



**MONTHLY COUNCIL MEETING HELD IN THE DAY CENTRE, HALESWORTH
And remote viewing provided via Zoom**

Present: Councillors;

Annette Dunning, Peter Dutton, Anne Fleming, Rachel Kellett, Rosemary Lewis (Chair), Joyce Moseley, Karen Prime, Jill Reece, Maureen Took, David Wollweber (Vice-Chair).

In Attendance: Nick Rees (Town Clerk), 1 members of the public, 1 attendee on zoom

Minutes

1. **Apologies:** Cllrs; Jackie Wagner, James Hewett, District Cllr Alison Cackett and District Cllr Tony Goldson.
2. **Declarations of interest:** Non-pecuniary interests; Cllr J Moseley for item 19
3. **Minutes:**
 - a) The minutes of the Monthly meeting held on the 21st June, 2021 was accepted as a true record.
 - b) The minutes of the extraordinary meeting held on the 22nd July, 2021 was accepted as a true record.
4. **Matters arising from the minutes:** Cllr Dunning asked if the Clerk could seek permission for voluntary litter pickers to access the site off Saxon Way. Cllr Prime reported that the Beccles & Bungay had a feature on the Planning application for 80 assisted units off Norwich Rd, she would share the link with the Council.
5. **Chair's Report:** The Chair reported that she had attended the Neighbourhood Plan meeting on the 30th June and reminded councillors to attend the next meeting on Wednesday 28th July if at all possible so that they would be able to understand the Plan when it was completed and presented to the Council. The Chair reported that she had stepped down as the treasurer for Halesworth Community Sport & Leisure, more on that under item 8 & 9. The Chair has sent a letter of regret and condolence to Eitorf for the recent flooding in Germany. Eitorf was not directly affected but had sent emergency services to the area.
6. **Public Session:** [15 minutes on agenda items] a resident expressed concerns about the current situation with parking outside the Edgar Sewter School and especially the planned increase to the school which would no doubt make matters worse. The problem was being created by the staff at the Police Station who were taking up all the dropping off spaces so vehicles were being forced to park on the pavements and grass areas. Parents from outside the town had very few options but were trying to use other streets, Mill Hill Drive, The Avenue, etc. Has there been a study of how many children need to come by car and where they art, etc?

Cllr Moseley reported that the Neighbourhood Plan Group would be including proposals to make this situation safer for children and had been in discussions with Sharon Payne of SCC who was leading on the transport plan, which form an integral part of the expansion to the school.

7. **Training:** To receive councillor's feedback on the training night held on the 20th July and to consider forming a working group to explore the suggestions and to make recommendations to the council: The Chair invited comments from the councillors on the recent training night. In general, the councillors were positive about the experience and the ideas for streamlining the council's decision making process. A working group would be needed initially and whilst the Chair was clear this was open to all councillors, it was agreed that a smaller group would be more effective at this stage and that this group should also include Karen Forster and the Clerk. It was **RESOLVED** that a Working Group would be set up to explore this further and bring back recommendations to the Council. The members of the group would be Cllr Lewis, Cllr Wollweber, Karen Forster and the Clerk
8. **Committees, Working Groups & Reps on Outside Bodies:** To receive any requests from the newly appointed Town Councillors for membership of committees, working groups and reps on outside bodies and to review any other amendments: The following amendments were **agreed:** Cllr Kellett joined the Environment Committee, Cllr Moseley joined the Planning Committee, Cllr Dutton left the People & Places WG and also left the Finance Committee, Cllr Reece left ESTA representatives.
9. **Reports on meetings and events attended by Council representatives:** Cllr Prime gave a report on the HCSL and confirmed that she would be sharing the secretary duties with Claire Chenery, Kelly Waters was the new Chair and Jodie Ling the new treasurer. There was now a full complement of trustees; 5 from the Town Council, 5 from the clubs and 3 independents. As originally agreed; the council-appointed trustees would be taking a step back now that the charity trustees were all working cooperatively together but they would all be staying on for the time being. Cllr Reece reported briefly on the meeting with the Environment Agency and confirmed that the EA would be loaning a time-delayed camera for the bi-monthly river reports being undertaken by Martin Dominic.
10. **District & County Reports:** County Cllr Annette Dunning gave a report which included the following information; the County would not rule out considering London Rd (North of the Roundabout) as a 20mph zone, acknowledgement that works to overgrown pathways was currently behind schedule and advised that it was perfectly acceptable for residents or volunteers just to trim overhanging brambles with secateurs, etc. Cllr Dunning was aware that there was an issue with water run-off on Walpole Road. Cllr Dunning reported on the concerns over the new H&S regulations which would have a significant financial effect on the Festive Lights, it was hopeful that this regulation would not be required this year. Cllr Dunning had put the local electrician in touch with the relevant contact at Suffolk County Council. Cllr Dunning also wished to make the Council aware that she had received complaints about the parking issues in Halesworth. Cllr Dunning was also chasing up the temporary planters for the Thoroughfare. Cllr Wollweber asked about the possibility of a brown tourist sign on the A12 and wondered how Saxmundham had managed to obtain one. Cllr Dunning explained that Saxmundham had paid for the sign. Cllr Dunning also explained that she had a locality budget but had to be managed over 4 years and several parishes.
11. **Finance Committee:**
 - a) To receive the report of the meeting held on the 5th July, 2021.
 - b) To consider a replacement accounts program. The Clerk reported that the current desk top version of the accounts program was no longer supported and may stop working at some point, it was also aimed at small businesses rather than local authorities. The Clerk had been using a demo of the 'Scribe Accounting software' which was used by many parish and town councils. The program offered several advantages; access privileges for committees and/or chairs for their budgets, pre-configured end of year audit information and it was also accessible from any computer. It was **RESOLVED** that the Council agreed that the Clerk could purchase the program for the first year annual fee of £676 + vat which included training and assistance with the setup and £564 per annum for the following year.

12. **Planning Committee:**

- a) The Council received and noted the minutes of the meeting held on the 12th July, 2021.
- b) To consider the committee's concerns over the potential increase in parking issues outside Edgar Sewter due to the planned school expansion and to consider any solutions: Cllr Dutton explained that the recent application considered by the Committee was only for a new play area at the school, the Town Council would not be a consultee on the expansion of the school. Nevertheless the Committee wished the Council would agree to engage with as many bodies as possible to express its concerns with the increase in parking issues that the additional pupils would add to the existing problems, caused by the lack of safe drop off spaces for the parents arriving by car. It was believed that most of the spaces were being taken up by staff at the Police Station and rail users leaving their cars all day. Cllr Dutton felt that SCC/ESC, rather than trying to make small changes, should now solve the problem once and for all and part of that solution must be some form of restriction or time limit to the parking outside the school and along Norwich Rd. This may move the problem elsewhere but it was not within the Town Council's powers or responsibilities to find the answer. It was then **RESOLVED** that the Council agreed that a letter expressing its concerns over this matter should be sent to Suffolk County Council, the School Academy and the Police.
- c) To consider the recommendation that the council supports the parliamentary proposal that *'This house believes planning works best when developers and the local community work together to shape local areas and deliver necessary new homes; and therefore calls on the Government to protect the right of communities to object to individual planning applications'*. Following an explanation by Cllr Dutton, it was **RESOLVED** that the Council agreed that a letter should be sent to our MP supporting the motion.

13. **Environment Committee:**

- a) The Council received and noted the minutes of the meeting held on the 8th July, 2021
- b) To consider the proposal that the Bramblewood Way verge is left for wilding. It was noted that the Council had previously agreed in principle that this area could be set aside for an exhibit and tourist information about the Southwold Railway. Cllr Reece assured the Council that the Committee were aware of this agreement but proposed to only keep it as a wilding area until such time as the open space was required for the exhibition. It was then **RESOLVED** that the Council agreed the area could be kept wild until required for the exhibition but permission would need to be obtained East Suffolk Council as they currently owned the land and managed the grass cutting via Waveney Norse.
- c) The Council noted that a Climate Change group would be formed from members of the committee but that it would not be a working group of the committee or the council or require any administration.
- d) It was **RESOLVED** that the Council approved the proposal that Martin Dominic conducts bi-monthly data reports from six different locations along the river. The EA has agreed to this and offered to loan a time-lapsed camera to assist with this project.

14. **Neighbourhood Plan Steering Group:** The Council received and noted the report on the meeting held on the 16th June, 2021. Cllr Moseley reported that the group were busy completing the policies for the plan and reminded councillors of the next presentation on Wednesday night. On the 6th and 7th November (dates to be confirmed) the group planned to have an information and comment sessions with the public and more press coverage leading up to this in the Halesworth Community News in September and October.

15. **Replacement maps for the information stand opposite the Angel Hotel:** It was **RESOLVED** that the Council approved the costs of printing a similar version of the map as used previously for the Noticeboard for this location @ £80.

16. **APM:** The minutes of the Annual Parish Meeting held on April 21st, 2021 was accepted as a true record.

17. **Correspondence:** With regard to the Festive lights discussed under item, a meeting with HEM would be arranged shortly and County Cllr Dunning would report back with any updates.

18. **Items for the Website/Noticeboard/Newsletters/Library:** The clerks' requests permission to finalise the make-over of the website in order that the existing code can be safely updated. The Council agreed that the Clerk could finalise the website with the web designers. Cllr Prime asked if the agendas could be put on Facebook.

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

20. Karen Forster – Training	125.00
21. N Rees Zoom subscription (LGA 1972 s111)	11.99 + vat
22. J Moseley Zoom subscription (Localism Act 2011)	11.99 + vat
23. Scan UK – Office PC (LGA 1972 s111)	746.91 + vat
24. Waveney Norse – Quarterly Market Clean (Food Act 1984 s50)	174.99
25. Wave - Allotment water – Swan Lane (6 months) Allotments Act 1904 s23	168.54
26. Wave - Allotment water – Bedingfield (6 months) Allotments Act 1904 s23	14.69
27. Wave - Allotment water – Saxon (6 months) Allotments Act 1904 s23	139.61
28. Repayment of Covid parish contribution as unused (Heveningham PC)	100.00
29. Repayment of Covid parish contribution as unused (Wissett PC)	200.00

DD/Standing Orders:

30. Barclays Bank Charges (LGA 1972 s111)	7.00
31. EDF Energy feeder 2 - market electricity (Food Act 1984 s50)	31.00
32. EDF Energy feeder 3 - market electricity (Food Act 1984 s50)	25.00
33. Monthly salaries (LGA 1972 s112) July	2,820.31
34. LGPS Pension (LGA 1972 s112) July	1,016.01

Bank & Cash Balances at 26th July, 2021

Current 728	£128,026.51
Unity Trust	£159,875.19
Community A/c	£5,296.00
Business Reserves 017	£92,702.00
35. Petty Cash	£58.34

The meeting was closed at 8.06pm