



HALESWORTH TOWN COUNCIL

Minutes of the Monthly meeting

Halesworth Town Council
Monday 1st June 2015, 7pm
Held in the Day Room,
Waveney Local Office
London Road, Halesworth

Present: Councillors;

Anne Fleming (Chair), Peter Dutton, Rosemary Lewis, Andrew Payne, Letitia Smith, Maureen Took, Jackie Wagner, Paul Widdowson

In Attendance: N J Rees (Clerk), 17 members of the public

Minutes

The Chair thanked everyone who sent their good wishes to the new Council and thanked the Clerk for his help during a very busy two weeks. The Chair informed everyone that the Police Commissioner Tim Passmore was holding a public meeting at the Rifle Hall tonight. Despite efforts from the Clerk and Mr Alistair Macfarlane it was not possible to change the timing but Mr Macfarlane would attend the meeting and provide a report for the Council. The Chair reported on the Patrick Stead fete and also reminded everyone of some forthcoming events; The Lions Fair on June 14th, The Street fair on June 28th and the Armed Forces Day on June 27th which will involve a parade of vehicles and a 40's dance band night at Holton Village Hall. Open garden events on the 20th June in aid of the Air Ambulance and Halesworth in Bloom. Latitude Festival on the 17th, 18th & 19th of July. The Chair also thanked Cllr Widdowson for promptly responding to a request for the Rifle Hall Trustees to clear weeds in the front of the building. The Chair confirmed that a walk around town with Waveney Norse would be organised soon in order to look at maintenance issues in the town.

1. **Apologies:** Cllrs; Ann Baldwin, David Thomas
2. **Register of Interests:** it was confirmed that Cllr Smith was having difficulties with registering.
3. **Declarations of interest:** Cllr M Took (Gappa) for 11 and Cllr P Widdowson for 9 (Rifle Hall) & 15 (Signage)
4. **Minutes:** RESOLVED that the minutes of the Annual meeting of the Council held on May 18th 2015 were accepted as a true record with one amendment, item 1; 'were accepted from' amended to 'were accepted for'.
5. **Police Report:** There were no PCSOs present at the meeting and so Cllr Payne read out the report. There was one question on whether there was a new PCSO in the town, as seen at the Patrick Stead fete, it was agreed that the Clerk would find out.
6. **Public Session:** [15 minutes on agenda items] Linda Gray asked whether there was any news on the Memorial Lamp (Arboretum), the Clerk confirmed that Pearce and Kemp had repaired the lamp but he was waiting for Waveney Norse to replace the glass. Tamsyn Imison asked if it was possible to get a new steel waste bin in the Memorial Gardens and the old plastic bin by the east side shelter removed as it was a fire hazard. Ideally before the Anglia in Bloom judging on the 17th July. The Clerk confirmed that he had already ordered a replacement bin but would chase Waveney Norse. Sandra Leverett asked whether the Council could organise a litter pick. The Chair confirmed that this was a good idea and hoped that something could be organised soon. Linda Gray also asked whether there could be a sign on the exit from the underpass showing where to go to the toilets. This was noted for the upcoming meeting with Waveney Norse.

7. **Committees:** To receive and approve of the 'Terms of Reference' for the following Committees
- a) **Finance (Finance & Personnel)** It was agreed to retain the Finance Committee terms of reference for the time being in order that this Committee could meet up on the 15th June and conduct its usual business.
 - b) **Planning:** The Council received draft 'terms of reference' drawn up by Cllr Dutton but it was agreed that these terms would be circulated for comment and revised for Council approval at a later date.
 - c) **Town Development:** Similarly, the Council received draft 'terms of reference' drawn up by Cllr Dutton but as with the Planning Committee, it was agreed that these terms would be circulated for comment and revised for Council approval at a later date.

The Clerk confirmed that the Finance Committee and Planning Committees could meet in the meantime and could discuss the terms of reference but that each Committee would not be able to agree their own terms until it was brought to the Full Council.

8. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors. The Council received a report from Cllr Payne on the recent meeting of the Halesworth Playing Fields Assoc. Cllr Payne confirmed that it had come to light that there was in fact an additional place available on the Management Committee, thus making five places. The Council had already appointed four Councillors at the last meeting so there was another place available. The Chair asked for any volunteers but there were no Councillors present that wished to be added to the four Councillors on the Management Committee and so Cllr Payne proposed Mr E Leverett for the vacant position.

The meeting was opened at 7.30pm to ask Mr Leverett and he confirmed that he was willing to take the position but that he wished to inform the Council that he was also a trustee on the HPFA. Mr Leverett stated that he didn't think that this was a problem as a similar situation had occurred in the past with Mr Alan Holzer. A vote was taken and it was RESOLVED that Mr Leverett would be appointed as the fifth Council representative for the HPFA.

Cllr Widdowson advised the Council that he would be providing a report on the next meeting of the Rifle Hall Trustees which will be on the 11th June and this would be presented at the next Council meeting on the 6th July, 2015.

A report was received from Halesworth in Bloom, this was discussed again under item 15.

9. **District & County Reports:** To receive any reports from the newly elected Councillors: There were no reports to consider.

10. **Financial Matters:**

- i) To confirm the date of the next Finance Committee meeting: It was confirmed that the next meeting would be on the 15th June, 2015
- ii) To consider the approval of the Annual Audit return. The internal audit section was received and noted, the Clerk confirmed that there had been some minor amendments as a result of the internal audit and sections 1 & 2 of the audit return (initially presented on the 18th May) had now been updated and completed. RESOLVED that the Council approved the annual return and the Chair signed section 1 & 2.

11. **G.A.P.P.A:** Play partnership working group: The Council received the approved minutes of the April's meeting. The Clerk updated the Council on the meeting in May in which the group discussed further options for grants and considered all the quotations for the play equipment. The group had chosen three preferred suppliers who were then asked to provide their proposals and most competitive price for the group to consider.

12. **Planning:** To consider the following planning Applications:-

- a) DC/15/1836/FUL 63 Bedingfield Crescent: RESOLVED that the Council recommended approval.

13. **Annual Parish Meeting:** The Council received draft minutes of the meeting, which the Clerk explained had not been reviewed by the Vice Chair at this stage. In the absence of the Vice Chair, who had conducted the meeting, the Clerk reported that the meeting had been a success and that there had been four main topics of discussion; The Bus Hub, Management of the Park, Weeds in front of the Rifle Hall and the sale of the Tesco site. The Clerk confirmed that the draft minutes of the meeting would be put on the website. The second half of the meeting involved the presentation by Dr Kell and attention was drawn again to the public meeting on the 7th July at the Cut. It was noted that much of the information that Dr Kell presented was also available on Halesworth Health website. Cllr Payne referring to the draft minutes, highlighted the request by a member of the public to hold additional meetings in the same format. These meeting could then replace the surgeries which as Cllr Payne had pointed out, were generally poorly attended. After discussion, Cllr Payne proposed three meetings per year to include the Annual meeting held between the 1st March and the 31st May. RESOLVED that the Council would organise three Parish meetings per year. It was also agreed that these meetings would be advertised in the Halesworth Community News as well as the usual places in the town.
14. **Standing Orders Working Party:** To determine the members of the working party and to confirm the date for the first meeting. It was agreed to defer this until later as there was a lot of work to do at this present time.
15. **Signage:** To receive any updates from Cllr D Thomas on the pedestrian signs and to consider the introduction of a sign indicating that the Town is an Anglia in Bloom Gold Award Winner. Cllr A Payne, referring to the Halesworth in Bloom report, asked whether the Council would consider the addition of some signage to indicate that Halesworth is a Gold Award Winner. The meeting was opened to ask Tamsyn Imison at 8.01pm how many signs were required and what cost. Tamsyn Imison confirmed that she was suggesting two signs under the newly refurbished Town Signs on Bramfield Rd and Halesworth Rd. It was thought these additional signs would be around £200 each. It was proposed and RESOLVED that, depending on the cost, that the additional signs indicating that Halesworth was a Gold Award Winner should be produced. The Clerk would investigate the costs.
16. **Byelaws:** To consider a working party or a nominated Councillor to review the Byelaws. The Chair explained that there had been a lot of work conducted in the past by Mr Alistair Macfarlane. The Byelaws were particularly important now with all the work being carried out by HIB, Millenium Green, and GAPPa etc. RESOLVED that the Byelaws Working Party would comprise Cllr David Thomas, Mr Alistair Macfarlane and the Chair Cllr Anne Fleming. The Chair confirmed that the group would involve the town with updating the byelaws.
17. **Communication:** To review communications with the town's groups and parishioners: The Chair explained that there were issues with communications between the Council, groups, businesses, town's residents and the local villages. The Chair suggested that the Council should look at forming a strategy. It was established that Cllr M Took, Cllr P Dutton and the Chair were willing to look at Communications but Cllr L Smith suggested that the whole Council should be involved. It was also suggested that members of the Council could attend the next Halesworth Business Connections meeting but the Clerk confirmed that he had not as yet received a response from HBC on whether they would like a Council representative. Several dates were discussed but it was agreed to confirm by email for a future meeting on Communication.
18. **Correspondence:**
 - a) SCC, confirmation of final cost of VAS signs. The Council received and noted the revised cost of the VAS signs at £1,308.00. The Clerk confirmed that the signs were approved by Council but this was to advise the Council of the revised cost.
 - b) Proposal for the Day of Dance to be an annual event – provisional date 20th March 2016: Cllr Lewis confirmed that the event was very impressive but had not been very well advertised. Cllr Smith wished to query the date as the 20th was a Sunday and it had been held on a Saturday this year. RESOLVED that the Council supported the proposal of an

annual Day of Dance event and that the Council would also help to promote it and that the Clerk would confirm the date.

- c) Invitation for the Council to receive a presentation for the New Cut Arts Community Hub plans: RESOLVED that the Council would accept the invitation and to agree dates with Simon Raven.
- d) Invitation for the Council to receive a presentation from New Cut Arts and Halesworth & District Museum to create a Maltings Heritage Trail: RESOLVED that the Council would accept the invitation and to agree dates with Simon Raven and that this could then be combined with the presentation for the Community Hub Proposal.

19. **Accounts for Payment: RESOLVED that** the following payments were approved by the Council:-

Accounts for payment

3674.	EDF – Electricity Market Place 1	60.30
3675.	SALC – Internal Audit	264.00
3676.	Sharp Print – Photocopying/printing rental	366.29

DD/Standing Orders

3677.	Salaries	1625.95
--------------	----------	---------

Bank & Cash Balances as at 1st June, 2015

Current 728	£68,375.51
Comm A/c	£5,265.41
Bus Res 017	£92,161.28