



Waveney Local Office
London Road, Halesworth
Monday 9th May, 2022 at 6.30pm
Held in the Day Centre
Minute Book ref No 74

ANNUAL MEETING OF THE COUNCIL AND MONTHLY MEETING
HELD IN THE DAY CENTRE

Present: Councillors;

Annette Dunning (HTC and SCC), Peter Dutton, Anne Fleming, Rachel Kellett, Rosemary Lewis (Chair), Joyce Moseley, David Wollweber (Vice-Chair), Jackie Wagner.

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

Minutes

Part 1 Annual Meeting of the Council

- 1) **Election of Chair and to receive the Chair's Declaration of Acceptance of Office:** Cllr Fleming nominated Cllr Lewis to remain as Chair of the Council, seconded by Cllr Moseley, there were no other nominations: It was then **RESOLVED** that that Cllr Lewis was unanimously elected as Chair of the Council. The Clerk would ensure that the declaration would be signed after the meeting.
- 2) **Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office:** Cllr Fleming nominated Cllr Wollweber to remain as Vice-Chair of the Council, seconded by Cllr Dutton, there were no other nominations: It was then **RESOLVED** that that Cllr Wollweber was unanimously elected as Vice-Chair of the Council. The Clerk would ensure that the declaration would be signed after the meeting.
- 3) **Apologies:** Apologies received and accepted for Cllr M Took for personal reasons. No apologies received for absence of District Councillors.
- 4) **Register of Interests:** Members interests should check that their interests were up to date.
- 5) **Declarations of interest:** Non-pecuniary interests: Cllr Wagner for item 27, the Chair thanked Cllr Wagner for offering to purchase the gazebos for the Jubilee event.
- 6) **Minutes:** The Council noted the minutes of the Annual meeting of the Council held on 4th May 2021 previously approved on the 21st June 2021.
- 7) **Matters arising from the minutes:** Cllr Fleming raised a query about a resident's comments made about free schools but there was no response recorded. Cllr Moseley noted the Environment Agency's flood risk assessment had not been formally accepted by the Council and this would be re-visited by the Leisure & Environment Committee.
- 8) **Election of Committee Members:** The Council agreed that the membership of committees had been reviewed several times since January and it was **RESOLVED** that the existing list of council members and the chairs would remain unchanged.

- 9) **Election of Working Group Members:** It was **RESOLVED** that the existing list of council members of Working Groups would remain unchanged with the amendment that Cllr Fleming was added to the Wayfinding & Signage group and that the Vice Chair of Finance would make up the third member of the Personnel Working group in the event that a councillor held two positions, as was the case currently with Cllr Lewis.

The Clerk explained that since the recent restructuring, committees were now allocated a budget from the precept and had delegated powers to spend money within the budget without referring to the full Council. Members of the public were currently excluded from committee membership to comply with the financial regulations for this reason. However, this issue required a suitable compromise as committees benefitted from input from members of the community, for example; currently the Leisure & Environment Committee had two members of the public unable to take part in discussions. It was then **RESOLVED** that members of the public would be accepted as committee members (provided they accepted the terms of reference of the committee and the latest code of conduct) but they would not have voting rights relating to any expenditure.

- 10) **To determine Council representation on Outside Bodies:** It was **RESOLVED** that the existing list of council representatives of outside bodies was approved with the amendment that there was currently no Day Centre representative.

Cllr Kellett asked whether a rep was required for the Millennium Green Trust and if so she would be willing to undertake the role. It was noted that the Clerk would first need to ask MGT if they wished to have a council representative.

Part 2 Monthly Meeting of the Council

- 11) **Minutes:** The minutes of the monthly meeting held on the 4th April, 2022 was accepted as a true record.
- 12) **Matters arising from the minutes:** Cllr Dunning would follow up with Suffolk Highways again on the Disabled parking notice outside the Library. Cllr Kellett had prepared a report on the Climate Action meeting for the Leisure & Environment Committee but she would circulate a copy to the whole Council. The Reclaim the Rain initiative would be discussed at the Leisure & Environment Committee meeting.
- 13) **Chair's Report:** The Chair attended another six meetings in April aside from the normal Council meetings, this included opening the new section of the Halesworth and District Museum and attending the Chairman's civic reception at Halesworth Golf Club, hosted by East Suffolk Council. The Chair reflected on the past year where she had attended nearly all the AGM's for our many impressive voluntary groups in the town. The Chair recognised the enormous amount of work undertaken by the Neighbourhood Plan group, the work undertaken by the Planning Committee in tackling the various planning applications, the council appointed HCSL trustees for all their hard work, the expansion of the Museum at the Station building, the restructuring of all the Council committees and many other achievements in the year.
- 14) **Public Session:** [15 minutes on agenda items] Janet Huckle gave notice of the AGM of the Halesworth Tourism Group (Wednesday 11th at 6.30 in the Stables) and wished to draw attention to the damage being caused to benches in the Thoroughfare which was potentially from scooters and skateboards.
- 15) **Reports on meetings and events attended by Council representative:** The Council received reports from Cllr Moseley on Youth Action, Wayfinding and Signage, People & Places and Halesworth Campus.

On the People and Places report; there followed some debate as to the level of Council input on the Halesworth branding. Cllr Dutton had concerns that an outside group (People & Places) would decide on the logos and associated branding for the town without referring back to the Council. Cllr Moseley explained that it was important that the decision was not dictated by one group and there were three councillors already involved. It was agreed that, before the final decision was made, the Council would have the opportunity to review the designs.

Cllr Wagner updated the Council on the Day Centre. The accountants had successfully completed the accounts and it was now all up to date. The decision on whether to continue with the charity would not be made until June, 2022.

Cllr Fleming reported on the recent Halesworth Events Management meeting. The grant received from the Council had now been spent on icicle lights and motifs and the group had also spent further from their own reserves for more trees. It was agreed that a member of the group would explain what administration work they wished the Clerks to undertake for them as requested earlier in the year by the previous chair of HEM. The group lost some of their members this year and they were not able to undertake all the work involved. The Clerk would report back on the expected workload.

- 16) **District & County Reports:** The Chair thanked County Cllr Dunning for the monthly and annual County reports provided. There were no reports from District Councillors. Cllr Dunning reported that there was currently a petition for SCC to take back the Highways work in house because the repair costs by their outside contractors was disproportionately high. Not all councillors were in agreement with this petition and so no proposal to sign the petition was made at the meeting.
- 17) **Jubilee:** The Council received the flyer for the Jubilee event, after agreeing that there would be some degree of flexibility over the number and age of children receiving a free ice cream, it was approved for distribution. It was also **RESOLVED** that a £50 dining out token would be provided for the best dressed shop window and the Chair and members of the Jubilee Group would decide the winner. The Chair confirmed that the budget had been increased to £3,000.
- 18) **Finance & Governance Committee:** The Clerk had omitted a copy of the report of the meeting held on the 25th April, 2022 but would circulate it after the meeting.
- a) The Council received and noted the Revised Budget 2022 – 2023 & Reserves. It was noted a budget for CCTV maintenance would need to be added for this year.
 - b) Internal Audit report: The Council received and approved the internal audit conducted by Suffolk Association of Local Councils and noted the recommendations and notes made by the Clerk. There was some confusion regarding the notes on the pension scheme but the Clerk explained that the Council's requirement was just to inform the Pension Regulator of whether there had been any changes to staff that related to pensions. This was required by August 2022. It was **RESOLVED** that the Council gave approval for the Clerk to inform the Pension Regulator accordingly.
The Council also received the signed Audit submission which was approved for submitting with the documents under items c) and d)

The Clerk had prepared and signed the following documents required for the Audit submission for the Councils' approval.

- c) It was **RESOLVED** that the Council approved section 1: **(Annual Governance Statement) of the audit submission for 2021 – 2022 to PKF LittleJohn LLP Accountants** and the Chair signed the document for submission.

- d) It was **RESOLVED** that the Council approved Section 2: **(Accounting Statements) of the audit submission for 2021 – 2022 to PKF LittleJohn LLP Accountants** and the Chair signed the document for submission.

19) **Planning & Highways Committee:**

- a) The Council received and noted the minutes of the meeting held on the 27th April, 2022
b) The Council received and noted the report of the Wayfinding Signage Group meeting held on the 7th April, 2022

Cllr Dutton asked the Council to consider approving a letter to Ben Woolnough of East Suffolk Council outlining the views of the Neighbourhood Plan group to the application DC/21/5669/ARM. The views were also very similar to the Council's own comments made at the consultation stage. Cllr Dutton also noted that there were a number of holding objections, so this letter may add further weight to the concerns. It was also important to remind ESC's Planning Committee of its own decision to hold a site meeting which was to include all their members as well as representation from the Town Council, residents etc. This decision had never been actioned. There was some urgency to send the letter rather than waiting for another Planning meeting. It was then **RESOLVED** that the letter should be sent by the Clerk and that the Chair of the Council should also be added to the bottom of the letter.

Cllr Dutton also reported on the Thoroughfare Working Group request to Suffolk County Council to reinstate or add the 'no waiting at any time' sign to the existing Thoroughfare entrance signage. County Cllr Dunning was currently investigating this option with Suffolk Highways.

- 20) **Neighbourhood Plan Steering Group:** Cllr Moseley gave an update on the feedback from East Suffolk Council on the draft plan. Aside from a few typos that had been picked up there were only three matters that the Council needed to consider;
- i. Omission of the Heritage tree information. This was an error but it would now be submitted and ESC would include this information on their GIS mapping
 - ii. Evidence required for the proposed policy of increasing the number of 4 bedroom houses on new developments due to a need locally for this type of larger family home. Cllr Moseley had the necessary evidence but required permission to include this in the Plan submission.
 - iii. The need to retain a policy for electric charging points for new homes. Cllr Moseley explained that this was being queried as the Government intended to make this a building regulation in the near future. However, it was not a planning regulation yet and this proposed policy went further than the Government's proposals and the group wished to keep it in the Plan.

It was **RESOLVED** that the Council agreed with 20(i) and approved 20(ii) and 20(iii)

Cllr Mosely also reported that the group had successfully secured another grant for £3,405 for consultancy at the examination stage, press articles, leaflets and posters.

- 21) **Leisure & Environment Committee:** A meeting would be taking place later in the week.
- 22) **Assets & Services Committee:** Further feedback was required from Cllr Goldson as to whether the Cabinet would be considering the transfer of assets in June and when ESC's officer intended to meet with members of the Town Council.
- 23) **Model Code of Conduct:** The Clerk had distributed the new Model Code of Conduct and provided further comments on the document highlighting some of the changes. It was noted that the new code expanded on certain aspects of the existing code, in particular more detailed guidance on declaring interests. It was **RSOLVED** that the Council adopted

the new Code of Conduct (without amendment) which would then be reviewed on an annual basis.

- 24) **Correspondence:** It was **RESOLVED** that the Council would request free parking between 11am and 5pm for the Jubilee event on Saturday 4th June.
- 25) **Maintenance:** It was **RESOLVED** to accept the offer from a resident to pay for a new recycled plastic bench to replace the timber bench in Rectory Lane and located in the same position. This bench was a commemorative bench for a former member of the Rotary Club. The Council agreed to pay for the removal and installation costs.
- 26) **Items for the Website/Noticeboard/Newsletters/Library:** Jubilee flyer and councillor vacancies flyer.
- 27) **Accounts for Payment:** The following accounts for approved for payment:-

4696.	BSA security & fire CCTV annual maintenance (GPoC)	880.00 + vat
4697.	J Wagner – Gazebos for Jubilee event (LGA 1972 s145)	498.00
4698.	Defibrillator – new battery and replacement pads (GPoC)	286.00 + vat

DD/Standing Orders:

4699.	Barclays – Bank Charges (LGA 1972 s111)	8.50
4700.	Valda Energy Market Electricity (Food Act 1984)	50.00

Bank & Cash Balances at April 29th, 2022

Current 728	£125,581.48
Unity Trust	£268,808.13
Community A/c	£5,296.85
Business Reserves 017	£92,711.48
Petty Cash	£22.82

The meeting was closed at 8.25pm