



Waveney Local Office  
London Road, Halesworth  
**Monday 6<sup>th</sup> December, 2021 at 6.30pm**  
Held in the Day Centre  
**Minute Book ref No 69**

**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, Jackie Wagner, David Wollweber (Vice-Chair).

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

## **Minutes**

It was **RESOLVED** prior to the start of the meeting to suspend Standing order 2 (i) that requires members to stand whilst speaking.

1. **Apologies:** Cllr James Hewett
2. **Declarations of interest: To receive declarations for pecuniary and non-pecuniary interests:** Cllr Dunning for item 17, Cllr Took for item 19.
3. **Minutes:** The minutes of the monthly meeting held on the 1<sup>st</sup> November, 2021 was accepted as a true record.
4. **Matters arising from the minutes:** The Clerk confirmed that he had not advertised the CCTV as he was unsure as to whether this may encourage offenders to use areas of the town not covered by the cameras and preferred to have instruction from the Council on this matter. Cllr Prime felt it would be beneficial to reduce offences in the Thoroughfare. It was then **RESOLVED** that the CCTV would be advertised but on a suggestion by Cllr Dunning this should involve a story in some way. The Clerk confirmed that a criminal case had been brought to court using evidence from the CCTV camera footage and it was **agreed** this would be used in the article but no names or details would be used.
5. **Chair's Report: The** Chair gave a verbal report on the meeting and events she had attended in November.
6. **Public Session:** [15 minutes on agenda items]. There were no questions from the members of the public.
7. **Reports on meetings and events attended by Council representatives:** The Council received and noted reports on the following; Climate Action meeting at Southwold, Halesworth Community Sport & Leisure, Halesworth & District Museum, Halesworth Events Management and Community Partnership,
8. **District & County Reports:** There were no District Councillors present at the meeting. County Cllr Annette Dunning had provided a written report to all councillors. There were no questions.

9. **Neighbourhood Plan Steering Group:** The Council received and noted the report of the meeting held on the 17<sup>th</sup> November, 2021. Cllr Mosley thanked everyone who had helped with the distribution of the leaflets and helping out at St Mary Church.
10. **Restructuring Working Group:** To consider the membership of the new committees and to appoint the Chairs of those committees. It was **RESOLVED** that the committee membership and the chairs of each committee were appointed as follows:-

Planning & Highways: Cllrs; A Fleming, P Dutton (Chair), K Prime, J Reece, M Took.

Assets & Services: Cllrs; A Fleming (Chair), P Dutton, J Hewett, R Kellett, R Lewis, J Moseley, M Took and D Wollweber.

Leisure & Environment: Cllrs; A Dunning, J Hewett, R Kellett, J Moseley, J Reece (Chair).

Finance & Governance: Cllrs; A Dunning, M Took, R Lewis (Chair), P Dutton\*, A Fleming\*, J Reece\*, D Wollweber

\*Automatic position for chairs of standing committees

The Chair and Vice Chair of the Council, unless already listed as members, will have ex officio roles on all committees and working groups and may attend meetings as they deem necessary or to ensure meetings are quorate, as **agreed** at the October monthly meeting minute ref; 67.7

The Chair asked for confirmation from Cllr Wagner that she did not wish to join any of the committees. Cllr Wagner had abstained from any voting on the membership or chairs and confirmed that she was not in agreement with the committee restructuring decision and did not wish to join any of the committees. Cllr Wagner confirmed that she would only attend the monthly meeting. The Chair pointed out that many of the decisions would be made at committee level rather than at the monthly meetings.

11. **Finance Committee:** The Council received and noted the report of the meeting held on the 15<sup>th</sup> November, 2021.  
It was **agreed** that the Clerk would write to thank HEM for all their hard work with the festive lights event in very difficult circumstances.  
The Clerk confirmed that £500 shown under Community Partnership receipts was in fact incorrectly labelled by East Suffolk Council and the total amount of receipts should read £2,000. The £500 received was actually a contribution from the District Councillor towards the Summer Youth Activities. The Clerk would reallocate the funds in the correct budget line.  
Following a question about updating the CIL allocation for projects in the town, the Chair proposed and it was **RESOLVED** that a meeting would be arranged in the New Year for all councillors to update the list.
12. **Planning Committee:** There were no updates
13. **Environment Committee:** The Council received and noted a report from Cllr Reece but no meetings had taken place since the last monthly meeting. It was noted that trees had been planted in the Old Station Road play area. Cllr Reece confirmed that this was not a decision by the Environment Committee but she was fairly certain who had planted the trees. Whilst the Council was supportive of the need to plant more trees it was not appropriate for members of the public to plant trees randomly without permission from the land owners and in this particular case the planting may also impede access to the play area and/or access to the land behind the play area in the future. It was **RESOLVED** that the Clerk would write to ask for the trees to be removed assuming the person responsible was willing to admit responsibility. Firstly the Clerk would check with the landowners as to whether they had been consulted.

14. **Thoroughfare Working Group:** The Council received and noted the revised 'Terms of Reference'. There following a lengthy debate on the subject of whether it was preferable for a councillor to be chair of the working group. The Clerk advised that the Standing Orders made it clear that, unless the Council decided otherwise, the members of a working group could appoint their own chair and this did not necessarily have to be a councillor. An amendment to revert to the original wording of the document (4b) was unsuccessful and it was then **RESOLVED** that the wording in the revised version was accepted by the Council with the amendment that the end of the sentence in 4b 'but the Chair will require agreement of HTC' would be deleted. It was also **agreed** that 4d would be removed entirely or reworded to allow County Cllr Dunning to conduct her normal County Council communications. The document would be redrafted accordingly but in principle the Council **agreed** with the Terms of Reference with these amendments.
15. **Campus/CMC survey:** To consider the results of the survey and to confirm any actions. The Clerk asked the Council for guidance on what to do with the survey which had previously been circulated to all the members. It was **RESOLVED** that the survey would be posted on the Council's Facebook and website, sent to the Chair of East Suffolk Council's Planning Committee and sent to all its members (assuming this did not contravene any lobbying rules). It would not be sent directly to the press but this did not prevent the Press from picking up the information on social media.
16. **Tamsyn Imison Award:** To review the current arrangements. It was noted that the normal end date for nominations was the 28<sup>th</sup> February and the decision announced on the 1st of May. It was **RESOLVED** that Cllrs; R Lewis, A Dunning and M Took together with the head of Edgar Sewter School, a representative from the Library and Mr Michael Imison would make up the judging panel. The Assistant Clerk would start advertising for nominations this week.
17. **Lorry Route Map review:** To consider the proposed response to SCC. The Council received and noted the recommended response contained in a report by Cllr Dutton. Consideration was also given to the issues caused by the low railway bridge in Quay Street. After noting that only three options were permitted and that the locations would require map references, hence not allowing the Norwich Rd and Quay Street to be a single option, it was **RESOLVED** that the three original proposals were accepted as HTC's official response to the review. A request for Sat Nav companies to update their information on the Thoroughfare restrictions would also be included in the response.
18. **Correspondence:** The Council considered the offer of an Oak tree for the Queen's Jubilee from East Suffolk Council and it was **RESOLVED** to accept the offer and that the Environment & Leisure committee would determine the location of the tree.
19. **Day Centre:** Conference equipment: The Clerk wished to receive some clarification of the current position with the Day Centre having been recently contacted by a newly nominated secretary. Cllr Took reported that a meeting had recently taken place but it was not an AGM as previously suggested. Cllr Dunning wished to know, as she was the Council representative for the Day Centre, why she had not been invited. Cllr Wagner confirmed that it was an informal meeting to try and work out a way to keep the Day Centre running and to look at how improvements could be made. Cllr Wagner also advised that the Day Centre would need to be profitable in the future and therefore they needed to work out a schedule for hiring the hall. The Clerk confirmed that the Day Centre should be aware that the Council would require one evening meeting per week due to the committee restructuring. The Clerk also confirmed that the grant had been awarded for the equipment but that he would not apply for the funds until the situation was clearer. The Chair felt that it may be premature to install any equipment when the future ownership of the building was still undecided by East Suffolk Council and it was then **RESOLVED** that any decision on this matter would be put back to January, 2022.

20. **Maintenance:** It was **agreed** that the Clerk would write to thank the Mens Shed for their work on the bench (by the Noticeboard). The Mens Shed would replace the timbers on the remaining benches in due course.
21. **Items for the Website/Noticeboard/Newsletters/Library:** CCTV/Campus survey/committee restructuring and councillor's membership and chairs. The Clerks would also look at whether a page of the website could be dedicated to the current larger developments with links to ESC's planning portal.
22. **Accounts for Payment:** The following list of accounts was approved for payment:-

<b>4696.</b>	Mens Shed – Repair of the Thoroughfare bench (GPoC)	250.00
<b>4697.</b>	Suffolk Libraries – Hire of Window space for N Plan (Localism Act 2011)	20.00
<b>4698.</b>	Hetty's Little Copy Shop N Plan prints (Localism Act 2011)	9.88 + vat
<b>4699.</b>	Kei Creative N Plan posters, etc. (Localism Act 2011)	58.00
<b>4700.</b>	BSA – maintenance call out fee (GPoC)	55.00 + vat
<b>4701.</b>	Mustard Creative -website accessibility and redesign (As quoted) LGA 1972 s142)	1,820.00 + vat

**DD/Standing Orders:**

<b>4702.</b>	Barclays Bank Charges (LGA 1972 s111) (Aug)	8.50
<b>4703.</b>	BT Telephone and Broadband (LGA 1972 s111)	252.22

To be **agreed** at the meeting

<b>4704.</b>	Donation for prizes, English and Product Design; Bungay High School	50.00 (TBA)
<b>4705.</b>	East Suffolk – Small Lottery licence	20.00

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

Current 728	£126,523.41
Unity Trust	£216,884.72
Community A/c	£5,296.46
Business Reserves 017	£92,704.55
Petty Cash	£52.92

Cllr Moseley left the meeting.

The meeting was extended to allow time for the following item:-

23. **Complaints and policy review Working Group Report:** It was **RESOLVED** that this item was held *in camera* due to the confidential nature of the matter being discussed.

It was **RESOLVED** by 9 votes in favour and 1 against that the Council agreed with the recommendation of the Working Group under item 6 of the report.

It was **RESOLVED** that the Council agreed with the recommendations of the Working Group contained under items 7 (a) with the amendment that the third councillor should be selected from a monthly list provided they were willing to participate and not already involved, and if this was the case, the next councillor on the list would be asked and so on and so forth.

It was **agreed** in principle that the Council supported the remaining recommendations of the Working Group contained under items 7 (b) to 7 (f) but the necessary policies relating to these recommendations would be written up and submitted in due course.

The meeting was closed at 8.55pm