



Waveney Local Office
London Road, Halesworth
Monday 7th February, 2022 at 6.30pm
Held in the Day Centre
Minute Book ref No 70

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

Present: Councillors;

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

In Attendance: Nick Rees (Town Clerk), Alison Cackett (District Councillor), 2 members of the public, 1 attendee on zoom

Minutes

1. **Apologies:** R Kellett, J Hewlett
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests; Cllrs Lewis, Dunning and Wagner for item 9c.
3. **Minutes:** The minutes of the monthly meeting held on the 6th December, 2021 (the meeting in January was cancelled) was accepted as a true record.
4. **Matters arising from the minutes:** The Clerk confirmed that the CCTV had been re-advertised. The Clerk reported that he had contacted the landowner of the access strip leading on to and adjacent to the Old Station Rd play area. A member of the public had planted trees in this space without prior permission and the landowner had confirmed that he wanted the trees to be removed as it would restrict access in later years. This request had been passed on to the member of the public and they had confirmed that the trees would be removed. It was noted that the trees would be uprooted if the member of the public did not remove them within a reasonable time period.
5. **Chair's Report:** The Chair recounted that January had been a quiet month and that she didn't have anything specific to report that wasn't already covered in the agenda.
6. **Public Session:** [15 minutes on agenda items]: A resident asked whether the Saxon Way Bridge railing could be re-painted and also the lamp post outside Mansion House. The Clerk would report the railings to SCC via the online reporting tool and would investigate the ownership of the lamp post.

Mrs Janet Huckle, representing the Halesworth Tourism Group, reported that the group was currently inspecting SCC's guide leaflets and were feeding back their suggestions.

A resident asked if reports could be available for residents and/or included on the website. The Clerk advised that including reports with the minutes on the website would be problematical and did not form part of the record of council decisions but that the clerks could revert to including the councillor's packs in the Library and in the public folder for the monthly meeting.

The same resident's letter to the Council regarding bus service improvements and other matters was brought forward and discussed under this item. Alison Cackett (District Councillor) and Annette Dunning speaking on behalf of the County Council both confirmed that they were lobbying Suffolk County Council to get improvements for Halesworth. Mr Gray offered councillors the chance to ride on the HACT bus to gain a new perspective and interested councillors could contact Mr Gray via the Clerk's office so that it could be arranged. Mr Gray also reported that although ESTA (East Suffolk Travellers Association) was very active, its scope was very wide but now there was a new group formed called the Community Operators Forum which would be more focussed on community transport.

7. **Reports on meetings and events attended by Council representatives:** Cllr Fleming reported on the recent Halesworth Events Management meeting, Cllr Lewis provided a report on the Museum and the Council received a written report from the Day Centre.

The Chair asked for a representative for ESTA (East Suffolk Travellers Association) and Cllr Fleming volunteered to attend meetings when possible.

It was noted that a series of 'Pop along' events was scheduled for the Library, the County and District Councils would be represented and there was also an invite for other local groups including the Town Council. The email had been sent from ESC to Cllr Dunning, the Clerk and also to local groups but had not been formally discussed by the Council. Cllr Reece volunteered to attend the first event on the 15th February between 10am and 12 noon.

The Chair and Cllr Dutton (both HCSL trustees) reported that they had met with a representative of the Halesworth Football Club to discuss how HTC could help with the leases. Cllr Wagner questioned whether this was on behalf of HCSL or HTC. It was not clear but the Clerk surmised that logically must have been on behalf of the HCSL since the leases were HCSL's remit.

8. **District & County Reports:** To receive any reports. Cllr Cackett gave a verbal report on behalf of East Suffolk Council. Cllr Dunning gave a verbal report on behalf of Suffolk County Council. There was a discussion on the matter of signage, which need urgent updating, and the Thoroughfare Working Group were currently reviewing the traffic orders for the Thoroughfare. County Cllr Dunning urged the Town Council to consider the parish as a whole when considering updating signage and applying for any amendments to the traffic orders as it would be far more economical to undertake all the necessary changes at the same time.

9. **Finance & Governance Committee:**

- a) The Council received and noted the report of the meeting held on the 19th January, 2022
- b) To consider the recommendation of the Finance & Governance Committee that due to the pressures on residents with rising inflation and difficulties during the pandemic, the precept should remain at the same level (as 2021 – 2022) for tax payers in Halesworth. As there were now more taxpayers this would equate to a slightly higher figure. It was then **RESOLVED** that the Council asked the Clerk to request the Precept at £142,523.95 for the next financial year; 2022 – 2023.
- c) HCSL Grant application: At the Chair's request it was agreed that this application should be considered at this monthly meeting rather than at the Finance & Governance Committee due to the number of HCSL trustees on the Committee. The Council received the application and the supporting financial information and it was then **RESOLVED** that the Council approved a grant of £2,000.

10. **Planning & Highways Committee:**

- a) The Council received and noted the minutes of the meeting held on the 31st January, 2022

- b) Thoroughfare Working Group: It was noted that this working group had been formally adopted by the Planning & Highways Committee.
- c) It was **RESOLVED** that the Council approved the amended Terms of Reference with the further correction to remove any ambiguity under 'Planning applications – decision procedures' so it was clear that the Committee would determine the applications.

On further reference to town signage; it was confirmed that the grant of £15k that the Neighbourhood Plan had applied for, was for tourist signage, such as finger posts and the like, rather than road or highway signage. However, the Clerk confirmed that a list of the changes needed to the existing road signs had been produced and the costs to make the changes had been obtained from SCC previously and because this was infrastructure changes then it should be possible to use CIL monies.

- 11. **Neighbourhood Plan Steering Group:** The Council received and noted the minutes of the meeting held on the 19th January, 2022

It was noted that there were several actions from the WMT report and future policies from the Neighbourhood Plan that will require the relevant committees to adopt as part of their responsibilities and the forming of working groups as required.

- 12. **Leisure & Environment Committee:**

- a) There was no official meeting in January but the Clerk was concerned that action was required for the Queen's Jubilee event. This may or may not be the remit of the Leisure and Environment committee but time was running out and it may be too late to wait for another meeting. The Clerk reported that the availability of jazz bands for example was very limited and this would probably be the case for other attractions. It was agreed that Cllrs; Reece, Took, Wagner, Lewis and Dunning would get together to discuss ideas and options for the Jubilee celebrations which may involve an event in the Park.

It was noted a decision needed to be made on the placement of the Oak tree offered by ESC via Cllr James Mallinder.

Cllr Reece reported that she had arranged to meet with residents living close to open spaces that may be transferred to the Town Council by East Suffolk Council to discuss their ideas for these areas, Cllr Moseley would also attend.

- b) It was **RESOLVED** that the Council approved the Terms of Reference that had been agreed by the Committee.
- 13. **Assets & Services Committee:** The new committee was due to meet on the 9th February and a report would follow.
 - 14. **Standing Orders:** To consider any amendments required to the Standing Orders following the adoption of the new committees. The Clerk would look into this further and bring any suggested amendments to the next meeting.
 - 15. **Correspondence:** The Clerk drew attention to a request to move a bin in the Thoroughfare, a request from the Pear Tree Fund for the Council to have an information stall at an event on the 3rd of March and notification that Suffolk County Council is offering free road closures for street parties. The Clerk would circulate these items as it was too late to consider them in detail at this meeting.
 - 16. **Maintenance:** It was noted that a tree had fallen into the river in the Park. The Clerk had been made aware of the tree but would check that this had been reported to Waveney Norse.

17. **Items for the Website/Noticeboard/Newsletters/Library:** Add HCSL grant to the website
18. **Accounts for Payment:** The following list of accounts was approved for payment:-

4696.	Scribe Accts package Apr 22 – Mar23 (LGA 1972 s111) Dec	564.00 + vat
4697.	Mustard Creative SSL Cert. renewal	60.00 + vat
4698.	Kei Creative – N Plan Cover (Localism Act 2011)	50.00

DD/Standing Orders:

4699.	Monthly salaries (LGA 1972 s112)	2,820.31
4700.	LGPS Pension (LGA 1972 s112)	1,016.01
4701.	Barclays – Bank Charges (LGA 1972 s111)	8.50

Bank & Cash Balances at 4th February, 2022

Current 728	£126,067.23
Unity Trust	£197,432.52
Community A/c	£5,296.72
Business Reserves 017	£92,709.17
Petty Cash	£52.92

19. **Staff Matters: This item will be held ‘in camera’.** To receive the decisions of the Finance & Governance meeting held on the 24th January, 2022 regarding the staff reviews. This item was held in camera and the Clerk was not present. The Chair confirmed that, following the staff reviews, the Council had agreed the following; the Town Clerk’s salary would be increased to SCP 33 and the Assistant Clerk would now be increased to SCP 22 on the - the National Joint Council for Local Government Services paycales E01-20 2020-21. The holiday entitlement agreed by the Finance and Governance Committee was now in line with the national agreement applicable from the 1st April 2020; that the minimum paid annual leave entitlement is twenty-two days with a further three days after five years of continuous service.