

Present: Councillors;

Tony Allen, Ben Chadwick, Annette Dunning, Peter Dutton, Anne Fleming, Rosemary Lewis, Karen Prime, Jill Reece, David Thomas, Maureen Took, Jackie Wagner, David Wollweber.

In Attendance: N Rees (Town Clerk), Cllr Tony Goldson (ESC & SCC), Alison Cackett (ESC), 5 members of the public.

Minutes

Part 1 Annual Meeting of the Council

Cllr Peter Dutton welcomed everyone to the meeting and congratulated all the members on being elected. Cllr Dutton paid tribute to former councillors; Paul Widdowson for his valued ten year service, Keith Forster for his important contributions to the Council in recent months and Keith Greenberg for his hard work and commitment over the last three years.

1. Election of Chair and to receive the Chair's Declaration of Acceptance of Office: Cllr Wollweber was elected as Chair and the Clerk received the signed 'Declaration of Acceptance of Office'.
2. Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office: Cllr Allen was elected as Vice Chair and the Clerk received the signed 'Declaration of Acceptance of Office'.

The Chair thanked Cllr Dutton for his contribution and service as Chair of the Council during the last two years. The Chair asked all the members to put aside anything that may have happened in the past and to work together for the benefit of the town. The Chair would be making this his primary aim from this point onwards.

3. To confirm receipt of members Declaration of Acceptance of Office. The Clerk confirmed receipt of all 'Declarations of Acceptance of Office' from the members.
4. Apologies: Cllr Tony Goldson (WDC & SCC), Alison Cackett for arriving after item 24 as they were attending a prior meeting.
5. Register of Interests: The Clerk confirmed that there were technical issues with East Suffolk's website but login details would be sent to all the members shortly.
6. Declarations of interest: Non-pecuniary interests: Cllr Dunning for item 23, Cllr Thomas for 22, Cllr Took for 22, Cllr Prime for 22.
7. Minutes: The Council received and noted the minutes of the Annual meeting of the Council held on 8th May 2018 approved on the 4th June 2018.
8. Election of Committee Members: It was RESOLVED that the Council agreed the changes and amendments to the membership of all the committees as noted in Appendix one.

9. Election of Working Group Members: It was RESOLVED that the Council agreed the changes and amendments to the membership of all the working groups as noted in Appendix one.
10. To determine Council representation on Outside Bodies: It was RESOLVED that the Council agreed the changes and amendments to the Council's representation on all the outside bodies as noted in Appendix one.

Part 2 Monthly Meeting of the Council

11. Minutes: The minutes of the Monthly meeting held on the 1st April, 2019 was accepted as a true record. The Clerk confirmed that a contribution from East Suffolk had been approved for the High Street Community clean up and he had ordered weed spraying to the Thoroughfare and Market Place. Cllr Prime reported that she had not received any response from Edgar Sewter School about the suggested 'drop off zone'. The Clerk confirmed that he was not sure whether the Council wished to organise an official raising of the new flag in the Town Park, it was then agreed this would be considered by the Communication Committee.
12. Chair's Report: Cllr Dutton (previous Chair) reported on his visit to the Ink Festival. Cllr Dutton and former Cllr Keith Greenberg attended a meeting with Mr Kerry Blair (Head of Operations, East Suffolk Council) to discuss ways forward with a new community building, the future of the London Rd building and other assets. This would be discussed in more detail when the new working group meets for the first time. Cllr Dutton also attended the AGM of the Patients Participation Group.
13. Police Report: There was no Police report available.
14. Public Session: [15 minutes on agenda items] A resident asked what steps were being taken to recruit more members for the Neighbourhood Plan and had the group approached the U3A. Cllr Allen reported that the group were advertising but it had proved difficult to find people with the necessary experience or skills. It was a good suggestion to approach the U3A and this would be considered at the next meeting. Another resident asked whether the Council had considered other venues for a community building, Cllr Dutton confirmed that a feasibility survey had been conducted and at that time there were no venues suitable for the combined requirements of the clerk's office, current LRB groups and a community space. A resident suggested that the former Patrick Stead Hospital was a possible alternative. Cllr Thomas confirmed that Halesworth & Blyth Valley Partnership had successfully registered the building and it was now subject to the rules regarding the 'Community Right to Bid'. It was noted that the Council did not have the resources to explore this option but it was open to other groups to put forward a bid if they wished to do so.
15. Reports on meetings and events attended by Council representatives: To receive any reports on meetings or events attended by Councillors. Cllr Lewis reported that the Halesworth & District Twinning Society were hosting a visit from Eitorf and Bouchain from the 11th to the 16th June. A return visit was planned to Eitorf for the 7th – 9th September. Cllr Lewis also reported on the recent ESTA meeting and Mrs Janet Huckle reported on the Halesworth Tourism Group's AGM at the Library on the 1st May.
16. District & County Reports: This item was taken out of sequence and was discussed immediately after item 24. The Chair congratulated Cllr Goldson and Cllr Cackett on being elected as District Councillors. Cllr Goldson in turn congratulated the newly elected Town Council members. Cllr Goldson reported that the All Hallows Healthcare Trust at Ditchingham was due to close due to the cost of staffing required and a lack of financial support from the CCG. Cllr Cackett informed the Council that both District Councillors would be at the Library as usual on the 2nd Saturday every month between 10am – 11am for any residents' questions. It was agreed that the Town Council would advertise this through its usual media outlets. Cllr Goldson confirmed that he would be continuing with his

divisional parish meetings. As Cllr Goldson was unaware of the requests made by the Highways Working Group regarding the changes needed to town signs, Cllr Thomas suggested that he be invited to the next meeting.

17. Planning Committee: The Council received and noted the report on the meeting held on the 29th April, 2019
18. Communications Committee: The Council received and noted the minutes of the meeting held on the 3rd April 2019. The Committee had made a recommendation that the Council sets up a Twitter Account for a 6 month trial period and that as this could be linked directly to Facebook and this would not involve additional work for the Clerk's office. This proposal was then officially tabled by Cllr Dunning. The Clerk queried how text from a Facebook post would be automatically amended to the character limit on Twitter. Cllr Dutton wished to amend the proposal to a shorter trial period and/or to investigate the technicalities further but this was not carried. It was then RESOLVED that the Council sets up a Twitter Account for a 6 month trial period.
19. Community Centre Working Group: Cllr Dutton explained that Kerry Blair (Head of Operations, East Suffolk Council) would in principle support the proposal for a new community building but he did not have access to all the facts to hand when they met and the proposal would involve a series of negotiations involving other assets. This which be discussed in more detail when the new Asset Management working group meets [suggested name change by the Clerk].
20. Community Infrastructure Working Group: There had not been a meeting since the last monthly council meeting but the Clerk had circulated the previous report to the council members. There were no questions.
21. CCTV Working Group: As above; there had not been a meeting since the last monthly council meeting but the Clerk had circulated the previous report to the council members. The Clerk confirmed that this group would need to meet soon; progress had stopped for the time being pending obtaining the necessary permissions from property owners.
22. Free Parking: It was noted that East Suffolk Council had not confirmed the agreement in writing to the satisfaction of the Council, although Mr Kerry Blair had written to HTC the wording was ambiguous. The Clerk would write to request clear confirmation in writing and also would request clarification on the proposed parking charges for the Thoroughfare car park.
23. Financial Matters: The Council accepted the report on the Finance and Personnel meeting held on the 15th April, 2019.
24. Neighbourhood Plan Steering Group: The Council received and noted the report on the meeting held on the 17th April, 2019. Cllr Fleming requested whether a report on the results of the survey that Navigus presented could be provided, Cllr Allen would investigate and report back. Cllr Dunning confirmed that the East Anglian Daily Times had reported that Debenham's Neighbourhood Plan had been approved in March 2019.
25. General Power of Competence) (Prescribed Conditions) Order 2012. It was confirmed that the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council, and that, the clerk holds the Certificate in Local Council Administration and that it was RESOLVED that the Council passed a resolution to adopt the General Power of Competence (Prescribed Conditions) Order 2012 and this comes into force on the day after the day on which it is made.

26. Silver Birch Trees & Plaque – Halesworth & District Twinning Society . It was noted that the Society wished to plant a number of trees, probably in the Millenium Green, subject to agreement by the Millennium Green Trust, to celebrate 25 years twinning with Eitorf. The Council would be in support of this proposal in theory but the details and location was not confirmed at this stage. It was noted that the plaque should be multilingual.

27. Annual Parish Meeting: The Council noted that the Annual Parish meeting would be on Thursday 23rd May at 7pm at the Edgar Sewter School. The Chair encouraged as many council members as possible to attend. It was agreed a list of subject for discussion would be circulated. Apologies were received from Cllr Dunning. It was also suggested that the Neighbourhood Plan Group may wish to have a stand at the meeting.

28. Correspondence:

Cllr Dutton would attend the invitation to the Kuk Sool Won Exhibition 1st June 5pm if the Chair was unable to attend.

People & Places Town survey meeting – May 20th 10.30am, Councillors; D Thomas, P Dutton and D Wollweber would attend.

Meet year 6, Edgar Sewter School 6th June, Councillors; R Lewis, P Dutton and D Wollweber would attend.

29. Items for the Website/Noticeboard/Newsletters/Library. It was agreed to advertise the District Cllrs Library meetings, the Twinning Events and the Annual Parish Meeting. Some would also be given for informing the public that they could attend council and committee meetings.

30. Accounts for Payment: The following accounts for payment was approved:-

<u>4282.</u>	Local Council Public Advisory Service (Meetings & advice) (LGA 1972 s112)	375.00
<u>4283.</u>	Edgar Sewter School – Hire of Hall (LGA 1972 s133)	104.00
<u>4284.</u>	K Greenberg - Travelling expense 29/04/19 (LGA 1972 s174)	20.16
<u>4285.</u>	P Welby, Adjustment to salary due to Barclays not updating standing orders	72.62
<u>4286.</u>	N Rees, Adjustment to salary due to Barclays not updating standing orders	168.72
	Salaries (LGA 1972 s112)	

DD/Standing Orders:

<u>4287.</u>	Barclays Bank Bank Charges (LGA 1972 s111)	19.50
<u>4288.</u>	Salaries (LGA 1972 s112)	2,382.25
<u>4289.</u>	Local Government Pension Scheme (April Employer and Employees Contrib)(LGA 1972 s112)	1,006.75

Bank & Cash Balances at 10th May, 2019

Current 728	£170,198.55
Community A/c	£5,284.15
Business Reserves 017	£92,489.02
Petty Cash	£87.13

The meeting was closed at 8.53pm

Appendix One

Halesworth Town Council, membership of committees, working groups and representation on outside bodies. The following list, approved at the Council meeting, 13th May, 2019 (Item ref 38.8, 37.9 & 37.10) then forms part of the annual minutes.

Full Council	Full Council - All Councillors	
	Neighbourhood Plan Steering Group Working Group	K Greenberg (Council appointed), J Moseley#, E Healey#, Cllr T Allen, B Milburn#, C Slater#, D George#, D Wollweber (ex-officio).
	Asset Management (Community Building, LRB, Park & Toilets)	Cllrs; A Dunning, A Fleming, P Dutton, R Lewis, D Thomas, M Took, J Wagner, D Wollweber, T Allen (ex-officio).
	Community Infrastructure Working Group	Cllrs: B Chadwick, A Fleming, D Thomas, M Took, D Wollweber, T Allen (ex-officio).
	London Rd Building Working Group	Cllr R Lewis, J Macheath (HDC), M Took (HDC), K Austin (HVC), C Bradley (HVC), E Healey (HVC), D Wollweber (ex-officio), T Allen (ex-officio).
	Highways Working Group	Cllr P Dutton, Cllr J Reece, Cllr D Wollweber, Fred Fisher#, Janet Huckle#, Teresa Walsh#, T Allen (ex-officio)
	CCTV Working Group	Cllrs; B Chadwick, K Prime, P Dutton, D Wollweber (ex-officio), T Allen (ex-officio).
Finance & Personnel Committee	Cllrs; T Allen, A Dunning, P Dutton, R Lewis, A Fleming, K Prime, J Reece, M Took, D Thomas, D Wollweber	
	Personnel Working Group	– Consisting of Chair & VC of Council and Chair of Finance
Planning Committee	Cllrs; T Allen, A Fleming, K Prime, M Took, D Thomas, J Wagner, D Wollweber (ex-officio)	
Communications Committee	Cllrs: B Chadwick, A Dunning, K Prime, J Reece, M Took, D Wollweber, T Allen (ex-officio)	
COUNCIL REPRESENTATIVES ON OUTSIDE BODIES		
Outside Body		Trustees/Representatives
Halesworth Community Sport and Leisure	Trustees	Cllr A Fleming, Cllr P Dutton.
Halesworth Unappropriated Estates Trustees	Trustees	Cllr A Dunning, Cllr R Lewis, Karen Austin# Paul Widdowson# (Council appointed)

Appendix One – cont.

Outside Body		Trustees/Representatives
Halesworth & District Museum	Trustees	K Greenberg# (Council appointed, Cllr R Lewis
Campus	Observer	Cllr R Lewis
E.S.T.A/Transport Liaison Officer	Representative(s)	Cllr R Lewis, Cllr J Reece
HACT		Cllr J Reece
Halesworth & Blyth Valley Partnership	Representative(s)	Cllr A Fleming
Halesworth & District Twinning Society	Representative(s)	Cllr A Dunning, Cllr R Lewis
Halesworth Business Connections	Representative(s)	Cllr K Prime
Halesworth Cycle Group	Representative(s)	Cllr D Wollweber
Halesworth Day Centre Committee of Management	Representative(s)	Cllr A Dunning, Cllr M Took
Halesworth Dementia Carers Fund		Cllr J Reece
Halesworth Event Management	Representative(s)	Cllr A Fleming
Halesworth Health	Representative(s)	TBC
Halesworth in Bloom	Representative(s)	Cllr K Prime
Halesworth Volunteer Centre	Representative(s)	Cllr D Wollweber
Library Observer	Observer	Cllr B Chadwick, I Thomas#.
Rifle Hall Observer	Observer	Paul Widdowson#
Station User Group	Representative(s)	Cllr D Wollweber
Suffolk Assoc. Local Councils [SALC]	Representative(s)	Cllr A Fleming, Cllr D Thomas
Tourism	Representative(s)	J Huckle#