basic Allowance and are unpaid volunteers.

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 the district council's parish remuneration panel.
Note: The Clerk has made further enquires with East Suffolk Council as to whether the panel can be convened to provide such guidance and will provide an update to Council.

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

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

- a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

The council must 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 is therefore subject to income tax rules.

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 March 2019, 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 is at **Appendix A** for review.

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 [them] to meet the expenses of [their] 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 such as:

- Travelling to and attending functions that the Mayor has been invited to in his/her capacity as the Mayor of Felixstowe.
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor's chosen charity/charities
- To cover other costs of attending functions (e.g. purchase of raffle tickets, poppy collections)
- To provide suitable outfits to wear to official functions
- Hospitality costs
- Christmas cards
- One off events held by the Mayor

Alongside other events, it is customary for the Mayor to support fundraising events to for the Mayor's Charity Fund, such as the Mayor's Ball.

The Mayor is free to administer the Mayoral Allowance as they consider appropriate. Once the Mayoral Allowance is paid to the Mayor, it is the Mayor's responsibility to account for its expenditure and not the Council's. The Civic Events Officer maintains a record of the civic engagements undertaken by the Mayor, which are reported to each Council meeting; and, at the discretion of the Mayor, is able to support the administration of their allowance.

From its own budget, the Council directly finances events which are deemed to be of a regular civic nature and not instigated by the Mayor. For example:

- Annual Council Meeting (refreshments following the Mayor making meeting)
- Annual Civic Service
- Mayor's Civic Reception
- Remembrance Services/Wreaths
- Civic Christmas Carol Service
- Christmas Refreshments at the Town Hall (usually held after the last Planning & Environment Committee meeting in December)
- Annual Town Meeting / Civic Awards
- Twinning events
- Other Council events

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 Council therefore advises that incoming Mayors be asked to reimburse any legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor, out of the Mayor's Allowance (*Min. #319 of 2021/22 refers*).

Enquiries have been made with the 12 other town councils in East Suffolk as to whether they currently pay a Basic Allowance to their members. The findings are as follows:

Town Council	Basic Allowance Paid (annual)
Aldeburgh	£0
Beccles	£100
Bungay	£0
Carlton Colville	£0
Framlingham	£0
Halesworth	£0
Kesgrave	£0
Leiston	£250 (though only 4 of the 15 councillors claim it)
Lowestoft	£0
Saxmundham	£0
Southwold	£0
Woodbridge	£0

Council is advised that, introducing a Basic Allowance will be subject to tax and paid under PAYE through the Council's payroll management software. Whilst adding a further 15 personnel to the 16 already on the system (15 staff, plus the Mayor who is already included by virtue of their allowance) would require all Councillors' personal, tax and banking details to be added to the system, this is not anticipated to become an ongoing administrative burden if the allowance is paid as a single annual payment.

Increasing the number of personnel on the payroll management software above 20 will necessitate an increase in the licence fee for the software, doubling the annual cost from £76 to £158 (plus VAT).

Council is requested to review the Members' Allowances & Expenses Policy in advance of the 2023-27 Council term and consider the Finance & Governance Committee's recommendation to introduce a Basic Allowance for Members.

AGENDA ITEM 11: TOWN HALL WINDOWS REPORT

At the previous meeting, authority was given to Council's Assets & Services Committee for expenditure of up to £50,000 for the refurbishment of the Town Hall windows to be funded by the Town Hall Earmarked Reserve (*Minute #85 of 2022/23 refers*).

The tender process was completed at the end of June but only one company submitted a tender, based on installing 6.8mm SGG Stadip Protect glass instead of the Fineo glazing which had been specified. At Council's request, further information was requested on the thermal transmittance (u-value) of the glazing types. The tenderer has suggested several different types of glass. The lowest at 5.6 W/m².K did not come close to the low u-value 0.7 W/m².K of the Fineo glass.

The architect was unable to supply details of any other companies to carry out the work, and those invited to tender were either too busy or were not able to meet the specification. The company which submitted a tender was asked to further investigate Fineo Glass and a quote has come back for the cost of £57,357.86 +VAT. The current lead time from the Fineo manufacturer is about 12 weeks.

An Expression of Interest form has been completed to Suffolk County Council for a grant for £10,000 towards this additional cost from the Suffolk Climate Action Community Matchfund. It is hoped an update on this application will be received before the meeting.

Another alternative, as discussed by the Assets & Services Committee, would be to go to tender again, however, in the current landscape it may be unlikely to bring any additional changes to the architect's list of contractors. There are two installers listed on the Fineo glass website but they are not local and the standard of their work is unknown. Both have been contacted to ask their interest and one has replied to say that they have too much work on their books and would not consider until next summer.

If the Suffolk Climate Action Community Matchfund grant is unsuccessful Council should consider whether the additional £7,357.86 +VAT could be taken from the Town Hall Earmarked Reserve.

Council is requested to note the update on the refurbishment of the Town Hall Windows and consider options available regarding tenders and any grant update. If the tenderer quote with Fineo glass is agreed, Council is requested to approve funding the additional amount of £7,357 to be taken from the Town Hall Earmarked Reserves in the event of no grant availability.

AGENDA ITEM 13: CLIMATE EMERGENCY WORKING GROUP **UPDATE**

Council's Climate Emergency Working Group met on 13th July to update the Action Plan and discuss, amongst other things, community engagement, networking and working with schools. It was noted that car-sharing since Covid had been less viable but should now be routinely promoted. As such, the following line has been added to all agendas to encourage car-sharing:



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Cycling was discussed and the group gave thanks to the valuable work carried out in partnership with both the Trimley Parish councils and East Suffolk Council on the Draft East Suffolk Cycling and Walking Strategy. The Group would be keen for a local cycling group to be restarted and this would be promoted along with highlighting the availability of Occasional Grants, with a preference given to environmental projects.

Improving energy efficiency in Council's buildings was discussed considering the increase in energy bills and as part of Council's commitment to reduce its carbon footprint. 100% renewable energy suppliers were currently contracted for Council's buildings and this was recommended to continue. The possibility of PV panels, battery storage, further insulation and any other options would be investigated.

The Group wrote to East Suffolk Council to request that the installation of more electric car charger in its car parks in Felixstowe. Work is ongoing and it ESC was considering some trial sites will be installed in Felixstowe this financial year.

Two members of the Working Group attended the Woodbridge Town Council Climate Action Weekend in April and several members attended the recent Climate Action March on 2 July organised by Felixstowe Community Nature. Members agreed that it would be useful to reach out to local stakeholders such as the Community Nature Reserve to share learning, communicate the actions of the Town Council, offer support. and work together on local Climate Action.

The Group suggested that a meeting be organised with local stakeholders, to provide a forum for local groups to present and discuss ideas. A date and time of 5.30 – 7pm on Tuesday 13 September was agreed, with a premeeting to the CEWG on Monday 5 September from 3-4pm to finalise the format. The meeting will be held at the Town Hall with the facility for attendees to also attend online.

Organisations including the Port, BID, Chamber, Felixstowe Community Nature Reserve, Greenprint Forum, Felixstowe Wildlife Trust, Litter-Free Felixstowe and Fairtrade have all been invited.

Treebilee: A successful planting of 105 trees took place in March to mark the Jubilee, another round of planting will take place for later in the year when the tree planting season begins in November. It is anticipated that the Council will also wish to plant trees in areas such as Gosford Way park, which had now transferred from

ESC to the Town Council, and along the boundary fence between the playing field and Langley Avenue.

Council is requested to note the update from the Climate Emergency Working Group.

AGENDA ITEM 16: REQUEST FROM DUNKIRK TO FLY THE FELIXSTOWE FLAG

Council is asked to consider the following letter from the Mayor of Dunkirk:

As Mayor of Dunkerque and President of Dunkerque Grand Littoral, I have a particular attachment to the maritime heritage that has been built up, over the course of an often turbulent history, within the eight countries situated on the shores of the North Sea.

The port of Dunkirk, located at the north-western tip of France, has participated, since the 11th century and in the most recent period, in the commercial and then industrial development of our country and remains today an industrial-port platform ranked second in Europe and third in France.

Amongst the numerous works of art that decorate our town, the recently renovated "Pont des Bains" symbolises, in my opinion, the link between these various maritime components of the North Sea. Attached to this letter you will find some photographic illustrations of the recent work we have undertaken as well as a brief presentation of the city of Dunkirk in pictures.

In order to underline the importance of this symbol for the inhabitants of our city as well as for our international visitors, we have the project to decorate this bridge with flags representing the different major port and economic cities that border this maritime space.

The cities of Bergen, Stavanger, Amsterdam, Rotterdam, Antwerp, Ghent, Hamburg, Edinburgh and Esbjerg have already responded favourably to our project, to which we would also like to add the flag of the city of Felixstowe.

I am therefore writing to you to submit the idea and to ask for your agreement to this initiative, thanking you in advance for your attention. If you agree to this proposal, I would be grateful if you could send a PDF file of the historical flag of your town to the following address: [international@cud.fr](mailto:international@ cud.fr). Please note that all production costs will be covered.

In the meantime, please accept, Mr Mayor and dear Colleague, the expression of my best wishes.



Patrice Vergriete



Council is requested to consider granting permission to the city of Dunkirk to fly the Felixstowe Flag.

AGENDA ITEM 16: SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Council is advised that the next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, Council has the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. Should Council seek to continue as part of the SAAA sector led auditor appointment regime then no action is required, it will remain part of central scheme.

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

Council is advised that, whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out by 28 October 2022; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If no notification is submitted, the Council will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

The key implications are:

- an opted-out authority regardless of size (including exempt authorities) MUST appoint an appropriate external auditor;
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales);
- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations; and,
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

Council is therefore requested to consider the option to opt out of the current arrangements.
