

Present: Councillors;

Tony Allen, Ben Chadwick, , Peter Dutton, Anne Fleming, Rosemary Lewis, Karen Prime, Jill Reece, David Thomas, David Wollweber (Chair).

In Attendance: N Rees (Town Clerk) District and County Cllr Tony Goldson (arriving later as noted), 5 members of the public.

Minutes

1. Apologies: Cllr Tony Allen, Cllr Annette Dunning, Cllr Maureen Took, Cllr Jackie Wagner, District Cllr Alison Cackett
2. Declarations of interest: Non-pecuniary interests: Cllr Wollweber for item 19, Cllr Lewis for item 19.
3. Minutes: The minutes of the monthly meeting held on 6th January, 2020 was accepted as a true record with the amendments that under 7a; Cllr Prime was elected as deputy lead councillor for Youth Development and 7b; Cllr Dunning attended the Christmas Meal not Cllr Dutton.
4. Matters arising from the Minutes: Cllr Dutton chased up progress on the river survey and asked for clarification on whether the Chair should be working with Bungay's Town Reeve or the Chair of the Council and what was difference between the two roles. Cllr Thomas advised that the Reeve was more of an honorary role. Cllr Dutton also confirmed that he wished to withdraw from the Highways Self Help training scheme as it was quite intensive and aimed more at traffic control.
5. Chair's Report: The Chair reported that he had attended a recent Neighbourhood Plan meeting which was designed to inform those present on their current progress. The Chair reported that it had been a very useful discussion and he congratulated the group on how much they had achieved and how it looked to be very much in sync with the aspirations of residents and the Council's own views. The Chair also represented the Council at the funeral for the late Reverend Rennard. The Chair also wished to draw attention to the last monthly meeting which had been especially difficult due to the time wasted on seemingly trivial matters. The Chair reminded councillors that the primary purpose for the monthly meetings was to decide on matters, which would ordinarily have been previously debated at committee or working group meetings. The Council was very fortunate to find itself with more resources and opportunities than it had experienced for a long time. There were also many experienced and talented people on the council so the Chair called for understanding and urged everyone to work harmoniously together to achieve the best outcome for the town.
6. Public Session: [15 minutes on matters relating to the town] A resident reported that the footpath adjacent to the railway line from Norwich Rd to Bungay Rd had a build-up of leaves and mud on the slope and was potentially dangerous. The Clerk would report this to SCC Highways.
7. Reports on meetings and events attended by Council representatives: The Chair reported on the recent public meeting at the Rifle Hall where they were gathering ideas to

increase the revenue and keep the hall open, at least in the short term. The future was still uncertain but the trustees intended to engage in discussions with the Council and other groups along the way. Cllr Reece attended a Community Asset seminar. Cllr Reece also reported that she had managed to get the broken gate at the Station repaired and they had repaired it the following day. Cllr Thomas attended a SALC (Suffolk Association of Local Council) board meeting and also the Waveney forum meeting. Of note was the successful proposal from Aldeburgh Town Council that SALC requests that another environmental impact assessment is undertaken with regard to the Wind Farm and Sizewell proposals. Also high on the agenda was how many parishes were experiencing similar frustrations with ESC's Planning decisions. Cllr Fleming also noted that SALC would be inviting representatives for WSC's Planning Department to a future meeting. Cllr Thomas also met with the League of friends of the Patrick Stead Hospital to get their views on the future of the building and he also attended a meeting at the Pear Tree Centre. Cllr Prime reported that she had attended a meeting with the organisers of the Ink Festival who were keen to look at ways they could work together with local businesses. Cllr Thomas, produced paperwork from Policies and Resources 1974 and accompanying letters suggesting that Waveney District Council had not owned the Rifle Hall at the time it was transferred, however he was not making any form of proposal on the subject but simply wished it recorded that he had given a copy of the documents to the Clerk.

8. District & County Reports: This item was deferred until Cllr Goldson arrived at the meeting but generally discussed under item 16.
9. Financial Matters:
 - a) The Council received and noted the report of the meeting held on the 13th January 2020.
 - b) To consider the recommendation that the Clerk investigates whether the Council should treat the CIL monies received as a separate fund which would be accessible by outside organisations and what rules or mechanism should be in place to determine the applications: It was agreed that the Council already had a grant application process in place up to £5,000, which could also utilise CIL funds and therefore an additional mechanism to apply for CIL funds was not necessary. The Council would consider applications over £5,000 for special purposes but the same grant application process would apply.
 - c) To consider the recommendation that the Mencap area of the Station Building is provided for the use of Halesworth & District Museum for the amount necessary to cover the costs of the rent, insurance and dilapidation: Mr Brian Howard attended the meeting to answer any questions that may arise. Mr Howard assured the Council that the Museum had sufficient funds available to cover the cost of the rent. At the moment the Museum were working on the assumption that the lease would expire in 2025. If and when they were made aware of the possibility of extending the lease they would look at improvements to the building, creating a new opening, etc. It was noted that the space had not been offered to other organisations but it had been known for some time that the Museum had been keen to take over the extra space when it became available. Several Councillors spoke with high regard for the Halesworth & District Museum and recognised it would greatly benefit from the extra space and subsequently enhance the attraction for visitors to the Town. It was then RESOLVED that the Council approved the proposal that the Halesworth & District Museum takes over the lease of the former Mencap area for the amount necessary to cover the costs of the rent, insurance and dilapidation (£477 on 2019 figures – to be adjusted when the new rates are available). Cllrs; Wollweber and Lewis abstained as they were trustees of the Museum.
10. Community Infrastructure Levy/Town Projects: At an informal meeting on Monday 13th January, councillors were asked to put forward suggestions for town projects which could also include projects not covered by the CIL categories and to vote for them in order of importance. It was then RESOLVED that the entire list of suggested projects was adopted by the Council, but it was noted that other ideas that were not on the list would also be considered, and it was also agreed that the list would be put on the website.

11. Communications Committee: The Council received and noted the minutes of the meeting held on the 20th January, 2020. Cllr Dutton suggested that the Committee may wish to contact the Practice Manager rather than the PPG to determine whether appointment times had improved at Cutlers Hill Surgery.
12. CCTV Working Group: To receive any updates: Cllr Prime gave an update on the current situation, exact locations of the equipment were now confirmed and now the group would seek the necessary agreement in writing from the property owners.
13. Planning Committee: To receive a report on the meeting held on Monday 20th January, 2020. Cllr Dutton reported on the last meeting and also drew attention to an application DC/19/4795/FULL which had been recommended for approval. However the Architect had been in contact to inform the Council that the Planning Officer intended to refuse it. It was agreed that Cllr Dutton would meet with the Architect to determine the reasons and the Planning Committee could then consider whether it should be 'called in' for ESC's Planning Committee to decide.
14. Neighbourhood Plan Steering Group: The Council received and noted the report on the meeting held on the 15th January, 2020 and the 28th January, 2020. Cllr Thomas asked if the minutes could include who was present and also that the acronyms used should include the full name of the abbreviation within the minutes.
15. Maintenance: No matters to consider
16. Correspondence: Hill Farm Road: It was noted that a resident had written in about the damage to the Hill Farm Road kerbs again. Cllr Reece explained that the Developers had put out heavy duty kerb protectors as requested but one or two larger vehicles had still managed to go up on the grass bank and some of the kerb protectors had ended up in the road. The site manager had advised that if residents saw this occurring they should take a note of the registration number and report it to the Police. The Developers confirmed that as a matter of course, they would repair all the damage to the grass and kerbs at the end of the build programme. The Clerk would relay this information to the resident.

Buses: Cllr Prime reported that several residents were complaining about the bus connections between Norwich and Halesworth where passengers needed to change buses in Bungay. There had been several incidents reported of buses leaving before passengers had a chance to swap buses. Cllr Chadwick also reported that he knew of students that were catching an earlier bus to avoid missing the connection even though this meant a long wait in Bungay. A resident at the meeting also confirmed that she had experienced the same problem and had to pay for a taxi home. It was agreed that Cllrs Fleming and Lewis would raise this matter with the transport group, ESTA. The Clerk would write to Mary Evans of Suffolk County Council and also the bus companies. It was not clear if Suffolk County Council was responsible for either of the routes but the Clerk would investigate.

Parking: It was reported that East Suffolk Council were considering a new parking proposal at the Cabinet meeting on Tuesday 4th February that involved ½ hour free parking (via the Ringo App only) throughout the region but with some exceptions, most notably the Thoroughfare car park. District Cllr Tony Goldson had just arrived at the meeting and reported that he had strongly objected to the concept that ½ hour free parking could only be accessed with a phone app. However, the Town Council were also concerned with the lack of any free parking in the Thoroughfare. Cllr Prime suggested that half an hour was not sufficient time to get from the other car parks to the town centre, visit shops and get back again.

17. Items for the Website/Noticeboard/Newsletters/Library: Bus timetables, Foodbank information, CIL/Town projects list, Link to Derek Newby's book.
18. Accounts for Payment: The following accounts were approved for payment.

<u>4282.</u>	Edgar Sewter School – 2 x hire of hall (N-Plan & APM) LGA1972 s.133	107.25
<u>4283.</u>	Oxblood Molly Grant – approved at the Finance meeting (LGA 1972 s144)	250.00
<u>4284.</u>	EPS Transfers – 1 x Mesh banner	175.00 + vat

DD/Standing Orders:

<u>4285.</u>	Monthly salaries (LGA 1972 s112)	2623.39
<u>4286.</u>	Barclays Bank Charges (LGA 1972 s111)	8.45
<u>4287.</u>	EDF Electricity – Market Place no 1 (Food Act 1984 s50)	1.21
<u>4288.</u>	EDF Electricity – Market Place no 2 (Food Act 1984 s50)	18.42
<u>4289.</u>	EDF Electricity – Market Place no 3 (Food Act 1984 s50)	12.76
<u>4290.</u>	Wave (NWG Business)– Saxon Allotment Water (6 months)	48.59
<u>4291.</u>	Wave (NWG Business)– Swan Lane Allotment Water (6 months)	116.06
<u>4292.</u>	Wave (NWG Business)– Bedingfield Allotment Water (6 months) (Small Holdings and Allotment Act 1908 s23)	37.21

Bank & Cash Balances at 31st January, 2020

Current 728	£138,351.23
Unity Trust	£60,887.46
Community A/c	£5,292.06
Business Reserves 017	£92,627.44
Petty Cash	£69.88