



Present: Councillors;
Mrs L Smith (Vice Chair); Mrs J Berry; Mr N Bocking; Mrs M Took; Cllr Mrs J Wagner; Mr P Widdowson.

In Attendance: Mr N Rees (Acting Clerk), 15 members of the public

Minutes

The Vice Chair Cllr Letitia Smith took the Chair in the absence of Cllr Annette Dunning.

1. **Apologies:** Cllrs; Mrs A Dunning (work commitments), Mrs Lorraine Cooke (ill), Mr J Wagner (Hospital), the council accepted the apologies given.
2. **Declarations of interest:** Cllr Bocking for item 9, Cllr M Took for item 10, Cllr P Widdowson for items 6, 7 & 8
3. **Minutes:** RESOLVED; It was agreed that the minutes of the monthly meeting held on the 2nd February 2015 were accepted as a true record

The meeting was adjourned to receive the Police report.

4. **Police Report:** PCSO Shaquille Goldsmith read out the report which included 14 crimes for the month of February; 9 thefts, 2 accounts of criminal damage, 1 assault and 1 arson. It was noted that of the thefts this included another two unsecured bicycles stolen from front gardens. There had also been repeat thefts from a shop on the Market Place. Mrs Tamsyn Imison asked why the bin that was set alight in the Memorial Gardens was not on the report and Cllr Bocking also asked if the Police had been aware of the bench stolen from the Millennium Green. PCSO Goldsmith said he would look into why these incidents had not been noted on the report.
5. **Public Session** [15 minutes on agenda items) Mrs Mary Gagg asked what might be confidential in the Employment item to make this necessary to be held in camera. Cllr Mrs J Wagner said that this was due to the restrictions of data protection and that the Council had a duty to protect its employees at all times. Mr Jones asked why he had noticed that on one agenda that the Employment item was not always noted to be in camera. The A-Clerk explained that 'Employment' was a regular item on the agenda and that the Council may decide whether or not it should be in camera at the meeting. The Chair also explained that the Employment Committee was currently in the process of gathering information and that it would report to the Council at the next meeting.
6. **Reports on meetings and events attended by Council representatives:** The Rifle Hall report was received and noted.
7. **District & County Reports:** To receive any reports from County Cllr T Goldson and District Cllr L Smith. The report from Cllr Tony Goldson (who had sent apologies as he was unable to attend), was received and noted. Cllr Letitia Smith reported that there had been several WDC meetings and the budget had been agreed but that there was nothing specific to Halesworth at this time. Cllr Bocking asked whether any more Parking Permits were being issued, Cllr Smith said she would investigate and report back.
8. **Financial Matters:**
 - a) **Report:** RESOLVED that the report from the Finance Committee meeting held on the 16th February, 2014 was accepted as a true record.
 - b) **Halesworth Station Building:**
 - a) **Review of Damp Survey;** RESOLVED that the Acting Clerk contacts the owners of the Station Building, Network Rail to provide them with the evidence of the survey in order to progress the matter of the resolving the damp problem.

- b) **Review of initial costings for redecoration of window frames and external timber work:** The Council considered three quotations for re-decorating the external timber work to the Station Building and it was RESOLVED that the Acting clerk would place an order with Kerslake Builders.
- c) **Insurance:**
- a) **Council insurance:** It was noted that the insurance quotation from Zurich (via C.A.S.) had been reduced by some £221 and a further reduction was offered for a 3 or 5 year commitment. It was noted that Came & Company were approached to obtain a comparison quote but they had not managed to provide a quotation in time for the meeting. RESOLVED that the Acting Clerk would purchase the insurance from Zurich unless the comparison quote was significantly less than the current quotation from Zurich. It was agreed that due to the Elections the Council would not commit to any insurance for more than a year.
- b) **Day Centre insurance:** RESOLVED that as this insurance was currently tied in to Zurich for the next two years the Council accepted the recommendation from the Finance Committee to renew the insurance with Zurich.
- d) **Grants: To consider allocating grant application windows for 2015/2016 between a certain threshold:** RESOLVED that the Council agreed with the recommendation of the Finance Committee that there are 4 grant windows during the year. These would be April, July, October and January but that applications for small grants or donations (less than £250) would be considered at any time and also that any emergency grant applications would also be considered but only at the discretion of the Chair of Finance. It was further agreed that the Grant Policy would need to be updated and to check that the Standing Orders complied with these changes.
- e) **Bus Shelter Cleaning:** The A-Clerk informed the Council that Zurich had advised that it was not able to offer Public Liability to a third party under the terms of the Council's Insurance Policy. It would appear that either employing someone directly or using Contract cleaners was the only options but this matter would be referred back to the Finance Committee.
9. **Town Revitalisation Committee:** RESOLVED that the proposed deletions to section 8 of the Town Plan, updated by Cllr Maureen Took was approved but the additional items included by the A-Clerk, namely a website address for Suffolk Youth and Connexions Service and an extract from WDC Play Facilities Survey was to be excluded at this stage and reviewed again in the next phase.
10. **G.A.P.P.A:** Play partnership working group: The minutes of the last meeting was noted. It was also noted that the Group were still waiting for approval from WDC for installing the equipment in the Park. The Acting Clerk also confirmed that the idea that the Council could use a dormant bank account for the group in order to receive funding had been met with complications. Suffolk Association of Local Councils had advised against this except in exceptional circumstances. The A-Clerk had interpreted this to mean that the Council could perhaps hold funds temporarily until either a bank account could be opened or a third party offered to manage the money. Cllr Bocking suggested that there may be other parties in the Town who might be able to hold the funds for the group and he would be liaise with the A-Clerk on this matter.
11. **APM and APCM:** Due to the restrictions of 'Purdah' the Council had received guidance from SALC and WDC that the ANNUAL Parish meeting should ideally be after the election and so it was RESOLVED that the Annual Parish Meeting would be on Wednesday 20th May at 7pm at the Edgar Sewter School and the Annual Meeting of the Parish Council would be on Monday 18th May at 7pm in the Day Centre.
12. **Planning:** The Council considered the following planning applications.
- a) DC/15/0452/LBC 23 Rectory Street repair work -**Recommend Approval**
- b) DC/14/4004/RG3 Beech Close – New Parking area – **Recommend that this is declined**, the Council the Parking area was replacing a green space and that the residents directly affected were not in favour or had not been consulted.
- c) DC/14/4032/FUL 52 Thoroughfare - **Recommend Approval** but the Council would like the Planning/Conservation agents to consider whether a Slate Roof would more in keeping than Pantiles.
- d) DC/15/0405/FUL Clandestine, Off Bridge Street/ Rectory Street -**Recommend Approval** but the recent withdrawal of the application has been noted

e) DC/15/0369/FUL - Blyth Rd In Estate - Solar Panels - **Recommend this is deferred** to allow time to consult with the Millennium Green Trust as to the visual impact (glare and glinting) that it may have on amenity areas in the town and also concerns over glare for passing traffic.

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

- a) Letter requesting support for Magpas – Air Ambulance, it was agreed that this would be deferred to the next Finance Committee meeting.
- b) Letter from Halesworth & District Museum regarding permission for a proposed new sign on the Station Building wall. The A-Clerk advised that the sign would be a matter for Waveney Planning department due to the size and that he would also need to consult with the owners of the building, Network Rail. The Council agreed that they could then consider the matter when it became a planning application. The Ac Clerk would advise the Museum accordingly.
- c) Request for a 'Local Recorder' from the Suffolk local History Council: It was agreed that this should be advertised on the notice Board for a volunteer.

14. **Accounts for Payment:** RESOLVED that the Council approved the accounts for payment as follows:-

Invoices for Payment

3636.	P.S. Human Resources	252.00
3637.	Essex & Suffolk Water (Allotments x 3) – 6 monthly use	127.58
3638.	Salaries	1230.00
		1230.00

Standing Orders/DD

3646.	BT – Phone and Broadband	163.66
3647.	DD EDF Energy – Market Place no 2	44.36

Bank Account Balances as at 27th February, 2015

Current 728	£35,716.04
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'*.

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

The meeting was closed at 8.45pm