

MONTHLY COUNCIL MEETING HELD BY ZOOM VIDEO CONFERENCE

In accordance with (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

Present: Councillors;

Ben Chadwell, Tony Allen, Annette Dunning, Rosemary Lewis, Karen Prime, Jill Reece, David Thomas, Maureen Took, David Wollweber (Chair).

In Attendance: Nick Rees (Town Clerk) County & District Cllr Tony Goldson, Joyce Moseley and Charlotte Slater representing the Halesworth Neighbourhood Plan Steering Group, 3 members of the public.

Minutes

1. Apologies: Cllr Anne Fleming.
2. Declarations of interest: To receive non-pecuniary interests; Cllr Prime for item 17.
3. Minutes: The minutes of the monthly meeting held on the 5th October, 2020 and the minutes of the Extraordinary meeting held on the 12th October was accepted as a true record.
4. Matters arising from the Minutes: Cllr Dutton asked whether there had been a response from East Suffolk Council on the residents parking permits. The Clerk had received a reply from Cllr Brooks, which he would circulate again as some members couldn't recall seeing it, but in essence ESC claimed that there was no need for an impact assessment as the changes were not significant. Cllr Dunning informed the members that ESC were due to review the parking orders and recommended that HTC or one of the District Councillors makes representation on behalf of the Council and the residents. Cllr Dunning wished it noted that some residents were significantly disadvantaged by these changes, particularly the elderly, those with either limited or no computer skills or internet access and those without cars. It was then RESOLVED that the Clerk would ask ESC how long the permits had been assigned to houses before the changes took place and also would find out when the review was taking place so that HTC could make representation.
5. Presentation by Halesworth Neighbourhood Plan Steering Group: The Council received and noted the written briefing report. Joyce Moseley, Chair of Halesworth Neighbourhood Plan Steering Group, presented an update on the group's progress. The group were now in the process of distributing a leaflet to all the residents to collect feedback on the visions and objectives. There followed a question and answer session with Council members.

Joyce Moseley, with reference to an information gathering initiative on the open spaces by the Environment Committee, requested a copy of the questions being asked to ensure there was a consistent approach.

The Chair thanked Joyce Moseley and Charlotte Slater for attending the meeting and making the presentation and looked forward to reviewing the draft plan in due course, which the group hoped to have completed by March 31st, 2021

6. Chair's Report: During October the Chair reported that he had attended several Zoom meetings regarding the Miles Ward Court and Chediston Street prior to ESC's Planning Committee meeting.
The Chair wished it noted that he was disappointed with the content of some of the emails over the weekend and questioned whether there was a need to send email late at night. The Clerk has subsequently put forward some ideas on how to limit the number of emails for both the Councillors and the Clerks which would then be considered under item 6.
The Chair reported that there would be another Covid-19 Group meeting on Wednesday and he would inform the members of any new developments. In the meantime, the Chair requested that members put forward any new ideas that they thought could improve the response from HTC during this second lockdown period.
7. Public Session: [15 minutes on matters relating to the town] A member of the public wished to thank the Council and the Halesworth Volunteer Centre on its response during the last lockdown and also all the businesses that provided such a wonderful job providing vital home delivery services to the residents. The same resident asked what now happened with the supermarket application and was there any opportunity for residents to make further comments. Cllr Goldson confirmed that this was currently an outline application but once the full application was received it would then go to ESC's Planning Committee to decide and members of the public would then have another opportunity to make their comments.
8. Email Policy: To consider adopting an email policy – see draft document: The Council received and noted the document by the Clerk suggesting ideas to reduce the number of emails. Cllr Dutton suggested that the 4th and 5th bullet points may need to be re-worded to make it clearer to understand. It was then RESOLVED that the Council was in agreement with the document but referred the final wording of the policy to the Communications Committee and asked that reference should also be made to the Suffolk Code of Conduct.

Cllr Chadwick joined the meeting.

9. To receive written reports on meetings and events attended by Council representatives: The Council received and noted the report from Cllr Fleming on the response to a letter sent regarding resignations of Halesworth Community Sport and Leisure (non-council appointed) trustees. It was noted that Cllr Fleming, the only current council appointed HCSL trustee, was not present at the meeting and the Chair asked whether there were any comments or whether the Council wished to review this on Cllr Fleming's return. Cllr Dunning accepted the report but wished to know more about what had been going on and that she felt HTC had a duty of care even though the organisation was now different to the original HPFA. Cllr Thomas reminded the members that it was the Council who had decided to reduce the number of council appointed trustees from 5 to 2 but there was still an option available for more councillors to join if there was an interest to do so. At the last two occasions there had been no volunteers for the vacant trustee position and no councillors offered to become trustees at this meeting either. The Chair concluded that the internal workings of the HSCL was a matter for their trustees to resolve and although the Council had an interest, it did not have any authority to interfere and as there was no other councillors volunteering to become HCSL trustees, the meeting should continue to the next item.
10. District & County Reports: To receive any reports. Cllr Goldson reported that there were various emergency meetings being scheduled to react to the Government's new 4 week lock down which, assuming it had the backing of parliament, would commence on Thursday 5th November.

Cllr Goldson also enquired as to whether the Town Council wished him to start any negotiations on an additional ½ hour free parking in the Thoroughfare car park. Several members of the Council expressed their frustrations with ESC's new parking arrangements, in particular the lack of ticket machines in service, so queues were forming and people were just leaving in frustration. A lack of sanitisers and regular cleaning of the machines, the restrictions on a single ½ free parking per day on all the car parks meant parents were seeking other places to park, causing more issues elsewhere and finally the concerns over

the residents parking permits as previously mentioned. Cllr Goldson reported that he had tried to get action on these points with ESC but to no avail. Cllr Thomas proposed that the Council writes to the Local Government Ombudsman, this proposal was narrowly defeated but the Council instead RESOLVED that the Clerk contacts ESC to set up an urgent meeting with Kerry Blair, Cllr Brooks and/or others responsible to try and get some action.

11. Financial Matters: The Council received and noted the report of the meeting held on the 16th October, 2020.
12. Neighbourhood Plan Steering Group: The Council received and noted the report on the meeting held on the 22nd October, 2020
13. Planning Committee: The Council received and noted the report on ESC's decisions on Miles Ward Court and Chediston Street: Cllr Dutton reported on the recent decisions by ESC's Planning Committee, which had approved the variation to the Chediston Street application but had refused the application for Miles Ward Court to convert business units to residential. Cllr Dutton proposed and it was RESOLVED that he contacts East Suffolk Council and the Neighbourhood Plan Steering Group to ask for assistance to try and ensure that the units remain available for business use and furthermore that he contacts Foundation East, the owners of Miles Ward Court to offer any help and find out their future intentions.
14. Environment Committee: The Council received and noted the minutes of the meetings held on the 8th October, 2020

On the Chair's proposal, the meeting was agreed to be extended by 15 minutes.

15. ABP Committee: The Council received and noted the report on the meeting with Ben Woolnough held on the 21st October, 2020
16. Communications Committee: The Council received and noted the minutes of the meetings held on the 23rd October, 2020.
17. Thoroughfare Road Closure: To consider the proposed future arrangements from SCC: The Clerk reported that there had been no response to the question of whether SCC was supplying the planter boxes as their proposed alternative to the gate keeper. It was agreed that the responsibility for the closure in these current Covid-19 conditions ultimately lay with Suffolk County Council. It was therefore unnecessary to make any decisions at this time. However, Cllr Thomas proposed and it was RESOLVED that the Council asked the Clerk to write to the Chief Executive of Suffolk County Council outlining the issues that Halesworth Town Council had experienced regarding communications with SCC when trying to implement and follow the guidelines for social distancing and safer high streets.
18. Remembrance Day arrangements: It was noted that the Government had confirmed that limited outdoor arrangements would still be possible on Remembrance Sunday. The Chair would be attending a Covid-19 Group meeting on Wednesday and would let all the members know of any changes to the current plans.
19. Correspondence: None
20. Maintenance: Men's Sheds Allotment; the Council were not clear as to exactly what the Men's Sheds plans were for the allotment and as time was very limited this was deferred to the next Finance Committee meeting.
21. Items for the Website/Noticeboard/Newsletters/Library. The Clerk's would post any information or relevant news from the meeting.
22. Accounts for Payment: The following accounts were approved for payment:

<u>4555.</u>	B&B Skips – Saxon Allotments (Allotments Act 1908 s.23)	185.00 + vat
<u>4556.</u>	Allen’s Butchers – Relief Scheme (GPoC)	250.00

DD/Standing Orders:

<u>4557.</u>	Monthly salaries (LGA 1972 s112)	2623.39
<u>4558.</u>	EDF Electricity – Market Place no 2 (Food Act 1984 s50)	25.71
<u>4559.</u>	EDF Electricity – Market Place no 3 (Food Act 1984 s50)	19.25
<u>4560.</u>	Barclays Bank Charges (LGA 1972 s111)	7.40

Bank & Cash Balances at 2nd November, 2020

Current 728	£130,486.62
Unity Trust	£118,628.27
Community A/c	£5,296.07
Business Reserves 017	£92,697.62
Petty Cash	£71.83

The meeting was closed at 9.15pm