

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), 6 members of the public.

## Minutes

1. Apologies: Cllr Jackie Wagner, District & County Cllr Tony Goldson
2. Declarations of interest: None
3. Minutes: The minutes of the monthly meeting held on the 1<sup>st</sup> July, 2019 were accepted as a true record.
4. Matters arising from the Minutes: Under item 7; Cllr Dutton requested a report on any meetings organised with other groups in the town. Under item 10 It was RESOLVED that the Clerk would write another letter to Cutlers Hill Surgery to offer support but not to pressurise for a response (draft to HTC members). It was also RESOLVED that the Clerk would write a letter to the CCG to ask for any updates on the shortage of doctors. Under item 11b; letter of support to HACT had not been sent as it was dependent on receiving a copy of the application which had not been provided as yet. Under 12b, the Clerk had not as yet managed to organise a notice displaying the lighting hours at the skateboard park. Under item 17, it was agreed that the Clerk would write in response to Greater Anglia's letter to the Museum, requesting three permanent parking bays and to confirm agreement with the bus permits and reduced museum visitors parking charges offered in the letter. District Cllr Alison Cackett confirmed that her colleague, Cllr Goldson and Therese Coffey MP were involved with negotiations with Greater Anglia on all the local stations affected by the introduction of parking charges. It was agreed that District Cllr Alison Cackett would coordinate with Cllr Goldson in the campaign to try and get the parking charges removed for station users.
5. Chair's Report: To receive a report. During the last two months; the Chair had met with the Chair and Vice Chair of the Neighbourhood Plan Steering Group, had attended a training course of leadership and chairmanship, met the Timeout group at the Library, attended the Community Picnic organised by the Church and Halesworth Volunteer Centre, met with District Cllr Alison Cackett and had several meetings with the Chair of Finance, Vice Chair of the Council and other members to draft the four year plan strategy. The Chair requested that all Chairs of Committees and Working Groups ensure that any decisions required by the Council are presented clearly for inclusion in the monthly agendas.
6. Public Session: [15 minutes on agenda items] Prior to opening the meeting for the public, the Chair explained that he wished to interpret the advice from SALC in such a way as to allow a more open public session. It was then RESOLVED that the Council approved the following; that the public may ask any questions pertinent to the town during the 15 minutes public session, but restricted to three minutes per person. If the question related to an item

that was not on the agenda, the Council would be unable to make comment or pass a resolution but in this case it would be either answered by the Clerk in writing or referred to an agenda item at a later meeting in order that it could be considered formally.

Janet Huckle, representing the Halesworth Tourism Group, reported on a very informative visit to the Holton Airfield Museum on the 7<sup>th</sup> August, the leaflet swap at the Golf Club on the 22<sup>nd</sup> August and the Antiques Street Market event on the 25<sup>th</sup> August. The next meeting would be at 10am at the Stables on the 4<sup>th</sup> September. A member of the public reported loose paving slabs near the de Argentein restaurant. Emma Healey of HVC reported that there were ongoing discussions with HACT to organise a regular bank run to Beccles for Halesworth residents. More information would follow later.

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 she felt the layout of the Antiques Fair was much improved. This view was not shared by all Cllrs; Cllr Took reported that the Co-op car park was full with visitors early in the morning so shoppers could not park. Cllr Prime said that there had been complaints about the extent of the road closure in the Angel Link and the lack of notification. Cllr Dunning queried the process involved with obtaining road closures and why the Council were not consulted. The Clerk explained that it was the applicant's responsibility to consult with the relevant bodies, businesses and neighbours affected. The Clerk conceded that the notification for road closures was not consistent. It was RESOLVED that the Clerk would write to SCC Highways and express these concerns and request a copy of the applications once they receive them.

Cllr Dutton reported on the training event at Huntingfield Hub. Cllr Dutton also informed the Council that £3.4 million had been allocated for the refurbishment work to the Bungay Swimming Pool and £4.2 million on the Leiston Leisure Centre and Pool. East Suffolk Council were only able to invest in sites that they own so unfortunately Halesworth would not benefit from this investment.

8. District & County Reports: To receive any reports. Cllr Alison Cackett confirmed that the renovation work to Bungay Swimming Pool would start in September and would last approximately 8 months. Cllr Cackett said that it would be beneficial for HTC to write to the CCG regarding the shortage of doctors as there were plans to improve the situation by removing the buy in policy. Cllr Dutton asked about whether Cllr Cackett could exert some pressure on Highways to improve the traffic signage, in particular the junction with Bramfield Road. It was agreed that the Clerk would send a list of the suggested amendments to the signs in the town, which had already been discussed with Highways previously. Currently SCC Highways had resisted any requests for even simple amendments to the existing signs through high quotations or procedures that did not allow HTC any options to undertake the work themselves.
9. Four Year Plan: To consider approval of the four year strategic plan. The Council considered the document and whilst there were some minor amendments required it was RESOLVED that the Council approved the four year strategic plan in principle. The Chair would re-issue the document with the changes to the members before the Forum meeting.
10. Forum Meeting: To confirm the format for the Forum meeting on the 12<sup>th</sup> September, 2019. It was agreed that the four year strategic plan would be the focus of the meeting. Cllrs Thomas and Fleming gave their apologies.
11. Financial Matters: The Council accepted the report of the meeting held on the 15<sup>th</sup> July.
12. Communications Committee:
  - a) To receive any updates. It was noted that the committee had not met since the last meeting.

- b) To confirm all Cllrs are using the new Council email addresses. It was noted that Cllr Thomas and Cllr Dutton were still having issues with the new email address. Cllr Dunning was assisting Cllr Thomas and would pass on the login details for Cllr Dutton via the Clerk.
13. Buildings, Amenities & Park Working Group:
- a) The Council accepted the report of the meeting held on the 22<sup>nd</sup> July, 2019. Cllr Fleming reported that a meeting had been arranged with Mr Kerry Blair, Head of Operations for ESC on the 7<sup>th</sup> October. Cllrs; Dutton, Fleming and Wollweber would attend. Cllr Thomas requested the Clerk's version of the annual costs for the park and toilets received from ESC and also the updated figures from ESC. He would compare this with information he had requested from ESC.
- b) To approve the Terms of Reference: It was RESOLVED that the terms of reference for the Buildings, Amenities & Park Working Group were approved.
14. CCTV Working Group: To receive any updates. Cllr Prime reported that the Angel Hotel, after referring the matter to Adnams, had agreed to host the CCTV recorder. There would be another CCTV WG meeting on Wednesday the 8<sup>th</sup> September to progress the project to the next step.
15. Planning Committee: The Council accepted the report on the meeting held on the 28<sup>th</sup> August.
16. Halesworth Neighbourhood Plan Steering Group:
- a) The Council received and noted the report on the meeting held on the 13<sup>th</sup> August, 2019. Cllr Allen reported that Cllr Lewis had agreed to be the Finance officer for the group. The Pizzas provided to the youth had been generously funded by the Apollo Centre. Cllr Allen reported that a company called Aecom would be conducting a profile of the town.
- b) To approve the Terms of Reference: Cllr Thomas requested the following amendments; change 'facilitated' to 'established' and the date of the Local Government & Housing act, should be '1990' not '1989' [1989 is however correct]. Cllr Dutton requested that it should be noted that all working groups formed by the HNPSG should be bound by the same terms of reference as the main group. There were no other amendments and it was then RESOLVED that the Terms of Reference for the Halesworth Neighbourhood Plan Steering Group was approved.
17. Skateboard Working Group:
- a) The Council received and noted the minutes of the first meeting held on the 16<sup>th</sup> July, 2019. Cllr Chadwick reported that as Cllr Prime was intending to leave the group the group would then be inquorate. Furthermore, after discussions with members of an outside informal Skateboard group and after sharing information, it was evident that they were not intending to join the Council's Working Group at this stage. Cllr Chadwick's proposal for a Table Tennis table in the park had been posted on Facebook and had received generally negative responses. Cllr Chadwick proposed that the group therefore be disbanded. Cllr Prime suggested that if the group was solely concentrating on the Skateboard Park she was willing to continue. Cllr Thomas, navigating around the rule in the Standing Orders [20A a decision of the Council shall not be reversed within six months except either by a special motion or recommendation of a committee] proposed the solution that all references to park equipment, other than the Skateboard park, be removed from the terms of reference. The Clerk would re-write the Terms of Reference and present them again at a later meeting.
- a) To approve the Terms of Reference and consider re-naming of the group: Not approved, see above.
- b) To receive any updates since the last meeting. There were no updates, the group would need to involve other members of the community in order to progress the project.

18. Transport for Halesworth: To review the proposed public notice. Cllr Reece reported that the cost of the printing of the a4 information sheets was £99 for 3000 and insertion, as a loose sheet, in the Community News was £66 for 3000, the total cost was £165. On suggestions by Cllrs; Cllr Reece would look at adding the HTC logo in black and white, adding information on bus timetables and how to access them from websites and the Library. Cllr Reece would also check with HVC that their information was correct. Finally assuming that all taxi services were included that wished to be included it was RESOLVED that the Council approved the costs for producing the transport information sheet and the method of distribution.
19. Maintenance: No reports to consider.
20. Correspondence: Planning application at Bernard Matthews factory, Holton. The Clerk had distributed the information and links to the proposed application for an extension to their factory and explained that this was open for comment but was not a formal application for HTC to consider in the normal sense, as it was located in the parish of Holton. The Clerk had contacted Holton PC but they were unable to offer any comments because their meeting was not until the 11<sup>th</sup> September. There were no comments from the members and the Clerk would relay this to ESC.
21. Items for the Website/Noticeboard/Newsletters/Library. Cllr Allen suggested that the four year plan document should be posted to every household. There was a difference of opinion on this and whether either a carefully designed leaflet would be more effective than several pages of text or alternatively to make the information available from other media sources. It was noted that the cost and resources needed to post that amount of leaflets would be considerable (Clerk would investigate the costs). It was agreed that the Chair would discuss further and bring a proposal back after receiving feedback from the forum meeting.

The Clerk reported that he had received the completion certificate from the external auditors and that there were no matters to report. The full documentation was already uploaded on to HTC's website.

22. Accounts for Payment: The following list of accounts were approved for payment

<u>4282.</u>	EPS – London Rd Building Parking signs (GPoC)	32.00 + vat
<u>4283.</u>	Halesworth Museum – Mencap costs (electricity, water, sewage) (GPoC)	39.21
<u>4284.</u>	Mark Goldsworthy – renovation of the Town Sign (GPoC) and new post	1,225.00
<u>4285.</u>	Navigus – Neighbourhood Plan survey (Localism Act 2011 sch9)	750.00 + vat
<u>4286.</u>	Sharprint – Annual Service charges for photocopier (LGA 1972 s111)	229.27 + vat
<u>4287.</u>	SALC - Training (Leadership and Chairman) (LGA 1972 s111)	220.00 + vat
<u>4288.</u>	Viking – Stationary (LGA 1972 s111)	38.92 + vat
<u>4289.</u>	PKF Littlejohn – Audit	400.00 + vat
<u>4290.</u>	Local Government Pension Scheme (Mthly Employer and Employees Contrib)(LGA 1972 s112) (August)	1006.75
DD/Standing Orders:		
<u>4291.</u>	Barclays Bank Bank Charges (LGA 1972 s111) (July & August)	14.95 & 11.75
<u>4292.</u>	Monthly salaries (LGA 1972 s112) July	2623.39
<u>4293.</u>	Monthly salaries (LGA 1972 s112) August	2623.39

Bank & Cash Balances at 30<sup>th</sup> August, 2019

Current 728	£55,675.11
Unity Trust	£84,000.00
Community A/c	£5,286.78
Business Reserves 017	£92,535.14
Petty Cash	£69.88

The meeting was closed at 9pm