



Present: Councillors;

Mrs A Dunning; Mrs L Smith; Mrs J Berry; Mr N Bocking; Mrs M Took; Cllr Mrs J Wagner; Mr P Widdowson.

In Attendance: Mr N Rees (Acting Clerk), 20 members of the public

Minutes

1. **Apologies:** Cllr Mrs L Cooke, Cllr Mr J Wagner. All apologies were accepted.
2. **Declarations of interest:** Cllr P Widdowson for 6, 7, 8, 9. Cllr Mrs M Took for 10, Cllr Mrs A Dunning for 10.

The meeting was adjourned at 7.03pm

3. **Minutes:** RESOLVED; It was agreed that the minutes of the monthly meeting held on the 5th January 2015 were accepted as a true record.
4. **Police Report:** PC Simon Green read out the Police report; there had been 13 crimes which was the same number reported this time last year. 6 incidents of theft, 1 attempted burglary, 1 criminal damage, 3 assaults (domestic) 1 interference of motor vehicle and 1 arson. PC Green highlighted that there this included 3 cycle thefts, 1 vehicle and some cash stolen from an unattended purse, all these items were left unsecured and therefore probably preventable, especially with regard to the cycles. There was also an increase of rogue traders and cold calling in the Halesworth/Southwold area and residents should be on their guard.
5. **Public Session:** Andrew Jones asked about the possible employment of a new Clerk which was answered by Cllr L Smith. Janet Huckle asked about the audit register and in particular the ownership of the festive lights, the Chair explained further and Teresa Walsh (Halesworth Events Management) confirmed that the new lights were insured by H.E.M. Mr Ezra Leverett, referring to item 12, asked whether the Council had seen the Service Level Agreement from Waveney District Council. The Chair confirmed that the Council had seen the document. Rosemary Lewis asked whether the Council had increased the precept in 2012/2013 specifically just for the Library and was the Council reducing the support for 2015/2016. The Chair confirmed that this was not the case but the Council would continue to support the Library via grants to the Friends of Halesworth County Library. Karen Prime asked whether the Council would be requesting a meeting with the Portas Group to clarify the reports from WDC. The Chair confirmed that this would be discussed under item 13. Mr Stuart Gagg asked if the Council thought the survey, asking whether Halesworth should have a Mayor, had been advertised enough. The Chair confirmed that the Acting Clerk had received other comments from members of the public that despite it being on the website, the notice board, the local paper and distributed via facebook, it would appear many people were not aware of the survey. Richard Woolnough reported on the successful submission and report to the Open Space consultation that more than 60 people took part in. The Chair thanked Mr Woolnough and the Millennium Green who had organised the response at the request of Halesworth Town Council.

The meeting was reconvened at 7.43pm

6. **Reports on meetings and events attended by Council representatives:** HPFA, it was noted that Cllr Bocking had been appointed the new treasurer for HPFA (Halesworth Playing Fields Association). Twinning: The Chair reported that the Germans have requested an anniversary event at the Rifle Hall. Cllr Smith who attended the last Twinning meeting confirmed some dates as follows; the Christmas meeting will be on the 12th/13th December, the date suggested for the Rifle Hall is the 27th June, the first meeting will be on the 25th April in Eitorf and also there is a further meeting on the 6th September for their 'Kermesse' event. Cllr Smith also confirmed that they were looking at creating a website for general communication between the towns, Halesworth Eitorf and Bouchain.
7. **District & County Reports:** To receive any reports from County Cllr T Goldson and District Cllr L Smith. Cllr Goldson's report was received and noted, the Chair added an addendum that the

Registrar's office was to be retained in Halesworth but following the announcement that the Library would be charging for hosting the service a new venue was being investigated. Cllr Smith gave a report verbally and it was noted that Cllr Smith was available to answer questions from members of the public on every second Saturday of the month between 10am – 11am at the Library. Cllr Took attended the last Council surgery at the Library in January but there had not been any questions to report. The Chair drew attention to the regulations regarding 'Purdah' and that from March 23rd through to the elections there were restrictions on how the Council and Councillors operated. Consequently there would be no Council or District surgeries during this period.

8. **Financial Matters:**

- a) **Report:** RESOLVED that the report from the Finance Committee meeting held on the 19th January, 2014 was accepted as a true record.
 - b) **Rifle Hall:** RESOLVED that the recommendation of the finance Committee to approve the grant application from the Rifle Hall Trust for £1,000 was approved for payment and that the Acting Clerk writes a letter of support which will enable the Rifle Hall Trust to apply for further funding.
 - c) **Library:** RESOLVED that the recommendation of the finance Committee to approve the grant application from the Friends of Halesworth County Library for £5,000 was approved for payment.
 - d) **Review of the Asset Register:** The asset register was received and noted. The Acting Clerk confirmed that the additional chain held by the Vice Chair had been added and that the Festive lights, bus shelters and planters had been checked. The Insurers had not re-quoted on the revised list so it was RESOLVED that the insurance quotation would be reviewed at the next Finance Committee meeting and the Acting Clerk would in the meantime also check on whether the Teen Shelter should be included.
9. **Town Revitalisation Committee:** It was noted that there were a few amendments left to agree but as it had to be considered by the TRC and Full Council it was probably taking longer than necessary. The next meeting was provisionally for the 16th February (TBC). RESOLVED that the Council gives devolved responsibility at the next meeting to complete the task of updating the Town Plan.
10. **G.A.P.P.A:** Play partnership working group: The Chair reported that the last meeting had been very positive and that an initial estimate of the equipment and associated costs together with a layout plan had been received and discussed. The group were now actively seeking public opinion via the schools and would now also like to make a presentation at the Halesworth Rising Event. The group also wanted to get WDC's formal approval. RESOLVED that the Acting Clerk should write to WDC (as they are the owners of the Park) to formerly ask for their permission to use the Park and to install the proposed new play equipment and to ask that WDC provide the necessary maintenance support.
11. **Mayorship:** The Chair reported that she had been made aware that the survey may not have had sufficient exposure and that the Council should consider other means to obtain more feedback from the public. The Acting Clerk confirmed that the survey had been displayed on the notice board, the website, reported in the papers and distributed via Facebook. It was however noted that there had been a very small percentage of participants. The Acting Clerk read out the results, of 97 responses there had been 10 invalid postcodes (i.e. from participants outside Halesworth), 4 'Don't know', 48 'No' and 35 'Yes'. After considerable debate there was a proposal from Cllr L Smith that the Chair should be changed to Mayor with immediate effect. This proposal was not carried and as there were no further proposals the matter would now be closed and not discussed again for a minimum of 6 months.
12. **Halesworth Portas Town Team** – The Chair explained that the Council had received a considerable amount of information from Waveney District Council on the Portas Bid including progress reports, the Service Level agreement and several subsequent financial statements. The Chair reported that it came as a shock to learn that the Council had been a partner to HPTT in the second successful bid for £10,000 as she had been on the Council at the time and could not recall agreeing to this arrangement. It was noted that the Service Level agreement with WDC was solely under the name of Halesworth & Blyth Valley Partnership on behalf of the Portas Town Team. Cllr Bocking reported that he was pleased to learn that the HPTT had recently completed the Service Level Agreement with WDC and had published this information on their website, however he noted that it had followed announcement that the matter was to be discussed by the Council. Cllr Bocking explained the reason for requesting the report from WDC was that there were concerns had been expressed from some residents and traders over the past and future delivery of the Portas project and went on to read a summary (copy given to the Acting Clerk). After considerable debate and agreeing to extend the meeting it was RESOLVED that the Acting Clerk write to the DCLG (Department for Communities and Local Government) and ask them to investigate the money and governance of the grant given to Halesworth for a Portas Project. It was agreed that the Council would request a meeting with HPTT (and/or Halesworth & Blyth Valley Partnership) but not until after receiving a reply back from the DCLG.

13. **Planning:** To consider the following Planning Applications.

- a) DC/14/3897/COU 11 Market Place – D1 to A2 and new glazed screen – Resolved – **recommend approval** but for the Acting Clerk to ask why this change of use was applied for now as the current business had been operating as if they had A2 approval for many years.
- b) DC/14/4125/LBC The White Hart – Replace window – Resolved **recommend approval**.
- c) DC/14/3781/FUL Sherbourne, Norwich Rd, Convert garage to bungalow – Resolved **recommend approval**.
- d) DC/14/4267/FUL 55, Old Station Rd – extension – Resolved **recommend approval**.
- e) DC/14/4003/FUL 90 London Road – New porch and garden room and replacement window – Resolved **recommend approval**.
- f) DC/15//0120/FUL 10 Fenn Close – single and two storey extensions – Resolved **recommend approval**.

A further extension to the meeting was proposed and agreed

14. **Codair/OS Map:** RESOLVED that the Acting Clerk and Cllr Bocking would work together to respond to the invitation to update the O/S base map of Halesworth.

15. **Correspondence:** To receive any correspondence requiring action.

- a) Request for a letter of support for the New Cut Arts Community Hub project from Mr Simon Raven. RESOLVED that the Acting Clerk would inform Mr Raven that regrettably the Council would abstain from writing a letter of support at this time as this would prejudice any review of the planning application if it came before the Council in the future.
- b) Letter from Mr A Macfarlane which includes reference to byelaws. RESOLVED that the acting Clerk would contact Mr Macfarlane to arrange a meeting with the Chair to receive his input on the work previously carried out on byelaws.

16. **Accounts for Payment:** RESOLVED that the following payments were approved:-

3637. SALC Election briefing & Clerk's Information day	42.00
3638. Road closures 3 events @ £50 (Festive Lights 28/11/15, Antiques Market 30/08/15 Oxblood Day of Dance 28/03/15)	150.00
3639. Viking – Office supplies and replacement camera	190.72
3640. Edgar Sewter School – APM, hire of Hall	52.00
3641. Waveney Norse inv 225723 (Market clean) & 225849 (Bus shelter repairs)	327.96
3642. Salaries	1410.00
3643. Halesworth Town Football Club (Sponsorship – Chair's allowance)	132.00

Standing Orders/DD

DD CF Corporate Finance – Photocopier lease	156.06
DD EDF Energy – Market Place no 3	27.34

Other Payments to be agreed at the meeting

- 3644** Grant: Rifle Hall Trust for £1,000 – APPROVED for payment in the financial year 2015/16
3645 Grant: Friends of Halesworth County Library for £5,000 - APPROVED

Bank Account Balances as at 02 February, 2015

Current 728	£42,570.72
Comm A/c	£5,264.80
Bus Res 017	£92,150.68

The Chair read out a statement that *'That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be excluded and they are instructed to withdraw'*.

17. **Employment:** This item was held in camera and does not form part of the public records.

The meeting was closed at 10.30pm