

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), 3 members of the public.

Minutes

1. Apologies: None
2. Declarations of interest: Non-pecuniary interests; Cllrs Thomas, Lewis, Dutton, Fleming, Took, Prime & Wollweber for item 15. Pecuniary: Cllr Prime for item 20.
3. Minutes: The minutes of the annual & monthly meeting held on the 13th May, 2019 was accepted as a true record.
4. Matters arising from the Minutes: Under item 8 it was agreed that Cllr Dutton was added to the Planning Committee as he was formerly an ex-officio member and wished to continue.
5. Chair's Report: The Chair reported that he was just getting accustomed to his duties since the last meeting. He had however attended the People & Places meeting which would be discussed later and the Annual Parish meeting. The Chair announced that he would like the Council to consider involving the residents in another survey at a later date, i.e. after the People & Places survey had been conducted. The Chair was keen to get feedback on what residents considered to be their priorities.
6. Public Session: [15 minutes on agenda items] The Chair announced that he wished to try a different approach and would take questions on agenda items under the relevant item instead of under item 6.
7. Reports on meetings and events attended by Council representatives: To receive any reports on meetings or events attended by Councillors: The Council received and noted the report on the Annual Parish Meeting.
Cllr Fleming reported on the Halesworth Events Management meeting and confirmed that the switch on event would be held on November the 23rd this year. Cllr Fleming also reported on the Halesworth Community Sport & Leisure. The Angel Bowls Club would be hosting an important tournament on the 8th and 29th June which was testament to the quality of the bowling greens. Halesworth Town Football Club will be celebrating finishing top of the Suffolk & Ipswich league and will be promoted to the first division and Kuk Sool Won had raised enough funds to repair the dojo roof.
Cllr Dutton reported on the Kuk Sool Won championship event that he had attended on behalf of the Chair. Cllr Dutton said it was a very enjoyable evening and he was impressed with the event itself and the display of skills.
Cllr Lewis had sent the Clerk reports on ESTA and Halesworth & District Twinning Society event dates but these had not been included in the pack. The Clerk would circulate them.

The Chair invited Mr Gray to ask a question. Mr Gray had attended the Annual Parish Meeting and observed the lack of young people present and wanted to know what the Council could do about it. Mr Gray was also disappointed that no one from the Council seemed to present any subjects but were merely answering questions from the residents. The Chair was aware of the demographic of the attendees and he would be making every effort to look at other ways to engage with a wider age group. The Chair explained that the point of the Annual Parish meeting was to receive questions from the public and the Council did not wish to lead it by setting an agenda but had instead provided a list of suggested topics. Mr Gray wished to thank the Council for their support of Halesworth Area Community Transport and also Cllr Goldson's contribution from his locality budget.

8. District & County Reports: Cllr Goldson reported on the recent very good Ofsted reports, new uniforms for the Fire Service and that he would be restarting the divisional parish meetings very soon. Cllr Cackett reported that she was available and willing to support the Town Council on any matters they wished and asked to be kept informed.
9. Audit:
 - a) To approve the internal Audit report: conducted by SALC for 2018- 2019. It was RESOLVED that the Council approved the Internal Audit Report. The Finance Committee would be looking at the recommendations on GDPR and Reserves and any other advice in the report at later meetings in order to implement them during this financial year.
 - b) To approve Section 1: (Annual Governance Statement) of the audit submission for 2018 – 2019 to PKF LittleJohn LLP Accountants) It was RESOLVED that the Council approved Section 1 and this document was signed by the Chair.
 - c) To approve Section 2: (Accounting Statements) of the audit submission for 2018 – 2019 to PKF LittleJohn LLP Accountants. It was RESOLVED that the Council approved Section 2 and this document was signed by the Chair.
10. Financial Matters:
 - a) The Council received and noted the report on the Finance and Personnel meeting held on the 20th May, 2019.
 - b) To confirm the transfer of the current account from Barclays Bank to Unity Trust Bank and the bank signatories for online banking: The Chair explained that the Unity Trust Bank was widely used by local authorities, charities and trade unions and were regulated by the Financial Services Compensation Scheme up to £85,000. The Clerk explained that initially an online current account (with lower fees than the Council's existing current account with Barclays) would be opened to deal with the Council's normal business activities. The Barclays account would remain open for the time being as the bank also held deposit accounts which would (all or in part) be transferred at a later date to a higher savings account or some other suitable means of saving, such as bonds. It was then RESOLVED that the Council approved the transfer of £84k from Barclays current account to Unity Trust Bank. The Clerk explained that the online system required at least two or more councillors to log in and approve any payments previously set up by the Clerk. The 'accounts for payments' would still be presented and authorised by the Council or Finance Committee in the normal way but instead of signing cheques the approved signatories would need to log on to sign off the payments. The Clerk wished to confirm the appointed signatories so the application could be completed. However there followed a debate on whether the signatories should all be Finance Committee members or not but eventually it was agreed that the Finance Committee would appoint the signatories and no decision regarding signatories was made at this meeting.
11. People & Places Partnership: To review the meeting held on the 20th May, 2019 and to consider the methodology for conducting the research. It was noted that Cllr Dutton had put forward some suggested questions on CCTV, security, cash points, affordable housing etc. Cllr Prime had met with other town centre businesses and expressed concern over the intrusive nature of some of the questions. Cllr Prime reported that they were attempting to

form a Town Centre Group for the traders in the near future. The Council were supportive of this initiative. It was conceded that the survey may not be ideal but it was provided at no cost to the Council and the information would be very useful, particularly for the Neighbourhood Plan Steering Group. It was then RESOLVED that the Town Council approved the association with the survey and the use of the Council's logo on the documentation.

12. Buildings, Amenities & Park Working Group: It was noted that, at the suggestion of the Chair, this new working group, which would consider matters relating to a proposed new community building, the London Rd building, town park and toilets and any other amenities, would be known as 'Buildings, Amenities & Park Working Group' and would meet as soon as possible.
13. CIL Working Group: The group had not met since the last monthly meeting and the Clerk would arrange a meeting as soon as possible.
14. CCTV Working Group: To receive the report on the meeting held on the 29th May, 2019 and approve additional membership. The Council approved Mr Keith Forster as a member of the Working Group.
15. Free Parking: To review if there has been confirmation of the agreement for 2019 – 2020. It was noted that the Clerk had not received any response to his request for clarification but it was agreed, after referring to Cllr Goldson, that there was little point in making further attempts and the Town Council would assume that it was going ahead as agreed and await news on the Traffic Regulation Order.
The Chair invited Mrs Janet Huckle to ask a question about whether it should be on a one year trial basis and not four years. It was noted there was some confusion as to whether it would be a two or four year deal but as Cllr Dutton pointed out it was likely that East Suffolk would be reviewing their parking policy throughout the district in the near future anyway. Mr Gray asked about disabled parking provision in the proposals. Cllr Dutton confirmed that it was unlikely that East Suffolk Council would be able to provide the first one hour's free parking for disabled drivers in the Thoroughfare car park but there would be provision in other car parks. It was noted that Blue Badge holders did get one hour's free parking already but in car parks with free parking this amounted to two hours free.
16. Neighbourhood Plan Steering Group: The Council received and noted the report on the meeting held on the 15th May, 2019. Cllr Thomas, referring to the Navigus survey report, felt that the wording about the affordable housing was confusing and inaccurate. The Clerk advised that it was probably Navigus' interpretation of affordable housing which needed amendment. Cllr Dutton requested from Cllr Allen a copy of the draft structure of the N Plan mentioned in the minutes.
It was noted that the group needed more members and the group were particularly interested in gaining younger members. Cllr Chadwick then volunteered to join the group. Some Cllrs members urged Cllr Allen to ask the group to look at more ways of consulting with younger residents via schools, clubs, etc as it was vitally important that they are represented.
17. Maintenance: The Clerk confirmed that the post for the carved town sign would need to be replaced (approximately £250).
18. Correspondence: Electric charging points. A member of the public had contacted the Council to enquire as to what plans were in place for electric car charging points in the town. The Chair agreed this was an excellent question and was something that needed to be looked at seriously. It was agreed that the Clerk would contact ESC and SCC and ask the same question. Cllr Dunning suggested it might be possible to utilise the power supplies to the Market Place and the Clerk would investigate. Cllr Allen reported that the N Plan group had identified the need for all new houses to have built in charging points.

Chediston St hoarding: The Council received a quotation for two options to supply an alternative to the existing fencing around the fire damaged buildings in Chediston Street. The Council were interested in exploring options on how to improve the visual impact of the construction works. However, the quotations; £20,938 for rigid hoarding, which was too expensive and not a good use of public money and £3,000 for a plastic sheeting alternative, which was also not accepted as it was expensive for a solution that would not be an improvement. It was RESOLVED and these quotations were not accepted. It was agreed that the Clerk would investigate other options and in the meantime Cllr Prime would liaise with the Clerk to inform the Market Traders that efforts were being made to find a solution to improve the visual appearance of the construction site.

19. Items for the Website/Noticeboard/Newsletters/Library. Clerk's office to post on facebook that the Town Council has a Twitter account and to put the relevant logos on the website.

20. Accounts for Payment: The following accounts were approved for payment:-

<u>4282.</u>	Viking – Stationary & Stamps (LGA 1972 s111)	97.33 + vat
<u>4283.</u>	SALC – Internal Audit (LGA 1972 s111)	332.00 + vat
<u>4284.</u>	Edwards Restaurant – N Plan buffet (LGA 1972 s111)	60.00

DD/Standing Orders:

<u>4285.</u>	Barclays Bank Bank Charges (LGA 1972 s111)	13.95
<u>4286.</u>	Salaries (LGA 1972 s112)	2623.39

Transfers

<u>4287.</u>	Transfers of Barclays current account & direct debits and standing orders To Unity Trust Bank.	£84,000
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Bank & Cash Balances at 29th May, 2019

Current 728	£154,860.07
Community A/c	£5,286.78
Business Reserves 017	£92,535.14
Petty Cash	£87.13

The meeting was closed at 8.46pm