



Waveney Local Office  
London Road, Halesworth  
**Monday 4<sup>th</sup> October, 2021 at 6.30pm**  
Held in the Day Centre  
**Minute Book ref No 67**

**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, David Wollweber (Vice-Chair).

**In Attendance:** Nick Rees (Town Clerk), 4 members of the public, 0 attendees on zoom

## **Minutes**

1. **Apologies:** Cllrs; Rachel Kellett, Karen Prime, Jackie Wagner, District Councillor Tony Goldson.
2. **Declarations of interest:** Non-pecuniary interests; Cllr Dunning for item 11, Cllr Moseley for item 18 (Zoom payment)
3. **Minutes:** The minutes of the monthly meeting held on the 6<sup>th</sup> September, 2021 and the extraordinary meeting on the 20<sup>th</sup> September, 2021 was accepted as a true record with the amendments; Cllr Mosely was not a member of the Climate Change Group
4. **Matters arising from the minutes:** Cllr Dutton urged the Thoroughfare Working Group to meet even if a convenient time for the all members could not be found as it was important to get started. It was agreed that Cllr Dunning could join the group either as a member or in an advisory role as the area County Councillor.
5. **Chair's Report:** The Chair gave a report on the meetings and duties that she attended during September. The Chair also wished to congratulate Cllr Prime on completing a Marathon.
6. **Public Session:** [15 minutes on agenda items]: There were no questions from the public

**Committees, Working Groups & Reps on Outside Bodies:** Cllr Wollweber reported that he had been asked to stand as a Council representative for the Community Larder and he was seeking the Council permission, it was **RESOLVED** that the Council agreed that Cllr Wollweber would be the Council rep for the Community Larder and he would liaise with HVC and its Governing body in this role.

7. **Model Standing Orders:** To consider reinstating the original HTC standing order that the Chair and Vice-Chair are ex-officio of all Committees and Working Groups which was omitted in the later NALC version adopted by the Council in 2021. Cllr Dunning reminded the Council that the advice from Karen Forster was that this was not normal practice and advised against it. The Chair and Vice Chair could attend Committee meetings (if they were not already members) but should not have a vote. However, Cllr Wollweber was of the opinion that the Chair and Vice Chair should always have an overview and voting rights on all committees and working groups and that Karen Forster's advice was that this could be reinstated if the Council wished. Cllr Mosley agreed with Cllr Wollweber; in her experience with previous councils the ex-officio rule was quite normal. Cllr Dunning proposed that this proposal was deferred until after the restructuring meeting. The vote was not carried with the Chair using the casting vote to resolve the deadlock of 4 in

favour, 4 against and 1 abstention. It was then proposed and **RESOLVED** (5/3/1 abs) that the Council would amend the Standing Orders to reinstate the Chair and Vice-Chair as ex-officio of all Committees and Working Groups.

8. **Reports on meetings and events attended by Council representatives:**

Cllr Dutton reported on HCSL matters.

Cllr Moseley left the room for the next report

The Council received the proposal from the Referendum Working Group that had been formed at the extraordinary meeting held on Monday 20<sup>th</sup> September. Cllr Wollweber explained that the Group, following advice from the Clerk, had opted for an online survey rather than a full referendum or parish poll since none of the options carried any legal weight with regard to planning laws but the group still felt it was important to conduct a survey for presenting to ESC's Planning Committee on the Campus proposals. The Clerk informed the Council that it would need to purchase another year's subscription at £384 to Survey Monkey as this had now lapsed. It was then **RESOLVED** that the Council approved the survey and the costs and the links to the survey would be advertised as soon as possible, paper forms would be made available at the Library and the Council offices and Cllr Reece offered to attend at the Library if required.

Cllr Wollweber reported on the recent youth forum meeting at the Apollo and his concerns over the lack of interest from the youth or parents and that the focus appeared to be more about the building rather than what the youth of the town actually wanted. After discussion and debate on the report, District Councillor Alison Cackett suggested using the Youth Council to engage with young people and Sam Kenwood would be the best contact to use to facilitate this. Cllr Moseley suggested funding may be obtained through the Community Partnership and it was then **RESOLVED** that Cllr Moseley would approach the Community Partnership for funding to enable research into youth aspirations in the town and this would be in conjunction with engaging with the Youth Council.

Cllr James Hewett reported on ESTA (East Suffolk Travellers Association) and other meetings related to bus and train travel.

9. **District & County Reports:** The Council received the written report for September and Cllr Dunning gave a verbal report for October.
10. **Grant:** The Council considered an urgent Grant request from Halesworth Events Management for the Festive Lights. The group were currently experiencing additional costs due to Suffolk County Council's latest regulations on street/festive lighting. This also affected whether they would be able to install all the individual Christmas trees along the Thoroughfare. Unfortunately, the group had been unable to fund raise properly since the Covid – 19 outbreak and did not have the normal reserves to call on for the event. They wished use some of the grant money to purchase additional icicle lights. County Councillor, Annette Dunning reported that she had been in touch with the electricians and explained that it was still possible to have the Christmas trees installed. It was **RESOLVED** that the Council approved a grant of up to £9,000 as requested and that the Group could confirm the exact costs at the next Finance Committee meeting.
11. **Planning Committee:** The Council noted that the extraordinary meeting to consider the application on the Dairy Farm site was scheduled for Monday 18<sup>th</sup> October at 6.30pm
12. **Environment Committee:** To Council received and noted the minutes of the meeting held on the 2<sup>nd</sup> September, 2021
13. **Neighbourhood Plan Steering Group:**
  - a) The Council received and noted the report of the meeting held on the 15<sup>th</sup> September, 2021

- b) To consider forming a Working Group to review the recommendations of the WMT report: Cllr Lewis read out a statement in praise of the Neighbourhood Plan Groups efforts and to highlight that the WMT report was a separate body of work that had been commissioned and was owned by the Town Council. The Chair put forward the following proposals: 'The Council agrees to commit to a program of further research into the viability, cost, funding and timing of the suggested project, in section 7 of the WMT report, via either a dedicated working group or alternatively, if agreed by the council as a regular item on the agenda for the planning and infrastructure committee' and 'A link to the report is put on the HTC website. Hard copies are left in the library for people to view, as well as being available at HTC's office'. The Council agreed that this was necessary but it was not clear whether it should be a Working Group or part of a Committee and so it was **RESOLVED** to defer this until after the restructuring meeting and then it would be considered again at the next monthly meeting.
- c) To receive feedback on the presentation held on the 29<sup>th</sup> September of the Town Centre section.
14. **ABP Committee:** To consider the proposal to form a Community Centre Working Group – see draft Terms of Reference attached. This proposal was queried by Cllr Dunning as to whether it had been agreed at an ABP Committee meeting and whether the ABP Committee had agreed for the need for a Community Centre. The Clerk confirmed that there had not been any ABP meetings recently, he had placed the item under the ABP Committee heading since that was the Committee's remit but it had not been discussed by the Committee. This proposal was being brought directly to the whole Council to consider and had become more urgent by the proposed development on Dairy Farm site and ESC's requirement for HTC to produce evidence and a business plan for CIL funding, as explained in the proposed Terms of Reference. Cllr Dutton proposed and it was agreed that the scope should also include investigating the relocation of the Council offices and it was also agreed that the title 'Community Centre' may be more accurately described as 'Community Land' as the purpose of the Working Group was to investigate the best use of the land. It was then **RESOLVED** (8 in favour/1 abstention) that the Community Land Working Group would be formed and the Terms of Reference amended accordingly. Membership would be agreed later following the meeting on committee restructuring.

The meeting was extended by 15 minutes by agreement

15. **Correspondence:** HEM request for a Brass band event on the 27<sup>th</sup> November in the Town Park 2pm – 6pm. The Council supported this proposal. The Clerk drew attention to Cllr Dunning's questions regarding covid meeting policies for the winter months ahead. The Clerk confirmed there were no specific policies in place but he was concerned that the Council should consider a limit to the number of members of the public able to attend in the Day Centre. It was then **RESOLVED** that the Council agreed a maximum limit of 10 members of the public in the Day Centre and this should be advertised on social media, noticeboard, HCN etc. A zoom option would continue to be offered.
16. **Maintenance:** A proposal to investigate costs for employing an external maintenance person would be discussed at the next Finance meeting on the 18<sup>th</sup> October.
17. **Items for the Website/Noticeboard/Newsletters/Library:** Meeting capacity limit in the Day Centre, decision on the Campus survey and request for Twinning Society members in the HCN.
18. **Accounts for Payment:** To approve the following accounts for payment.

<b>4696.</b>	Viking – Stationery (LGA 1972 s111)	109.69 + vat
<b>4697.</b>	HMRC Employers liabilities (LGA 1972 s112)	2755.33 (corrected)
<b>4698.</b>	EPS – Banner & Signs	95.00 + vat
<b>4699.</b>	J Moseley Zoom subscription (LGA 1972 s111)	11.99 + vat
<b>4700.</b>	Micropress – Advertising (N Plan & Environment)	90.00 + vat

<b>4701.</b>	Karen Forster – Committee restructuring/training	450.00
<b>4702.</b>	Wissett PC – VAS insurance (LG Rating Act 1997 s30)	20.93
<b>4703.</b>	Farmhouse Bakery – Summer Youth Activities – Lunches	705.00
<b>4704.</b>	Campus - Summer Youth Activities	300.00
<b>4705.</b>	Go Geronimo - Summer Youth Activities	1100.00 + vat
<b>4706.</b>	Apollo Youth Centre - Summer Youth Activities	300.00
<b>4707.</b>	Defib Store – Replacement pads	41.00 + vat
<b>4708.</b>	Rumburgh P.C. Return of Covid voucher contribution	100.00

**DD/Standing Orders:**

<b>4709.</b>	Monthly salaries (LGA 1972 s112)	2,820.31
<b>4710.</b>	LGPS Pension (LGA 1972 s112)	1,016.01
<b>4711.</b>	Barclays Bank Charges (LGA 1972 s111) (Aug)	8.50

**Bank & Cash Balances at 1<sup>st</sup> October, 2021**

Current 728	£126,980.37
Unity Trust	£215,691.05
Community A/c	£5,296.46
Business Reserves 017	£92,704.55
Petty Cash	£52.92

The meeting was closed at 8.43pm