



**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;

Annette Dunning, Peter Dutton, Anne Fleming, Rosemary Lewis, Karen Prime, Jill Reece, Maureen Took (joined after item 15), Jackie Wagner, David Wollweber (Chair).

**In Attendance:** Nick Rees (Town Clerk), County and District Cllr Tony Goldson, 5 members of the public.

**Minutes**

**Part 1 Annual Meeting of the Council**

The current Chair, Cllr Dave Wollweber, welcomed everyone to the meeting and explained that after two challenging years he was ready to hand over to the next Chair. His last duty was to receive nominations for the role of Chair of the Town Council.

1. **Election of Chair and to receive the Chair's Declaration of Acceptance of Office:** Cllr nominated Cllr Lewis for Chair, there were no other nominations. Cllr Lewis confirmed that she was willing to accept the position. It was then **RESOLVED** with 7 to 1 votes that Cllr Lewis was elected as Chair and that the Council agreed that the declaration could be signed after the meeting.

The newly elected Chair, Cllr Rosemary Lewis thanked Cllr Wollweber and proceeded to the next item; to receive nominations for Vice Chair.

2. **Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office:** Cllr Lewis nominated Cllr Wollweber and Cllr Dunning nominated Cllr Prime. Cllr Prime was grateful for the nomination but declined as she was not able to fully concentrate on the role due to her current workload and responsibilities. Cllr Wollweber accepted the nomination and it was then **RESOLVED** with 7 to 1 votes that Cllr Wollweber was elected as Vice Chair and that the Council agreed that the declaration would be signed after the meeting.
3. **Apologies:** Cllr Took for arriving late due to internet connections issues.
4. **Register of Interests:** The Clerk reminded the members to update their interests online; if they had any difficulties with the login he would ask ESC to resend the details.
5. **Declarations of interest:** Non-pecuniary interests: Cllrs; Dunning, Dutton, Lewis, Prime & Wagner for item 15 as they were all council appointed trustees of HCSL and Cllr Fleming for item 15 as she was currently an HCSL appointed trustee.
6. **Minutes:** the Council received and noted the minutes of the Annual meeting of the Council held on 13th May 2019, approved on the 3rd June 2019 (No annual meeting held in 2020 due to Covid- 19) but was again accepted as a true record.

7. **Matters arising from the minutes:** None
8. **Election of Committee Members:** It was noted that former councillor Tony Allen had expressed an interest in staying on as a member of the Neighbourhood Plan Steering Group. The Clerk confirmed that this would be up to the group to decide at their next meeting. The Council wished to ensure there was at least one councillor on the group notwithstanding that the Chair and Vice Chair were both 'ex officios'

The Council agreed the following amendments:

Cllr Reece to join the Neighbourhood Plan Steering Group

Cllr Fleming left the Communications Committee

Sarah Butt was no longer a member of the Environment Committee

9. **Election of Working Group Members:** Jean Macheath was no longer on the London Rd Working Group
10. **To determine Council representation on Outside Bodies:** Cllr Prime was appointed as rep for the Town Centre Group; Irene Thomas was no longer a Library Observer.

## **Part 2 Monthly Meeting of the Council**

11. **Minutes:** The minutes of the Monthly meeting held on the 12<sup>th</sup> April, 2021 was accepted as a true record.
12. **Matters arising from the minutes:** None
13. **Chair's Report:** To receive a report for April 2021. Cllr Wollweber reported on his last month as Chair including the civic duties following the death of the Duke of Edinburgh and presenting the Tamsyn Imison Award to the winners; Halesworth Volunteer Centre. Cllr Wollweber would like the new Chair and Council members to review the roles and responsibilities for chairs and members of the Council in the future. He also felt that decisions by the Council should be accepted by all members regardless of how they voted and this should be reflected in any personal social media posts they make. Cllr Wollweber was keen that the Four Year Plan remained in place as it was still very relevant. Cllr Wollweber was also hopeful that the town could at last benefit from social housing and housing that was actually affordable for local people who live and work in the town. Lastly Cllr Wollweber thanked all the members and the clerks for their support during his chairmanship.

The Chair thanked Cllr Wollweber for his valuable contributions over the last two years during a very difficult period.

14. **Public Session:** [15 minutes on agenda items] Simon Thackray wished to congratulate Cllr Wollweber on how well he had managed the last monthly meeting when a very large number of residents joined the meeting for the HCSL item. He would also like to apologise for becoming emotional at the last meeting but feelings had been running high. Mr Thackray wished to thank the Council for all their support, in particular those councillors who had stepped up to the breach and become council appointed trustees and who had in a very short time affected a complete sea change. Lastly Mr Thackray wished to thank Cllr Fleming, who had been working away behind the scenes to help with the transition, but had been subject to some unfair and misleading comments on social media. Another resident wished to express concerns over the Neighbourhood Plan Group's remit and that the group were holding discussions with a free school and various developers with regard to land in the town and the resident felt there had been a lack of consultation. The resident also wished to ask how the Patrick Stead Hospital building could be saved and finally whether the Council could continue to hold meetings with some form of online participation.

15. **Reports on meetings and events attended by Council representatives:** HCSL update and any other reports or updates on meetings that are not already on the agenda. Cllr Dutton reported that all the HCSL trustees had now resigned except for Anne Fleming who was helping them with the transition. Councillors had now taken the roles of Chair, Treasurer and secretary but this was meant to be a temporary solution and it was hoped more independent trustees would come forward. There was currently four clubs represented and the last one would follow shortly. A press release with more details would be released shortly.
16. **District & County Reports:** There were no reports.
17. **Council meetings in public from May 17<sup>th</sup>, 2021:** To consider the arrangements and timings of council meetings after May 17<sup>th</sup> 2021 when meetings must take place in public places. It was agreed that the clerk would investigate other larger venues for a public meeting in June (date to be confirmed) and that a short Finance Committee Meeting would precede the monthly meeting on the same night.
18. **Finance Committee:** There were no meetings held in April. Next meeting TBC.
19. **Audit: To receive and approve the following:**
  - a. The Council received and noted the internal Audit report conducted by SALC for 2020- 2021. The Clerk noted that there was a recommendation for the Council to consider working towards compliance of the Transparency code 2015 for councils with an annual turnover of £200k or more, although the turnover was under this figure at the moment it was getting closer every year. The Finance Committee would consider this at a later date. Cllr Dutton wished to congratulate the Clerk for another successful internal audit
  - b. The Council received an executive summary of the end of year accounts and had also received a detailed list of all the year's transactions.
  - c. Section 1: (Annual Governance Statement) of the audit submission for 2020 – 2021 to PKF LittleJohn LLP Accountants to be signed by the Chair (post meeting). It was **RESOLVED** that the Council approved Section 1 of the Audit Submission and agreed that the Chair could sign this after the meeting
  - d. Section 2: (Accounting Statements) of the audit submission for 2020 – 2021 to PKF LittleJohn LLP Accountants to be signed by the Chair (post meeting). It was **RESOLVED** that the Council approved Section 2 of the Audit Submission and agreed that the Chair could sign this after the meeting.
20. **Planning Committee:** Cllr Dutton reported on three minor applications that were approved since the last meeting.
21. **Community Land:** To consider any options or ideas on investing in land for community use. It had been suggested that Badger Homes may be looking to sell the land off Saxon Way, which would also include the land set aside for community use, possibly for some form of retirement village. It had been suggested by a former councillor that this may be an opportunity for the Council to purchase the land. It was then **RESOLVED** that the Clerk would investigate further.
22. **Environment Committee:** The Council received and noted the report on the meeting held on the 31<sup>st</sup> March, 2021 (deferred from the last meeting).
23. **Neighbourhood Plan Steering Group:**
  - a) The Council received and noted the report on the meeting held on the 21<sup>st</sup> April, 2021 and the 17<sup>th</sup> March, 2021 (deferred from the last meeting). Under item 4 of the March report Cllr Dunning wished to point out to the Council that the Environment Committee had not accepted the Environment Agency's flood risk assessment of the town. Under item 6 Cllr Dunning disagreed that a consultation with HTC had taken place, it was an informal meeting and a presentation rather than a consultation.
  - b) To consider feedback to the presentation of the introductory sections of the Neighbourhood Plan and the first stage of the Connectivity survey held on Tuesday 23<sup>rd</sup>

March via Zoom: Cllr Wollweber acknowledged that, in his opinion, the group had done a very good job on the first part of the plan. It was suggested that councillors could also give feedback by email which the Clerk would pass on to the group.

24. **Annual Parish Meeting:** To receive a report on the APM held on the 29<sup>th</sup> April, 2021. The Clerk had not managed to write up the meeting but reported that there were no actions from the meeting but the Council and residents had met the new Communities Officer, Sam Kenwood, who in a relatively short time, had accumulated considerable experience dealing with younger people.
25. **Correspondence:** None
26. **Items for the Website/Noticeboard/Newsletters/Library;** Councillor photos to be updated, advertise the vacant council positions (in a positive upbeat manner) and provide the HCSL report on FB etc.
27. **Accounts for Payment:** The Clerk drew attention to the two items which had not been officially approved yet for payment, namely the donation of £423 from the remainder of last year's Chair's allowance to the Community Larder as requested by Cllr Wollweber and the agreement to help fund the HACT bus on the second phase of vaccination runs to Reydon. The Council approved these additional payments and the following accounts for payment.

<b>4610.</b>	Information Commissioner's Office – Registration Data Protection Regs 2018	40.00
<b>4611.</b>	SALC Annual Subscription (LGA 1972 s111)	1,114.00 + vat
<b>4612.</b>	SALC Internal Audit (LGA 1972 s111)	381.25 + vat
<b>4613.</b>	N Rees – Zoom monthly subscription (November) (LGA 1972 s111)	11.99 + vat
<b>4614.</b>	Joyce Moseley - Zoom monthly subscription N Plan (localism Act 2011)	11.99 + vat
<b>4615.</b>	Groundwork Grant repayment (NPSG)	431.84
<b>4616.</b>	Halesworth Business Group (Town Centre Grp) balance of ESC grant	1,100.50

[Grant funds held for the group by HTC, now the group is constituted as Halesworth Business Group with their own bank account the funds can be transferred] (GPoC)

<b>4617.</b>	East Suffolk Council – Allotment rates (Bedingfield) (LGA 1972 s133)	5.00
<b>4618.</b>	East Suffolk Council - Skatepark lighting contribution	540.00 + vat
	LG Misc. Provisions Act 1976 s19	

**Approved at the meeting**

<b>4619.</b>	Community Larder – donation from unspent Chair's allowance	£423.00
<b>4620.</b>	HACT Emergency fund (agreed Jan, 21 monthly meeting minute ref 54.8)	£1,000.00

**DD/Standing Orders:**

<b>4621.</b>	Monthly salaries (LGA 1972 s112) April	2,820.31
<b>4622.</b>	LGPS Pension April	1,016.01
<b>4623.</b>	EDF Electricity – Market Place no 3 (Food Act 1984 s50)	25.00
<b>4624.</b>	EDF Electricity – Market Place no 2 (Food Act 1984 s50)	31.00
<b>4625.</b>	Barclays Bank Charges (LGA 1972 s111)	7.05

**Bank & Cash Balances at 30<sup>th</sup> April, 2021**

Current 728	£128,619.14
Unity Trust	£167,157.02
Community A/c	£5,296.33
Business Reserves 017	£92,702.24
Petty Cash	£58.34

The meeting was closed at 8pm.