



Monday 6th September, 2021 at 6.30pm

Held in the Day Centre

Minute Book ref No 65

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

Present: Councillors;

Peter Dutton, Rachel Kellett, Rosemary Lewis (Chair), Joyce Moseley, Karen Prime, Jill Reece, Maureen Took, David Wollweber (Vice-Chair), Jackie Wagner.

In Attendance: Nick Rees (Town Clerk), 1 members of the public, 2 attendees on zoom

Minutes

1. **Apologies:** Cllrs; Annette Dunning, Anne Fleming, District Cllr Alison Cackett and District Cllr Tony Goldson.
2. **Declarations of interest:** Non-pecuniary interests; Cllr D Wollweber for 14, Cllr R Lewis for 14, Cllr J Moseley for 18 and Cllr K Prime for 15.
3. **Minutes:** The minutes of the meeting held on the 26th July, 2021 was accepted as a true record.
4. **Matters arising from the minutes:** Cllr Prime requested training for all on GDPR and agenda requests and timing etc. The Clerk would arrange. Cllr Lewis would arrange to meet with the new councillors. The Clerk reported that he had spoken to Pearce and Kemp who had indicated that Suffolk County Council would not enforce the new regulations for the festive lights this year but it this had not been confirmed in writing as yet. The organisers of the event; HEM were aware of the situation. Cllr Prime requested that the agendas be put on Facebook. The Clerk explained that he did not have access to the Facebook account but if the Assistant Clerk was not in the office at the time then Cllr Prime agreed that she would be able to post it.
5. **Chair's Report:** To receive a report for August 2021: The Chair reported that as no one else had volunteered to she had agreed to stand in as the chair for the Twinning Association. This was not ideal and hopefully someone else would come forward. Cllr Moseley whether there had been any advertising for new members, particularly anyone who could speak some German or French. The Clerk could not recall any advertising in recent times and so he would arrange for this to take place as soon as possible. There was some discussion as to whether HTC were responsible for maintaining the Twinning relationship, the Clerk confirmed that it was not a legal obligation but an honourable agreement. The Chair recently attended the Pear Tree Trust AGM and the Dementia Carers Fund AGM. The Chair reported that she was very impressed with their efforts and also that they worked closely between themselves and other groups in the town. The Pear Tree Trust would be contacting the Clerk to arrange a meeting with HTC in due course. Cllr Lewis along with other councillors attended the recent parking presentation meeting with Lewis Boudville. The Clerk would forward a copy of the presentation and the email from Lewis confirming that he had not found any issues with the machines. Cllr Prime would continue to liaise with Lewis on this issue. The Chair had also met with the Mayor of Bungay, Cllr John Adams to discuss community buildings and a visit would be arrange to view the work at the Emmanuelle Church and the Community Centre.

6. **Public Session:** [15 minutes on agenda items]: A resident asked about the QR project, after some discussions on the meaning of this it was confirmed that the question related to the free Elephant Wi-Fi which the People & Places were organising for the town. This would provide data on how visitors and residents interacted with the town but unfortunately Halesworth was not due to have the free Wi-Fi until later, probably 2022 as Lowestoft and Felixstowe had now been given priority.
7. **Committees, Working Groups & Reps on Outside Bodies:** To appoint a rep for Mental Health, Community Partnership and to consider any other amendments. It was agreed that the rep for Mental Health needed more consideration as it was less about finding someone willing and more about finding someone with the necessary skills. It was agreed that Cllr Moseley would be the rep for the Beccles, Bungay & Halesworth Community Partnership group. It was agreed that the CCTV Working Group would hold one last meeting to official sign off the project. If phase 2 was needed (CCTV in the park) a new group would be formed.
8. **Reports on meetings and events attended by Council representatives:** It was noted that there would be a presentation on the 18th September for the Campus application at the Rifle Hall. Cllr Took reported that she was still trying to organise an AGM for the Day Centre. Cllr Dutton reported that the HCSL club trustees had met with Tim Snook from SCC but a full report would follow in due course. Cllr Prime reported that there would be a presentation from Halesworth Business Group on the 22nd September via zoom, the Clerk would circulate the invitation.
9. **District & County Reports:** There were no District or County councillors present
10. **Finance Committee:** No meetings had been held since the last monthly meeting
11. **Planning Committee:** The Council received and noted the minutes of the meeting held on the 3rd August, 2021
12. **Environment Committee:**
 - a) The Council received and noted the minutes of the meeting held on the 2nd September, 2021
 - b) To consider the proposal that HTC adopts the Hash-Cop 26 (Climate change awareness group) as a working group or elects a Council representative to the group. It was agreed that the Environment Committee could form a Climate Change Working Group (Hash-Cop26) the members would be Cllr J Reece, Cllr R Kellett and Martin Dominic would also join this group. The group's purpose was to raise awareness of the upcoming Climate Change Conference (Cop26) through public presentations, exhibitions and interaction with schools, other groups, local parishes and residents.
13. **Neighbourhood Plan Steering Group:**
 - a) The Council received and noted the report on the meeting held on the 24th August, 2021. The group were moving towards completion of the plan but were currently checking the policy details with Dickon Povey of ESC. The presentation of the whole plan to the Council would be on the 29th September and in November there would be a weekend exhibition for all the residents.
 - b) The Council received and noted the minutes of the meeting with the Environment Agency and HTC held on the 15th July, 2021. It was noted that the Clerk had met with the developer of the former Tesco site and a river contractor to check accessibility and costs for river clearance around the Saxon way underpass. The Clerk confirmed that this was essentially a cost exercise and not a proposal to undertake the work as all necessary permissions would be required from the Environment Agency and Suffolk Wildlife Trust as well as East Suffolk Council. But the exercise had proved that it was possible to get access for machinery to undertake the work and the cost was not prohibitive.
 - c) To receive any feedback on the WMT Town Centre Connectivity presentation held on the 4th August, 2021. It was agreed that the Council would need to consider the report and the recommendations in October but this may need to be a separate meeting of the Council rather than at the monthly meeting, TBC.

14. **Damp proof work & improvements to the former Mencap area of the Station Building (Schedule of proposed works, Clerk's summary, Station Building plan and quotation attached)**

- a) HTC considers approval of the damp proof work to the Mencap area to be paid from Station Building reserves at the estimated cost of £3,870 + vat. The Clerk explained that as Landlords, the Council had a duty to the tenants and the work was essential before any other renovation works are undertaken by the Museum. The original damp proofing work completed in 2018 did not include the areas that now required treatment.

RESOLVED that the Council agreed to meet the costs of the damp proofing works.

- b) HTC considers allocating the grant received from ESC towards the refurbishment of the former Mencap area in order to improve and extend the Museum and that invoices would be paid directly to the contractors involved up to a maximum total value of £10k + vat. The Chair explained that this had been originally discussed at a previous meeting but it had not been recorded as a decision or resolution at the time. The Council received and noted the plans for the work and the list of renovation and improvement work at an estimated value of £25k. There was some discussion about possible other uses for the money but as the Clerk explained this grant had been issued by ESC from the Government's Covid-19 support fund and it was specifically for the former Mencap area of the Station building. This was the area that the Museum was taking over to refurbish and so there was very little else it could be used for and this would help to further enhance the Museum as a tourist attraction.

RESOLVED that the Council approved the grant to be set aside for improvements to the building up to the value of £10k + vat. The Clerk would administer the payments directly to the contractors but these payments would be subject to approval by the Council in the usual manner.

15. **Thoroughfare:** To review the current temporary restrictions and to consider what happens when the restrictions end in early 2022. The Clerk reported that no progress had been made with regard to obtaining the planter but County Councillor Annette Dunning was trying hard to get this sorted out. Cllr Prime reported that she had tried to encourage Lewis Boudeville to provide ESC's parking enforcement officers to patrol the Thoroughfare but he had advised that as the signage was not clear they would not be able to enforce the current traffic order regulations. However whilst this might be a valid argument for the current Covid related restrictions (10am – 2pm), the Thoroughfare still had its usual restrictions in place and there was already parking restrictions in place. The exemptions were Blue Badge holders, residents and deliveries. This led to a query from Cllr Wagner as to the rules for Blue Badge holders and it was agreed that the Clerk would investigate so it was clear what the rules were.

RESOLVED to form a Thoroughfare working group to look for future solutions and the members would be Cllr James Hewett, Cllr Peter Dutton, Cllr Joyce Moseley, Cllr Jill Reece and Cllr Karen Prime, it was agreed that it would not need a clerk at this stage.

16. **Correspondence:** The Clerk explained the costs involved with the East Anglian Daily Times 'Town feature' offer, which involved HTC paying £750 towards the advertising and editorial feature and the businesses would then have a reduced offer for advertising around the feature. The Clerk had circulated the offer to Halesworth Business Group and was waiting for feedback as to whether the businesses were interested in the offer. Cllr Prime would chase them up for a response.

RESOLVED that the Council agreed in principle to the cost of £750 but only if the businesses were willing to participate in the offer.

The Asset Transfer had been delayed until October 5th but this was not discussed.

The Clerk explained the licence for Lamarti's Ice Cream van currently, operating in the Great Yarmouth area. It was agreed that the Thoroughfare, Bridge Street and Market Place would be added to the exclusions. Overhanging trees on the river bank by Blyth Mews – cost to reduce them and ownership issue. The Clerk explained that the land containing the trees was in the Village Green and ownership and responsibilities were currently unclear. The Clerk suggested that legal advice should be sought but the Council felt that the cost of cutting the trees, without prejudice, would be the least expensive option

RESOLVED that the Clerk would order the trees cut by Norse at the cost of £833

An additional item; maintenance: Cllr Prime asked for an update on the thoroughfare benches: The Clerk reported that the Mens Sheds had made no progress and so it was agreed to look for alternative tradesmen and also to look at the construction of the benches, recycled plastic or wood etc.

17. Items for the Website/Noticeboard/Newsletters/Library:

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

4610.	Valdo Energy – Market Place electricity (Payment to set up direct debit account) 3.00 (Food Act 1984 s50)	
	Switched from EDF to Valda Energy on a three year deal: Valda 27p per day standing charge, 19.53p/kwh using 100% renewable in place of EDF's latest contract rates; standing charge 35p per day and 21.43p/kwh)	
4611.	We Made That – Final Connectivity invoice (Localism Act 2011)	2,450.91 + vat
4612.	N Rees Zoom subscription (LGA 1972 s111)	11.99 + vat
4613.	J Moseley Zoom subscription (Localism Act 2011)	11.99 + vat
4614.	Kei Creative – N Plan Walkabout poster design (Localism Act 2011)	30.00
4615.	PKF Littlejohn – External Audit (LGA 1972 s111)	400.00 + vat

DD/Standing Orders:

4616.	Monthly salaries (LGA 1972 s112)	2,820.31
4617.	LGPS Pension (LGA 1972 s112)	1,016.01
4618.	Barclays Bank Charges (LGA 1972 s111) (Aug)	6.50
4619.	Barclays Bank Charges (LGA 1972 s111) (Sept)	6.50
4620.	BT – Telephone & Broadband quarterly (LGA 1972 s111)	253.12 + vat

Bank & Cash Balances at 1st September, 2021

Current 728	£127,478.30
Unity Trust	£150,319.00
Community A/c	£5,296.46
Business Reserves 017	£92,704.55
Petty Cash	£58.34