



Waveney Local Office
London Road, Halesworth
Monday 7th March, 2022 at 6.30pm
Held in the Day Centre
Minute Book ref No 71

MONTHLY COUNCIL MEETING HELD IN THE DAY CENTRE, HALESWORTH

Present: Councillors;

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

In Attendance: Nick Rees (Town Clerk), 1 member of the public.

Minutes

1. **Apologies:** Cllrs; Jackie Wagner, James Hewett, District Cllr Alison Cackett.
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests: None received.
3. **Minutes:** The minutes of the monthly meeting held on the 7th February, 2022 was accepted as a true record.
4. **Matters arising from the minutes:**
5. **Chair's Report:** The Chair asked councillors to be cautious about accidentally using outdated language in public, particularly when referring to minority groups. The Chair also requested that Cllr Dunning avoids any confusion by standing away from the table when speaking as a County Councillor. The Chair reported on meetings that she had attended in February and drew attention to the Day of Dance (April 2nd, 2022) when a troop of 39 German dancers and dignitaries will be visiting the town and also the celebration of 40 years of twinning with Bouchain scheduled for the weekend of June 11th – 13th). The costs of the Day of Dance would be covered by the Twinning Association but the Town Council would need to use some of the 'Twinning reserves' for the event in June.
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:** The Council received and noted the following:-
 - a) Signage Working Group report, brief notes provided by the Clerk and a further report received from Cllr Moseley. The entrance signs to the town and the A12 tourist sign had been added to the scope of improvements that will be considered. Cllr Dutton would be invited to the signage audit walkabout.
 - b) Informal CIL meeting: The Council received and approved the revised priority list.
 - c) Jubilee Working Group; Cllr Reece reported that she had provisionally secured an ice Cream and Burger van for the event the 'Big Picnic in the Park'. There would be free ice creams for children using a ticket system. There would be no charge for the van, the Council would pay for the ice creams and £27 for a licence from ESC to use the park. Buskers would be invited to provide some music. Posters would be produced shortly. Cllr Took would be supplying a cake. The Council approved of all these arrangements. Another meeting of the group would be taking place soon to confirm further details.
 - d) Youth report received and noted from Cllr Moseley

- e) Day Centre: Cllr Took advised that there had not been any interest for new trustees so far.
 - f) ESTA; verbal report received from Cllr Fleming
 - g) To review the current list of reps on outside bodies. A number of changes were needed to the list and the Clerk would redistribute the list with agreed amendments. It was also **RESOLVED** that the Vice Chair of the Finance & Governance Committee would stand in to make up the third member of the Personnel Working Group, if for any reason there was only two members. In the current situation; the Chair of the Finance & Governance was also the Chair of the Council and therefore the working group was not presently at the full capacity of three members. It was confirmed, after some debate on the matter, that the regular Clerk's meetings were not with the Personnel Working Group members exclusively but merely regular meetings with the Chair and Vice Chair of the Council and when appropriate with other members of the Council. The Personnel Working Group would only meet to either review staff performance, salary recommendations or to consider any staff related issues, as and when required, but normally on two occasions in any one financial year.
 - h) Cllr Fleming reported that a further delay to the asset transfer had been confirmed by Cllr Goldson because the current officer dealing with the transfer had since left. This was now the third ESC officer that the Town Council had dealt with on the transfer since 2015 along with several other senior members of staff and councillors. Cllr Fleming understood that the officer was not being replaced but instead the existing department would absorb the additional work.
8. **District & County Reports:** The Council received and noted the County Council report but when reviewing the East Suffolk report, Cllr Wollweber proposed and it was **RESOLVED** that a letter should be written to the Leader of the Council and to the Chief Executive to express the Council's continued frustration at the repeated delays in resolving the Transfer of Assets.
9. **Finance & Governance Committee:**
- a) The Council received and noted the report of the meeting held on the 21st February, 2022
 - b) To consider the recommendation of the Finance & Governance Committee that the Zoom subscriptions are reduced to one subscription to be shared with the Neighbourhood Plan and that hybrid meetings via Zoom are no longer necessary. It was **RESOLVED** that Cllr Moseley would cancel the Neighbourhood Plan's Zoom subscription but the Clerk would continue with the Council's Zoom subscription (access would be shared with the Neighbourhood Plan Steering Group) and that the Council would suspend the Zoom option for public meetings until further notice and until an adequate system could be installed.
10. **Planning & Highways Committee:** Cllr Dutton explained that the committee would be meeting on Wednesday and would be sorting out its priorities and would also be formally adopting the Signage Working Group.
11. **Neighbourhood Plan Steering Group:** The Council received and noted the minutes of the meeting held on the 16th February, 2022. Councillors would be receiving the documents this Wednesday for the extraordinary meeting on Wednesday 16th March.
12. **Leisure & Environment Committee:**
- a) The next meeting was scheduled for the 9th March
 - b) Reclaim the Rain project. It was **RESOLVED** that the Council would like to register an interest in this project. The Clerk would advise accordingly.
 - c) To agree the location of the Jubilee Oak Tree. It was **RESOLVED** that the Council agreed that the Oak Tree would be planted in the Park near the River Lane Bridge and that District Cllr Tony Goldson would be invited to attend the planting once a date and time was agreed. Cllr Kellett would contact the Clerk to arrange.

13. **Assets & Services Committee:** The Council received and noted the minutes of the meeting held on the 9th February, 2022.
14. **Standing Orders:** It was **RESOLVED** that the Council approved minor amendments largely related to the public contract thresholds and then adopted the revised Standing Orders.
15. **Correspondence:** On a suggestion by a member of the public, it was **RESOLVED** that the Council approved the purchase of a Ukrainian Flag to fly in the Park and some of the proceeds would go to the Ukraine Humanitarian Appeal - Disasters Emergency Committee (dec.org.uk). The Chair asked the Clerk to research other ways that residents could contribute locally and this would be put on the website
16. **Maintenance:** The Council agreed that the Clerk could obtain prices for replacing the Swan lane Allotment fence adjacent to the footpath which was needed to stop deer from getting into the allotments. It was **RESOLVED** that the remaining benches in the Thoroughfare would be refurbished with timber rather than recycled plastic following advice that additional centre supports would need to be added to the existing benches if recycled plastic was used and therefore it was not cost effective.
17. **Newsletter:** To consider the proposal that HTC produces a regular newsletter – Cllr Fleming. It was **RESOLVED** that the Council agreed that this would be beneficial and the newsletter would be kept at the Library, Council office, participating shops and online to inform the residents of any significant news which may require a more detailed explanation than was possible in the regular HCN article. Cllrs would be expected to contribute written pieces for the newsletter.
18. **Items for the Website/Noticeboard/Newsletters/Library: The decision on the Ukraine flag,**
19. **Accounts for Payment:** The following accounts were approved for payment:-

4696.	Valda Energy - Market Electricity (Food Act 1984)	38.79
4697.	W. Norse Park - Green Waste collection (Open Spaces 1906 ss9&10)	18.51+ vat
4698.	H Wightman & Son – Museum Flooring (LGA 1972 s144)	1965.00 + vat
4699.	Greater Anglia – Station Building Rent (LGA 1972 s144)	447.56 + vat
4700.	SALC – Payroll services (6 months) (LGA 1972 s112)	78.00 + vat
4701.	J Moseley Zoom subscription (LGA 1972 s111) Feb	11.99 + vat
4702.	Mustard Creative – Annual Hosting (LGA 1972 s142)	186.00 + vat
4703.	ESTA membership (£7 for 1yr or £21 for 4 yrs) – agreed £21	21.00
4704.	ESC – application for Park event	27.00

DD/Standing Orders:

4705.	Monthly salaries (LGA 1972 s112)	2,820.31
4706.	LGPS Pension (LGA 1972 s112)	1,016.01
4707.	Barclays – Bank Charges (LGA 1972 s111)	8.50

Bank & Cash Balances at 7th March, 2022

Current 728	£125,756.07
Unity Trust	£197,432.52
Community A/c	£5,296.72
Business Reserves 017	£92,709.17
Petty Cash	£52.92

The meeting was closed at 8.20pm

