

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 (Chair).

In Attendance: N Rees (Town Clerk) District and County Cllr Tony Goldson, 8 members of the public.

Minutes

1. Apologies: District Cllr Alison Cackett.
2. Declarations of interest: Non-pecuniary interests; Cllr Dunning for item 6
3. Minutes: The minutes of the monthly meeting held on the 7th October, 2019 and the minutes of the extraordinary meeting held on the 28th October, 2019 were accepted as a true record.

The Council received the proposals and notes for this meeting and the actions from the last meeting.

4. Matters arising from the Minutes: Cllr Dutton requested a report on the meeting held with Stephen Baker CEO of East Suffolk Council (ESC). The Chair would provide one in due course and he would also forward on the minutes of the Apollo Centre meeting once he had received them from ESC. The Clerk had not arranged a meeting with the bus companies as yet but would liaise with Cllr Lewis on what format the meeting would take.
5. Chair's Report: The Chair reported that there had been a flood warning for Halesworth on the 7th October and he was keen to keep pressure on the Environment Agency to take any actions necessary to reduce the risk. This would be discussed in more detail under item 11. The Chair attended the People & Places survey presentation on the 14th October, it would appear that the figures for Halesworth was generally average in many categories, the recommendation from the first meeting was that the town should concentrate on marketing itself. The Chair also attended a very informative and pleasant HVC meeting at the Golf Club on the 17th October. Finally, the Chair was very impressed with the recent scarecrow event and wished to congratulate Karen Prime for organising the event and all the businesses and organisations that took part.
6. Rural Coffee Caravan: Annette Dunning made a presentation to the Council on behalf of the Rural Coffee Caravan, she explained the history of the organisation which had been started in 2003 to tackle rural isolation, mainly in the farming community. It now offered a valuable service in many rural areas, providing support, information and an opportunity for those suffering from isolation to meet other people. Many of those benefiting from the service had no form of transport of their own. The service also provided important advice on energy use, home surveys and all the funds and grants available to help people insulate and run their homes effectively. The Rural Coffee Caravan will be hosting an Energy Event at Holton Village Hall on 13th November between 10am – 12 Noon.

7. Public Session: [15 minutes on matters relating to the town] A member of the public asked about the free parking available in Beccles on three Saturdays leading up to Christmas. District Cllr Goldson later explained that unlike Halesworth, Beccles did not have any free parking in the District Council's car parks so this was an arrangement between Beccles Town Council and ESC. Teresa Walsh of Halesworth Events Management asked for volunteers for the Festive Lights Switch On, five Cllrs volunteered to attend to help with the marshalling. Another resident asked if HTC had considered an Environment Neutral Policy, also the same resident was concerned about speeding on Walpole Road and also wished to point out that there was a Terracycle event on the 9th November at St Mary's Church Hall which was for tackling hard to recycle items. The Chair confirmed that Cllr Dunning was taking the lead on environmental issues and the Council would be considering what influence it could have for the town. The other matters were duly noted. Another resident wished to congratulate the Council on the very useful and informative leaflet that had been delivered with the Halesworth Community News this month. Cllr Lewis announced that there would be a Christmas meal at St Mary's Church, organised by Halesworth & Blyth Valley Partnership and the churches, more details would follow and this would be advertised on social media and all the usual places. It was noted that this was aimed at all those who were on their own at Christmas.
8. Reports on meetings and events attended by Council representatives: To receive any reports on meetings or events attended by Councillors: Cllr Fleming had provided a report on the Divisional Parish meeting. It was also noted that Cllr Dunning and Cllr Thomas would be attending the Community Partnership workshop on the 11th November and would report back at the next meeting. Cllr Prime reported that the Town Group, Halesworth Business Connections and Halesworth Tourism Group met on October 31st to discuss ways of working together. Cllr Lewis and Cllr Reece attended the HACT AGM on the 9th October.
9. District & County Reports: To receive any reports. Cllr Goldson read out a statement from the engineers as to the current situation with the fire damaged buildings and the Council agreed that this, although not good news, should be relayed to the public via the HCN and media outlets so they are made aware.
10. Boundary Commission consultation: To consider any response to the consultation. The Clerk reported that in 2018 the Town Council wrote to the Boundary Commission to highlight that Halesworth was positioned in one corner of this proposed new area and this excluded some neighbouring villages such as Walpole, Cookley, Chediston, Bramfield and Linstead and therefore made very little sense. It was noted by County Cllr, Tony Goldson, that it had probably been divided up by the population rather than the geography but he agreed that it was not logical. The Chair felt that it showed a complete lack of understanding for the area. It was then RESOLVED that the Town Council rejected the proposal and would write again with the same objections.
11. River Maintenance: To consider the condition of the river in the town park and whether the authorities responsible should take action to clear it. Cllr Prime reported that she had been contacted by several residents concerned with the condition of the river. The Clerk reported that the Environment Agency, who were responsible for the river, had visited the site last year. Initially they had agreed to do some work to remove the silt but had since downgraded Halesworth as a flood risk and had put the funding elsewhere. The Council considered whether it could do anything using volunteers, however the Clerk reminded the Council that water vole, a protected species, had habitats in the river and it was a criminal offence to disturb them, so this needed to be taken into account. It was then RESOLVED that the Council would request that the Environment Agency undertake a full survey of the river from Mill Lane to Millennium Green to establish the condition of the river and what steps could be taken to mitigate the flood risk as a matter of urgency.
12. Data Protection: The Clerk explained that these documents were required to comply with the 2018 GDPR regulations and that the Clerk would now act as the Data Protection Officer

instead of the Local Council Public Advisory Service. It was then RESOLVED that the following GDPR documents were approved.

- a) Document Retention Policy
- b) Subject Access Policy

13. Financial Matters: The Council accepted the report of the meeting held on the 21st October, 2019 was accepted as a true record.
14. Communications Committee:
 - a) The Council noted and accepted the report on the meeting held on the 16th October, 2019
 - b) Creative banners: Update on progress. The Clerk confirmed that there would be a maximum of ten banners but allowance might be needed for some existing banners and signs to remain. The Clerk confirmed that Bungay High School were keen to provide artwork. Cllr Dunning reported that the Committee would be consulting with the businesses in the area but no decision had been made as to the theme or who was designing the banners as yet.
15. Amenities, Buildings & Park Committee: There had not been a meeting since the last monthly Council meeting as no response had been received from ESC regarding the London Rd Building. The Clerk would chase them again. In the meantime the Chair and Vice Chair of the Committee had met with Tim Snook of ESC to discuss their plans to evaluate all the open spaces and sporting facilities in the town. This had been a very positive meeting and showed that since the amalgamation of WDC and SCDC, ESC's policy on assets and open spaces had changed to being much more proactive.
16. CCTV Working Group: Cllr Prime reported on the meeting held on the 30th October, 2019 and explained that the group were looking at whether to re-position the cameras and receivers from the lamp posts to suitable adjacent buildings. Cllr Dutton and Keith Forster would be undertaking a survey this week.
17. Planning Committee: The Council received and noted the report on the meeting held on the 7th October, 2019. Cllr Dutton reported that he had written a response to the 'Supporting Statement' produced for the Miles Ward Court which the Council had recommended for refusal. The document had many misleading and inaccurate statements and Cllr Dutton wished to correct these before it was considered by ESC's Planning Committee. It was then RESOLVED that the Council approved Cllr Dutton's document. Cllr Dutton accepted that the corrections may not necessarily be planning considerations but wanted to make sure that ESC were not misled by the original document. Cllr Dutton would circulate a final version before it was sent by the Clerk.
18. Neighbourhood Plan Steering Group: The Council received and accepted the report on the meeting held on the 16th October, 2019. Cllr Allen commended Keith Greenberg on his recent presentation for Halesworth Business Connections.
19. Parish Council funded PCSOs: To consider whether the Council would wish to share costs of a PCSO with Bungay TC and/or Beccles TC. The Council did not consider this to be a good use of public money and unanimously rejected the proposal.
20. Maintenance: No matters to be considered.
21. Correspondence: The Clerk had circulated a letter from a resident complaining about the number of advertising boards on the verge of the Blyth Rd Industrial Estate. It was agreed that this would be deferred to the Communications Committee.

22. Items for the Website/Noticeboard/Newsletters/Library: Road closures (A14), Christmas lunch at St Mary's Church.

23. Accounts for Payment: To approve the accounts for payment.

<u>4282.</u>	Land Registry – Miles Ward Court (LGA 1972 s111) (N Rees)	3.00
<u>4283.</u>	Hetty's Little Copy Shop (Leaflets for HCN)	300.00
<u>4284.</u>	Monthly salaries (LGA 1972 s112)	2623.39

Replacement cheque (lost in post) approved in September

<u>4285.</u>	SALC – Chairman & Leadership course (cheque lost in post)	220.00 + vat
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Bank & Cash Balances at 1st November, 2019

Current 728	£146,351.25
Unity Trust	£70,134.41
Community A/c	£5,289.42
Business Reserves 017	£92,581.28
Petty Cash	£69.88

The meeting was closed at 8.40