

Present: Councillors;

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

In Attendance: N Rees (Town Clerk), Alison Cackett (ESC), 8 members of the public.

Minutes

1. Apologies: Cllr J Wagner, Cllr D Thomas for arriving after item 9, Cllr T Goldson.
2. Declarations of interest: Pecuniary interests, Cllr Prime for item 40 (4342)
3. Minutes: The minutes of monthly meeting held on the 3rd June, 2019 was accepted as a true record.
4. Matters arising from the Minutes: Cllr Dutton had still not received the draft structure mentioned in the Neighbourhood Plan May minutes and requested at the previous monthly meeting.
5. Chair's Report: To receive a report for June. The Chair wished to reflect on the last meeting and appealed to Cllrs to show some tolerance for those newer Cllrs who may not be familiar with all 181 points in the Standing Orders. The Chair asked the Council to concentrate on the important issues and not over concentrate on the finer details of procedures. The Chair, Vice Chair and Chair of Finance would be formulating a strategy document which would be brought to the Council once completed. Meetings have, and will take place between the District Cllrs, Campus, Neighbourhood Plan Group and other key groups in the Town. The Chair, Cllr Dutton and Cllr Lewis all enjoyed a meeting with year 6 students at Edgar Sewter School over lunch and to answer questions on a range of topics. The Chair attended a Twinning event at de Argenteins restaurant with representatives from Eitorf and Bouchain. On Friday 21st June the Chair and members of the Council raised the new flag in the Town Park for Suffolk Day.
6. Public Session: [15 minutes on agenda items]: A representative of the Liberal Democrats Party (Jules Ewart) introduced herself and offered her support to the Council. A member of the public raised several concerns; the speed of vehicles along the London Rd, HGVs missing the Bramfield (A12) turning and having to turn around, trees overhanging footpaths, the mirror on HGV mirrors extending over footpaths at the Bramfield Rd junction and drainage issues with the proposed new development off Roman Way. District Cllr Alison Cackett would look at some of these matters and speak to the resident after the meeting.
7. Reports on meetings and events attended by Council representatives: To receive any reports on meetings or events attended by Councillors: Cllr Lewis reported that Campus would be submitting plans in September. Cllr Prime reported on two meetings with the Halesworth Business Connections and would be circulating information to other businesses received by the East Suffolk Economic Development team who attended the meeting at the Golf Course. Cllr Prime along with Cllr Dunning and Cllr Wagner attended the training day hosted by Lowestoft Town Council. It was a long day but very interesting. Cllr Prime reported

that on the 21st June she attended a meeting with Keith Forster and the Clerk to try and progress the problem of locating the CCTV recording box. Mr Forster would liaise with the supplier and would be approaching the owner of the preferred location but in the meantime Cllr Primes had identified two other possible locations. Cllr Lewis expanded further on the Chair's account of the meeting with year 6 students at Edgar Sewter School and was very impressed by the quality of the questions raised by the children, many of which were on environmental issues. Cllr Chadwick reported on a meeting at the Library, they were currently seeking a Library Manager and had on-going concerns about future funding.

8. District & County Reports: Cllr Alison Cackett informed the Council that she and her colleague, Cllr Norman Brooks were Cabinet members for Roads and Transport. Cllr Cackett would be looking at matters raised at this meeting; Sat Nav for the town needed updating and this may prevent some issues such as the Bramfield Rd junction mention under item 6. Cllr Cackett would also look at another overhanging tree issue at the bottom of Bungay Road. Cllr Cackett at a request from Cllr Dutton confirmed that she would be willing to attend HTC Planning Committee meetings if necessary.

The Chair brought an item forward on the agenda as representatives of the group were present at the meeting.

9. Neighbourhood Plan Steering Group: (Originally item 15).
 - a) To receive a report on the meeting held on the 19th June, 2019.
 - b) To approve expenditure for youth consultationItems a & b were included in the following report
Mr Keith Greenberg reported that the group were successful on their application for a grant from the Government's Locality Budget. The initial grant applied for and now received was for £7,689 but the group had an option to apply for up to £9,000 if required (i.e. a further £1,311). There was also a Technical grant available of up to £8,000. The recent survey identified that there were two groups of residents that were under represented; younger residents and the over 80s. Emma Healey went on to explain that the Steering Group would be targeting the younger residents with the co-operation of Edgar Sewter Primary School and Bungay High School. The Group would also be engaging with youth through the Apollo Centre. The Youth Club had some 60 – 70 members and these represented some of the harder to reach members of the community. The Steering Group would be organising a special Pizza night to try and reach out and engage this group. As regards to the over 80s, the Steering Group would be engaging this group through the Day Centre and would be organising free lunches and refreshments as an incentive. These activities would be funded through the Locality Grant. Mr Greenberg recognised that the original Terms of Reference for the Steering Group had been drafted back in 2017 without the benefit of the experience gained since and therefore it would need to revisit these terms and present an amended version for consideration by the Council.
Cllr Dunning wished to remind the group that some pupils in Halesworth attended other schools, for example in Stradbroke, Leiston and Framlingham.
Cllr Dutton congratulated the group on being awarded the grant but would like to know if there were any restrictions on spending in terms of refreshments etc. Mr Greenberg confirmed that there were certain criteria which allowed costs associated with public consultation but the Clerk had received the full details of the terms of the grant. Cllr Dutton again asked for a copy of the draft structure.
Cllr Lewis thanked the group on their progress.

Cllr David Thomas joined the meeting.

10. Cutlers Hill: To consider any actions necessary to bring the shortage of doctors in Halesworth to the attention of the relevant authorities, MPs etc. After a short discussion on the best method to approach the problem it was RESOLVED that the Clerk would write a letter of support to the Practice Manager requesting an update and enquiring as to how they would like HTC to provide any assistance.

11. Financial Matters:

- a) The Council received and noted the report of the Finance and Personnel meeting held on the 17th June, 2019.

The Council heard from Mr Doug Gray having contacted Hopkins Homes to ask for financial assistance was told that the company would be paying Community Infrastructure Levy (CIL) contributions and would not be accepting any further requests. Mr Gray enquired as to how the Halesworth Area Community Transport (HACT) could access the East Suffolk Council's portion of the CIL funds. The Clerk informed Mr Gray that HACT could apply directly to East Suffolk Council. It was also RESOLVED that the Council would be willing to write a letter of support for HACT subject to receiving the terms of the application.

- b) To consider the proposal that the CIL group (CIWG) is dissolved and CIL and s106 matters are dealt with by the Finance Committee. It was RESOLVED that the CIWG group is dissolved and CIL and s106 matters are dealt with by the Finance Committee
- c) To receive the Unity Trust Bank application for approval. The members had all received the full application via email. The Clerk explained that he required all the agreed signatories to complete the application, two of which were also required to sign the Post Office deposit application and two of the existing signatories for Barclays to sign the form requesting the transfer. The Clerk confirmed that he had set up the Clerk as View and Submit transactions only, all other signatories as Authorise transactions only excepting the Chair of Finance who he had set up as View and Authorise. It was then RESOLVED that the Council approved the application to Unity Trust Bank.

12. Communications Committee:

Mrs Janet Huckle, representing the Halesworth Tourism Group (HTG) wished to get clarification on the recent meeting regarding the events calendar on the Council's website. The Chair confirmed that he had met with Mr George (a member of the Neighbourhood Steering Group) and had agreed in principle to the inclusion of town events on the calendar, it was recognised that HTG would be the best point of contact for events but the responsibility for providing the necessary information lay entirely with the event organisers and not with HTG.

- a) The Council received and noted the report of the meeting held on the 21st June, 2019.
- b) Skateboard signage. It was RESOLVED that the Clerk's office would organise a notice displaying the lighting times at the Skateboard Park.
- c) Email addresses for Cllrs. After some debate it was RESOLVED that all Cllrs would create a uniform email address via gmail, for example; p.dutton.htc@gmail.com and this would then be put on the Council's website.

13. Town Park: To consider the following proposals:-

- a) To form a new working group to explore options for replacing or upgrading the Skateboard Park. Cllr Dunning informed the Council that there was currently an independent group in the town looking at this project and she would prefer to wait until they had made further progress before joining the Council's group. However it was generally agreed that it would be better to start looking into funding and potential sites rather than wait for an unknown period of time. It was then RESOLVED that the members of the new working group would be Cllr Chadwick, Cllr Lewis and Cllr Prime.
- b) To consider the proposal to install a permanent Table Tennis table in the Town Park. Cllr Chadwick attempted to get feedback from Wenhaston PC as they had purchased an outdoor table recently, however their Clerk had not responded. Cllr Chadwick had established that the cost would be in the region of £1,200 - £3,000 and had identified a suitable position for it. It was then RESOLVED that the new group formed under item 13a, would also consider the proposal for an outdoor table tennis table and that the preferred location was between the Skateboard Park and the Wherry Boat information display.

14. Buildings, Amenities & Park Working Group: The Council received and noted the report of the meeting held on the 24th June, 2019.
15. CCTV Working Group: The Council received and noted the report of the meeting held on the 29th May, 2019 and also comments noted under item 7.
16. Maintenance: The Clerk reported that he had received a report that the bridge on Rectory Lane was very slippery after it had been raining. The Assistant Clerk had then obtained a cost for warning signs at £38 each. The Clerk confirmed that SCC had been informed and County Cllr Tony Goldson had also been informed of the issue. The Council were aware that the bridge belonged to Suffolk County Council and there was a discussion as to whether putting the signs up would constitute some form of liability for HTC. Cllr Thomas assured the Council that this would not be the case. It was agreed that it was not necessary for the Town Council to spend money on signage when it might be possible to obtain signs from SCC's depot and the fact remained that it was their responsibility. Cllr Dunning was prepared to investigate the possibility of obtaining signs in her capacity as a resident rather than from an instruction from the Council.
17. Correspondence: Parking Charges at the Station. The Council had been informed of the decision by Greater Anglia to introduce parking charges at the Station four days before the charges took effect (on the 1st July 2019). The Clerk reported that he had written to Greater Anglia requesting clarification on the parking charges and why there had been no notice. The museum had also written to Greater Anglia. There had been no response to either of these emails to date. The Museum had since taken the initiative to produce a notice, bearing the name of the Asset Manager who had notified the Council of the pending parking charges, which would then be displayed in the volunteer vehicles in order to hopefully avoid any charges. It was noted that the lease for the building did not specify any parking arrangements but it was reasonable to expect that tenants should not need to pay for their parking. It was also noted that Greater Anglia were implementing charging at some 40 or more stations along their lines. Although the 1st of July was meant to be the first day of charging it appeared that the meters were not ready and no tariff notices were on display. It was agreed the Clerk would liaise with other parishes along the line and share information with ESTA.
18. Items for the Website/Noticeboard/Newsletters/Library. It was agreed to update residents about the Station car park, the Skateboard and Table Tennis proposals and the funding achieved by the Neighbourhood Plan Steering Group.

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

<u>4341.</u>	V Coulson - Mower repairs – Saxon Allotments (GPoC) – Approved finance Committee – June 37.7b	112.73
<u>4342.</u>	Cllr Karen Prime – HBC breakfast	10.00

DD/Standing Orders:

<u>4343.</u>	Barclays Bank Bank Charges (LGA 1972 s111)	16.00
<u>4344.</u>	Salaries (LGA 1972 s112)	2623.39

Bank & Cash Balances at 1st July, 2019

Current 728	£158,371.54
Community A/c	£5,286.78
Business Reserves 017	£92,535.14
Petty Cash	£87.13

The meeting was closed at 8.51pm