



Waveney Local Office
London Road, Halesworth

Monday 6th March, 2023 at 6.30pm

Held in the Day Centre

Minute Book ref No 86

MONTHLY MEETING OF THE COUNCIL HELD IN THE DAY CENTRE

Present: Councillors;

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

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

Minutes

- 1) **Apologies:** None
- 2) **Declarations of interest:** None
- 3) **Minutes:** The minutes of the monthly meeting held on the 9th February, 2023 was accepted as a true record
- 4) **Matters arising from the minutes:** Cllr Kellett reported that plans were in plans to plant a tree for the late Jen Berry.
- 5) **Chair's Report:** The Chair gave a monthly report and highlighted the two historical events that occurred in February; the successful adoption of the Halesworth Neighbourhood Plan and the agreement by East Suffolk Council to transfer the London Rd building, public toilets, Park and Open Spaces to Halesworth Town Council subject to the legal process.
- 6) **Public Session:** [15 minutes on agenda items] No questions were raised.
- 7) **Reports on meetings and events attended by Council representatives:** Cllr Moseley reported on a meeting with Rev Dominic Doble about the long-term future plans to create a community space in St Mary's Church. Cllr Fleming reported on the plans for the Coronation and that the Assistant Clerk was working on the road closures for the event. It was agreed that an HCN article was needed but as the Clerk advised that the space was very limited due to precept/election news, the Council would pay for a 'save the date' style article. Cllr Greenberg reported on an interesting meeting with Sue Downs on affordable housing, that he and Cllr Wollweber attended on the 21st February. The Council needed to consider if a Housing Needs Survey should be undertaken for the town. Cllr Dutton agreed that this would be added to the next Planning & Highways Agenda. Cllr Kellett explained that the important and historical tree plaques in the Park were being replaced with new plaques as previously agreed.
- 8) **District & County Reports:** District Cllr Alison Cackett reported that she was hopeful that ESC would provide free parking for the Coronation event and that Road Closures would be offered free of charge by SCC for the event which was confirmed by County Cllr Dunning. Cllr Dunning gave an update on hosting Ukrainian families and update on the White Bridge. Cllr Dunning suggested that a Town Councillor should be present for the next meeting on the White Bridge and Cllr Greenberg volunteered to attend. Cllr

Wollweber raised concerns about the delays and restrictions for obtaining documents from the Suffolk Archives. Cllr Dunning reported that the current system was not working properly and SCC were aware of these issues. Cllr Cackett advised that the Annual Parish Meeting date would clash with an ESC meeting at Lowestoft and so there may not be any District Councillors able to attend.

- 9) **To receive draft Committee/WG reports and minutes for information:** The Council received and noted the following reports
 - a) **Finance & Governance Committee** held on the 20th February, 2023.
 - b) **Assets & Services Committee** held on the 15th February, 2022
 - c) **Community Hub WG:** Update
 - d) **Leisure & Environment Committee** held on the 8th of February, 2023
 - e) **Planning & Highways** held on the 22nd of February, 2023
 - f) **Thoroughfare WG** update
 - g) **Neighbourhood Plan Steering Group:** Cllr Moseley explained the purpose of the N Plan leaflet which would be available in printed form and on the website.
- 10) **Asset Transfer:** The Clerk confirmed that he had arranged a meeting with the Chair and the Chair of Assets and ESC's legal team on the 8th of February and the purpose was to outline the process, timescales, and permissions to undertake work in the interim period.
- 11) **Station User Group:** Cllr Greenberg reported that the condition survey of the building had initially been reasonably positive but there were no costs provided or any indication of Landlord/Tenant responsibilities. A meeting would schedule again shortly.
- 12) **Events:**
 - a) Market Charter: Cllr Wollweber reported that there had been a meeting with the Black Knight Historical event group and they would be providing a shopping list of individual events for the day. It was hoped that the grant to help fund the event would be successful and that confirmation would be forthcoming soon. Meanwhile several local groups had confirmed interest in getting involved including Circle 67, New Cut Arts, The Museum, and others. Halesworth and Holton Primary Schools would also be involved. Cllr Wollweber would be seeking permission for a Park & Ride using the Campus ground and the HACT bus.
 - b) Coronation – as reported under item 7
- 13) **Standing Orders/Terms of Reference:**
 - a) It was **RESOLVED** that the Terms of Reference for the Leisure & Environment Committee was approved with the amendment that the clause regarding 'assumed resigned if absent on more than three occasions' would be removed as this was not in accordance with the Standing Orders.
 - b) It was **RESOLVED** to include Cllr Greenberg's proposed wording to the Standing Orders and the Standing Committee's Terms of Reference to ensure recognition of the Neighbourhood Plan, its legal status, and objectives.
- 14) **Maintenance:** None
- 15) **Correspondence:**
- 16) **APM:** It was agreed to keep the date for the APM as Wednesday 24th May at 6.30pm at the Edgar Sewter School.
- 17) **Items for the Website/Noticeboard/Newsletters/Library:** The Clerks would promote the upcoming Ink Festival.

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

4696.	BHIB insurance (LGA 1972 s111)	1796.81
4697.	Cable Ties (Charlotte Slater) Localism Act 2014	17.86
4698.	Micropress – Referendum Advert Localism Act 2014	325.00 + vat
4699.	Mustard Creative – annual website hosting (LGA 1972 s142)	186.00 + vat
4700.	Hetty's Little Copy Shop – N Plan posters Localism Act 2014	52.50 + vat
4701.	Citrus Shredding – confidential document disposal (LGA 1972 s111)	52.50 + vat
4702.	Zoom (LGA 1972 s111)	11.99 + vat
4703.	Greater Anglia – Station Building Rent (GPoC)	487.66 + vat
4704.	Google Workspace payments (July – March) £2.30 per month	20.70
	Paid by N Rees	

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 1st March, 2023

Unity Trust Current	£49,783.57
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:** The Clerk would circulate the applications for the additional Assistant Clerk's position to the Personnel Working Group. A date for the Group to meet could not be agreed at short notice and so a decision as to whether to extend the deadline would need to be made this week via email.

The meeting was closed at 8.00pm