

DRAFT

Present: Councillors;

Peter Dutton, 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: Cllrs; Tony Allen, Anne Fleming, Annette Dunning,
2. Declarations of interest: Non-pecuniary interests; Cllr Lewis for 9 (d), 16 (c), Cllr Prime for 9(b)
3. Minutes: The minutes of the monthly meeting held on 3rd February, 2020 were accepted as a true record with the amendment that under item 7; Cllr Thomas provided documents from Policies and Resources 1974 and associated letters.
4. Matters arising from the Minutes: Cllr Reece reported that the barriers on the Hill Farm road entrance appeared to be working and keeping the vehicles off the verges.
5. Chair's Report: The Chair reported that he had attended a meeting at the Youth Club and had included a written report. The Youth Club was currently not active as the Youth Club leader had other pressing personal matters to attend to but it was hopeful that the club would be back to normal soon. The Chair hoped that the Council would be able to provide more support for the Youth Club, perhaps to help find more volunteers and other ideas such as Cinema Club nights. The Chair reminded councillors of the next Community Partnership meeting and hoped there would be the HTC representatives would be able to attend. The Chair has also been making efforts to draw attention to the need for free disabled parking close to the town. The Chair supported the Planning Committee's efforts to express the Council's concerns with East Suffolk Council's current planning process and asked that Cllr Thomas as SALC representative and Chair of the Northern Area Forum was copied in to correspondence with ESC. The Chair wished councillors to consider the best way to review ideas and projects for the CIL funds.

It was then RESOLVED that there would be a CIL Working Group formed and this would meet monthly prior to the Finance Committee meeting at 5.45pm. It was later RESOLVED that the members of the group would include the whole Council.

6. Public Session: [15 minutes on matters relating to the town] Mrs Janet Huckle reported on the new cotton carrier bag that the group had designed and provided a sample for the Council. Mrs Huckle also reported that there was a meeting at the New Cut Arts Centre about Sizewell C on Tuesday night. Mrs Thomas asked whether the Council would provide bus timetable for the bus shelters. It was agreed that the clerks would organise this after the shelters had been professionally cleaned. Mr Gray, representing Halesworth Area Community Transport, reported that he had been in correspondence with various parties including the Clerk and ESTA, regarding getting an expression of interest lodged for the Suffolk County Council's £587K fund, which was earmarked for rural transport and better bus services. The

bus services for many of the local villages had all but disappeared and better bus services would bring more people into the town. It was agreed that the Clerk would liaise with local councils and write to SCC to request that some of this funding was spent in the local area.

Reports on meetings and events attended by Council representatives: Cllr Took reported on the Day Centre AGM which had been very positive. Cllr Lewis has provided a report on the recent ESTA (East Suffolk Travel association) meeting which among other matters also recommended a letter be sent as noted under item 6. Cllr Lewis also reported on Twinning matters and that they had arranged for the 'Stables' to be available for the visitors from Eitorf and Bouchain for the whole Day of Dance. Cllr Lewis would contact the organisers of the Day of Dance to see if they felt more advertising was required for this event. More Twinning events were on the calendar; the Spring Fair at Eitorf on the 25th & 26th of April, Biennial visit to Bouchain 13th & 14th of June and the 45th Anniversary Bouchain-Eitorf in Bouchain on the 5th & 6th of September. Twinning members and members of the public were able to attend these events if they paid for the transport, the accommodation was free.

7. District & County Reports: To receive any reports.

8. Financial Matters:

- a) The Council received and noted the report of the meeting held on the 17th February, 2020.
- b) To consider the recommendation that the Council approved the Elephant Wi-Fi scheme for the town at no cost for a period of three years. The Council noted that the proposal would not involve any costs for a three year period as this was funded by ESC. However the Council were aware that after this period the cost would be in the region of £6,000 for the free Wi-Fi and the 'GEO sense' software and equipment which enabled anonymous tracking of visitors to the town via their mobile phone signal. The Clerk has been in contact with Framlingham as the town had 6 months experience with the system. The feedback was generally positive but it was noted that it had taken up considerable time in various meetings and training. Framlingham Town Council were currently responsible for the scheme but had plans for the business community to take over and fund the project at a later date. Cllr Dutton was keen that Halesworth should take a similar approach and involve the businesses and traders, who would benefit the most from the data and the free Wi-Fi. It was RESOLVED that the Council approved the two schemes for the town and would initially head up the arrangements but funding the project in the future would need to be decided.
- c) CIL: To consider the Finance Committee's recommendation that an informal group should meet before the Finance meeting every month at 5.45pm. All councillors would be invited to attend. This had been amended and agreed under item 5.
- d) To consider the Committee's recommendation that the Council takes on more responsibility for providing assistance for events involving our twin towns of Eitorf and Bouchain and to create a reserve at the end of this financial year to allow for any future engagements and also to include a line in the budget when this reviewed in November 2020. Cllr Lewis explained that the Council may have to provide more support for Civic events in general and in particular for the Twinning events. Currently it was being arranged mainly by a husband and wife team but the Council needed to consider future arrangements to keep the relationship going. Cllr Thomas advised that historically the Town Council had a much closer involvement in Twinning affairs and he would welcome a funding stream for this purpose as well as a general fund for Civic Events. The Chair was also keen to ensure that the Council took on more responsibility for these events. It was then RESOLVED that the Council approved a Civic Reserve and a Twinning Reserve from this year's accounts and that the appropriate budget lines would be added in the next budget review in November 2020.
- e) Additional bank signatories required. It was RESOLVED that Cllr Thomas would be added to the bank signatories.

9. CCTV Working Group:
- a) To consider approval of the revised quotation for CCTV for the Thoroughfare & Market Place only. Cllr Prime and Cllr Dutton reported on recent developments and explained that the CCTV originally planned for the park entrances were problematical due to trees in the line of sight and the fact that additional planning permission was required (as HTC did not own the land). It was felt that this was holding up the CCTV for the town and so the group had decided to tackle the park areas later in phase 2 of the project. It was then RESOLVED that the Council approved the revised quotation HS407 dated 21st February at £19,451.35 + vat and an annual service charge of £880 + vat.
 - b) To consider approval of the costs for the planning applications required for the above. It was noted that the planning applications were £117 each and it was calculated that five applications would be needed but was subject to advice from ESC. It was RESOLVED that the Council approved the costs of £117 per planning application as required.
10. Planning Committee:
- a) The Council received and noted the report on the meeting held on Monday 28th February 2020. Cllr Dutton gave further details on the applications decided at the meeting. Cllr Dutton also drew attention to the frustration that the members felt towards the new referral process. In the past the Town Council had the option, on applications that it felt strongly about, to request that it is considered by ESC'S Planning Committee. But recently ESC had introduced a Referral Panel and this had the power to send the application back to the officer to make the decision. Potentially this removed all opportunity for public representation at the Planning Committee meetings. Cllr Dutton reported that the Committee had agreed that two letters should be written one on the referral process itself and one on the applications; Miles Ward Court and Bedingfield Crescent, which were affected by this new referral process (as noted in the minutes).
 - b) Update on Miles Ward Court: It was noted that HTC had recommended refusal on planning grounds and also relayed to ESC the history, sensitivity and importance of the property and its purpose to encourage small business opportunities to develop. However, this application was in danger of being decided by an officer who probably had very little understanding of the importance to the town. The Clerk and Cllr Thomas had both conducted research into the transfer of ownership to Foundation East. The exact reasons for gifting the property to Foundation East remained unclear but the Council were of the opinion that morally the company should not make a profit from developing the land for retirement homes. It was RESOLVED that the Clerk would write a letter outlining the history and giving reasons why the Town Council were strongly opposed to this application.
11. Neighbourhood Plan Steering Group: The Council received and noted the report on the meeting held on the 18th February, 2020
12. Environment Committee:
- a) The Council received and noted the minutes of the meeting held on the 24th February, 2020
 - b) It was RESOLVED that the Council approved the Terms of Reference.
13. Standing Orders: To review the current Standing Orders. The Clerk advised that the Council should consider reviewing the latest NALC Model Standing Orders with a view to amending them as necessary. However this would be a time consuming process and should therefore be a more suitable project for after the new financial year. In the meantime the Clerk had updated the existing HTC Standing Orders with amendments to the public works contracts and it was RESOLVED that the Council approved the Standing Orders with no other amendments.
14. Maintenance: Bus shelters. The Clerk reported that he had obtained prices for cleaning and mould treatment of the Perspex bus shelters owned by the Council on Saxon Way, Bramble

Way and Dukes Drive. The first mould treatment and cleaning cost was £340 but thereafter subsequent visits (twice a year) would be much less. The Clerk had also been advised that some of the shelters needed re-painting and the initial estimate was £350. It was RESOLVED that the Council approved the cost of the treatment and cleaning but would review the painting once the cleaning was completed.

15. Correspondence:

- a) Notification of road closure (Antique's Street Fair). It was noted that the organiser adhered to all the necessary requirements for the event. However Cllr Thomas requested that the Clerk asks if all the proceeds from the Antiques Street Fair went to charities as he believed this was the primary purpose of the event when it was set up originally. Cllr Prime also noted that other traders had asked a similar question and felt that the Council should find out. It was then RESOLVED that the Council instructed the Clerk to write to Black Dog Events to pose this question.
- b) Concerns over pollution from Lloyds Mobile Bank. The Clerk reported that a resident had made a complaint that the Lloyds Mobile Bank vehicle left its engine running and was polluting the public footpath beneath the underpass. It was agreed that in this time of environmental sensitivity this was not acceptable. District Cllr Tony Goldson requested a copy of the resident's complaint so that he could investigate further.
- c) Old Print Works – contact details for bookings. Cllr Lewis explained that Halesworth & Blyth Valley Partnership, who leased the building, did not an email address or contact number suitable for bookings. Cllr Lewis was prepared to deal with enquiries but thought it was not appropriate to use her own Council email address. The Clerk's office did receive enquiries from time to time for bookings and were willing to forward on details to Cllr Lewis. It was then agreed that a notice could be put up outside the Old Print Works with the Clerk's contact details but an explanation that the Council were not responsible for the building or for bookings but were willing to forward on any enquiries.

16. Items for the Website/Noticeboard/Newsletters/Library. It was agreed to try another call for members of the Environment Committee and also an advert in the HCN for residents to report any problems with the bus service to Norwich.

It was agreed to extend the meeting by 15 minutes.

17. Accounts for Payment: The Council approved the following accounts for payment:-

<u>4282.</u>	N Rees – Parcel Force collection of N Plan leaflets (paid by debit card)	90.00
<u>4283.</u>	Royal Mail – Distribution of N Plan leaflets (N Plan Grant)	500.00 + vat
<u>4284.</u>	Survey Monkey – Annual Subscription (N Plan Grant)	384.00
<u>4285.</u>	Kei Creative Print A5 N plan leaflets (N Plan Grant)	113.00
	All above Localism Act 2011	
<u>4286.</u>	Mustard Ltd – Website certification (LGA 1972 s.144)	120.00 + vat
<u>4287.</u>	EPS Transfers – Mesh Banners (GPoC)	700.00 + vat
<u>4288.</u>	E & E Hurren Builders - Preparation for damp proofing and re-decorating costs	
	Station building (Mencap Area) (GPoC)	999.00 + vat

DD/Standing Orders:

<u>4289.</u>	Monthly salaries (LGA 1972 s112)	2623.39
<u>4290.</u>	BT Telephone & Broadband (LGA 1972 s111)	176.04 + vat
<u>4291.</u>	Barclays Bank – Bank charges (LGA 1972 s111)	8.10

Bank & Cash Balances at 2nd March, 2020

Current 728	£135,459.98
Unity Trust	£58,331.01
Community A/c	£5,292.06

Business Reserves 017	£92,627.44
Petty Cash	£69.88



Under the Local Government Act 1972 Schedule 12a, the following item was held in camera and the public and the Clerk withdrew from the meeting.

18. Staff Reviews: The Council reviewed the salaries for April 2020 – March 2021 and the recommendations from the Finance Committee and the staff would be notified of the decision in writing.

The meeting was closed at 9.15pm