



Waveney Local Office
London Road, Halesworth
Monday 6th February, 2023 at 6.30pm
Held in the Day Centre
Minute Book ref No 85

MONTHLY MEETING OF THE COUNCIL HELD IN THE DAY CENTRE

Present: Councillors;

Peter Dutton, Anne Fleming, Keith Greenberg, Rosemary Lewis (Chair), Joyce Moseley, Jackie Wagner, David Wollweber (Vice-Chair).

In Attendance: Nick Rees (Town Clerk), District Cllr Alison Cackett, 2 member of the public.

Minutes

- 1) **Apologies:** County and Town Cllr Annette Dunning, Cllr Maureen Took
- 2) **Declarations of interest:** None
- 3) **Minutes:** The minutes of the monthly meeting held on the 9th January, 2023 was accepted as a true record, with the amendment that District Cllr Alison Cackett suggested a bench in memory of Mrs Jen Berry which she would be able to help fund if the project went ahead before the end of March.
- 4) **Matters arising from the minutes:** The Clerk confirmed that he was still waiting for ESC to advise on the source of the graffiti on the Toilet Block and what their intentions were with regard to removing it.
- 5) **Chair's Report:** The Chair gave a report on her activities during the month. The Chair also wished to record that the Neighbourhood Plan, which 84% of residents voted in favour for in the recent referendum, was down to a handful of dedicated, hardworking people who had worked tirelessly with the community and ESC to compile the necessary evidence and paperwork that was required. The Chair offered her sincere thanks to Joyce Moseley, Keith Greenberg, Charlotte Slater, Emma Healey and Anne Fleming and to all those who had also contributed over the years.
- 6) **Public Session:** [15 minutes on agenda items] Emma Healey, referring to the resounding support for the Neighbourhood Plan at the referendum on Thursday 2nd February, wished to acknowledge the contribution of the clerks and in particular Phillippa Welby, Assistant Clerk for her support of the Neighbourhood Plan Steering Group throughout the whole process. Mrs Janet Huckle reminded councillors of the Halesworth Tourism Group's meeting on Wednesday the 8th February and that Cllr Wollweber would be presenting plans for the Market 800 event. A resident wished to know about plans to re-paint the bollards in the Thoroughfare and whether all the businesses had been informed as many of them had engaged their own artists to paint the bollards which reflected their own individual businesses. Cllr Greenberg confirmed that one of the Halesworth Business Group members was actively involved and that she would no doubt be relaying these plans to all their members. Cllr Fleming suggested that HTC may be able to send an official update to HBG to pass on in due course.
- 7) **Reports on meetings and events attended by Council representatives:** The Council received and noted reports from Cllr Moseley on Shared Prosperity fund applications, HIB,

Youth Action and a webinar on ESC's culture strategy. Cllr Wagner reported on the recent Police Locality meeting, Cllr Greenberg and Cllr Dutton reported on the recent site visit with ESC officers and committee members but as they were not allowed to speak it was not very productive. Cllr Wagner reported on the Police Locality meeting and also that she would provide the clerk with the minutes of the Coronation meeting.

- 8) **District & County Reports:** Cllr Alison Cackett gave an update and also added to the report of the Police Locality meeting and added some further information about the recent accident involving a car and a pedestrian in the Thoroughfare. The Council did not possess all the facts about the incident but felt it was important that the Police establish whether the driver was permitted to drive through the Thoroughfare under the current restrictions. The suggestion of the bench dedicated to the late Mrs Jen Berry would be considered by the Leisure and Environment Committee.
- 9) **Draft Committee/WG reports and minutes for information:** The Council received and noted the following reports and minutes:-
- a) **Finance & Governance Committee** held on the 16th January, 2023.
 - b) **Assets & Services** Committee held on the 18th January, 2022
 - c) **Community Hub WG:** Update
 - d) **London Rd Building:** - Under item 10
 - e) **Leisure & Environment** Committee held on the 11th January, 2023
 - f) **Planning & Highways** held on the 30th January, 2023
 - g) **Thoroughfare** WG update
 - h) **Neighbourhood Plan Steering Group:** Referendum update

Cllr Moseley asked for permission to put a full page article in the HCN this month about the referendum success and thanking all the residents who had voted for the Neighbourhood Plan and also to produce a booklet for Neighbourhood Plan actions which the Council approved.

- 10) **London Rd building:** The Council considered the proposals of the Assets & Services Committee as detailed in the A&S minutes incorporating the Clerk's report and drawings (attached separately); to make improvements and alterations to the London Rd Building to convert the Chambers Room for additional staff, to upgrade welfare facilities, to create an additional meeting room downstairs and to replace windows all within the proposed budget subject to permission from ESC (pending). The Clerk explained that the budget was as accurate as possible but some assumptions had been made and the type of windows would not be determined until after obtaining pre-application advice. It was then **RESOLVED** that the Council agreed to the alterations and the proposed budget.
- 11) **Grant Applications** - To consider making the following applications:
- a) **East Suffolk Towns Initiative.** It was **RESOLVED** that the Town Council agreed to two applications to obtain the remaining funds of £8,425 for the following purposes; one for creating a unifying message and one for establishing a unified digital access point, all as described in Cllr Moseley's report.
 - b) **Shared Prosperity Fund: Application** for Planters & the Market 800 event: It was **RESOLVED** that the Town Council agreed to the submission of two grant applications for the Shared Prosperity Fund up to the permitted limit of £15K based on estimates of costs, for:
 - 1. Improving the 'public realm' of the Market Place and the Thoroughfare and making connections between the two. To be submitted before 17 February
 - 2. Renovation of the Grade 11 listed old town pump in the Market place. To be submitted before the 28 April.
- 12) **Station User Group:** Cllr Greenberg reported that Greater Anglia had so far not responded to several attempts to find out the outcome of the recent condition survey.

13) **Events:**

- a) Market Charter – Update and approve budget (attached) from Reserves/ESC Grant. Cllr Wollweber gave an update on the current plans and had circulated a list of proposed events for the Market 800 celebration. The initial budget had been more than expected however it was **RESOLVED** that the Council agreed that Cllr Wollweber could apply for £10k grant from the East Suffolk Towns Initiative to support the event and that the remaining balance would come out of reserves up to a maximum of £10k giving an overall budget of £20k.
- b) Coronation Event – It was **RESOLVED** that the Council agreed a budget of up to £3,000
- 14) **Standing Orders:** To review the Model Standing Orders, adopted in March 2022 with no proposed amendments. After the Clerk had explained that the current Standing Orders did not fundamentally contradict the restructuring changes agreed to the standing committees it was **RESOLVED** that the current version was accepted with no further amendments.

15) **Maintenance:** None

16) **Correspondence:** None

17) **Items for the Website/Noticeboard/Newsletters/Library:** Neighbourhood Plan news, warm rooms and upcoming events

18) **Accounts for Payment:** The Council approved the following accounts for payment.

4696.	Kei Creative – N Plan Ref. Posters (Localism Act 2011)	664.52
4697.	W. Norse Park Green Waste collection (Open Spaces 1906 ss9&10)	53.49 + vat
4698.	Perkins – bamboo removal	550.00
4699.	SALC - Training (LGA 1972 s111)	26.00 + vat
4700.	EPS Transfers – N Plan Ref. Banners (Localism Act 2011)	440.11 + vat
4701.	Scribe Accounting software annual sub. (LGA 1972 s111)	676.80 + vat
4702.	Zoom (LGA 1972 s111)	11.99 + vat
4703.	Mustard Creative - Annual SSL certificate for Website (LGA 1972 s111)	60.00 + vat
4704.	Micropress - Community News N Plan (Localism Act 2011)	325.00 + vat
4705.	Sharprint service charges 12/12/21 – 20/06/22	475.38 + vat
4706.	Sharprint service charges 20/06/22 – 20/11/22	253.56 + vat
4707.	Sharprint service charges 20/11/22 – 20/01/23	138.52 + vat
4708.	Valda Energy - Market Electricity (Food Act 1984)	100.00

DD/Standing Orders:

4709.	Monthly salaries (LGA 1972 s112)	2,820.31
4710.	LGPS Pension (LGA 1972 s112)	1,016.01
4711.	Barclays – Bank Charges (LGA 1972 s111)	8.50

Bank & Cash Balances at 1st February, 2023

Unity Trust Current	£52,511.64
Unity Trust Savings	£200,892.30

Current 728	£123,038.98
Community A/c	£5,301.83
Business Reserves 017	£92,798.76
Soldo Prepaid Acc.	£225.59
Petty Cash	£22.82

- 19) **Staff Matters:** To consider the recommendations from the Finance & Governance and to hold this item *in camera* if required due to the confidential nature of the matter to be discussed.
- a) Assistant Town Clerk position and Job description. The Council approved the job Description with an amendment to emphasise the need for someone with a good standard of written English and preferably a qualification to this effect. The Council agreed to advertise the position as soon as possible.
 - b) Marketing Position: This position would be on a temporary contract basis and hopefully part funded by ESC, a task list was still being worked on to define the role.
 - c) Staff salaries. It was **RESOLVED** that the Clerk and Assistant Clerk be raised one salary point to LC3 - 34 and LC2 - 23 respectively.

The meeting was closed at 8.22pm