



Waveney Local Office  
London Road, Halesworth  
**Monday 1<sup>st</sup> November, 2021 at 6.30pm**  
Held in the Day Centre  
**Minute Book ref No 68**

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

**Present:** Councillors;

Annette Dunning, Peter Dutton, Anne Fleming, James Hewett, Rosemary Lewis (Chair), Joyce Moseley, Jill Reece, Maureen Took, Jackie Wagner, David Wollweber (Vice-Chair).

**In Attendance:** Nick Rees (Town Clerk), District Cllr Alison Cackett, 5 members of the public, 0 attendees on Zoom

## Minutes

1. **Apologies:** None
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests: None received.
3. **Minutes:** The Council confirmed as a true record the minutes of the monthly meeting held on the 4<sup>th</sup> October, 2021 and the extraordinary meeting on the 18<sup>th</sup> October, 2021
4. **Matters arising from the minutes:** Cllr Moseley reported that further progress was being made on the brief for youth consultation.
5. **Chair's Report:** The Chair gave a verbal a report on meetings and events that she attended during October.
6. **Public Session:** [15 minutes on agenda items]: There were no questions from the public.
7. **Reports on meetings and events attended by Council representatives:**
8. **District & County Reports: District** Cllr Alison Cackett reported that she had requested free parking for the afternoon on Remembrance Sunday. The Clerk would advertise this once it was confirmed. County Cllr Annette Dunning provided a written report.
9. **Neighbourhood Plan Steering Group:** The Council received and noted the report of the meeting held on the 20<sup>th</sup> October, 2021
10. **Neighbourhood Plan Proposal:** Cllr Fleming was pleased to present the final draft version of the Plan to the Council on behalf of the Halesworth Neighbourhood Plan Steering Group. Cllr Fleming had been very impressed with the enormous amount of work undertaken by the group. The Plan now comprised of 19 policies that had been put forward for consideration by East Suffolk Council and if successful would form policies that future developers would need to take into account. It also included 17 action points for the Town Council. The Council needed to be satisfied that the HNPSG had achieved its objectives, acquired the evidence and adequately consulted the community. It was **RESOLVED** by 10 votes for and 2 against, that 'following a series of presentation meetings to the town councillors, Halesworth Town Council as the qualifying body formally adopted the final draft version of the Halesworth Neighbourhood Plan (2021 – 2036). A 6 week period of consultation would then commence before the Plan is submitted to the Planning Authority in accordance with 'The Neighbourhood Planning (General) Regulations 2012'

11. **Restructuring Working Group:** To consider individually the 8 point proposal for restructuring the Council's committees in accordance with the Working Group's attached recommendations. It was **RESOLVED** that the Council approved the following:-
  1. That the existing committees are disbanded and reformed, in accordance with the responsibilities and delegated budget approval defined in the associated papers, to be • Finance and Governance • Assets and Services • Leisure and Environment • Planning and Highways - Agreed
  2. That the recommended number of Councillors on each committee is limited to between 5 and 7 -Agreed
  3. That all Councillors will be asked to be on a minimum of 2 and maximum of 3 committees - Agreed
  4. That the following committees are scheduled in advance to be monthly: a. Wk1 – Full Council b. Wk2 – Assets and Services c. Wk3 - Finance and Governance d. Wk4 – Leisure and Environment. If there is no business to discuss the meetings will be cancelled through agreement between the Clerk and the Committee Chair – Agreed. **It was further agreed** that the Committees would determine the most suitable day of the week and this may not necessarily be Mondays.
  5. That Planning and Highways will be called as required and that the devolved responsibility to the Clerk will continue - Agreed
  6. That the Finance and Governance Committee would be populated by the Chair and Vice Chair of the Council and by the chairs of each committee in order to represent their committee budgeting requirements, leaving potentially up to two additional spaces depending on the agreement under item 2 – Agreed
  7. That the membership of the committees would be determined by the Council at the December monthly meeting after councillors give their preferences in advance. The Committee Chairs will be elected by Full Council in December – Not agreed by vote as a query was raised. It was noted that this would be different to how committee chairs had been selected in the past. The Clerk would check the relevant standing order. Later in the meeting the Clerk readout the relevant extract from the latest Standing Orders which confirmed that this was already agreed; para. 4d. The Council may appoint standing committees or other committees as may be necessary, and
    - i. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
    - ii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  8. That the proposed structure and terms of reference will be subject to a review by Council in 6 months to 1 year time to determine if any changes are necessary - Agreed
12. **Finance Committee:** The Council received and noted the report of the meeting held on the 18<sup>th</sup> October, 2021
13. **Planning Committee:** There were no updates.
14. **Environment Committee:** Cllr Reece reported that she would be gathering the results of the COP26 presentation for the Council
15. **Correspondence:** The Clerk explained that the Temporary Street furniture Licence was only applicable to those outlets that served food and drink. East Suffolk Council had recently taken over the responsibility from Suffolk County Council and the licence requirement would apply to all those food and drink establishments that had temporary outside furniture.
16. **Maintenance:** None
17. **Items for the Website/Noticeboard/Newsletters/Library:** Advertise the CCTV is active on Facebook

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

<b>4696.</b>	SALC – Training (LGA 1972 s111)	75.00 + vat
<b>4697.</b>	Leiston Press – Advertising N Plan (Localism Act 2011)	60.00 + vat
<b>4698.</b>	Micropress – Advertising N Plan (Localism Act 2011)	375.00 + vat
<b>4699.</b>	Suffolk County Council – Festive Lights Licence	150.00*
<b>4700.</b>	Kei Creative design and printing N Plan posters etc (Localism Act 2011)	1563.00
<b>4701.</b>	Alan Stannard – Drawings for the London Rd Building (CIL)	1278.00
<b>4702.</b>	EPS Transfers - N Plan banners (Localism Act 2011)	147.84 + vat
<b>4703.</b>	Hetty's Little Copy Shop (LGA 1972 s111)	99.00 + vat
<b>4704.</b>	N Rees – Zoom Subscription (LGA 1972 s111)	11.99 + vat

**DD/Standing Orders:**

<b>4705.</b>	Monthly salaries (LGA 1972 s112)	2,820.31
<b>4706.</b>	LGPS Pension (LGA 1972 s112)	1,016.01
<b>4707.</b>	Barclays Bank Charges (LGA 1972 s111) (Aug)	8.50

**Bank & Cash Balances at 29th October, 2021**

Current 728	£126,980.37
Unity Trust	£233,589.46
Community A/c	£5,296.46
Business Reserves 017	£92,704.55
Petty Cash	£52.92

\*TBC

19. **Staff Matters:** This item was held *in camera* to consider a confidential matter. The Council agreed that the public should be excluded but the members of the public had already left the meeting. The Clerk explained that anything discussed in the meeting whilst *in camera* meant that councillors could not share or discuss any aspect of the item with anyone who was not present at the meeting, which included their respective partners. It was **RESOLVED** that the matter would be investigated further and that a working group of three councillors, without prior knowledge of the matter, were appointed for this task and that this working group would also review the Council's current policies relevant to this matter including the introduction of an Internal Review Policy.