



Waveney Local Office
London Road, Halesworth
Monday 15th May 2023 at 6.30pm
Held in the Day Centre
Minute Book ref No 88

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

Present: Councillors;

Annette Dunning (HTC & SCC), David Fosdike, Keith Greenberg, Peter Hedges, Joyce Moseley, Maureen Took, Jackie Wagner.

In Attendance: Nick Rees (Town Clerk), 3 members of the public. Newly elected District Cllrs; Beth Keys-Holloway and Geoff Wakeling arrived after item 16.

Minutes

Part 1 Annual Meeting of the Council

The outgoing Chair of the Council, Rosemary Lewis, in her last role before retiring from the Council, took the first item on the agenda to oversee the election of the new Chair but first wished to thank everyone involved with the successful Coronation event held on Sunday May 7th. The Council voted in favour of using a secret ballot to determine the outcome.

1. **Election of Chair and to receive the Chair's Declaration of Acceptance of Office:** Cllr J Moseley and Cllr J Wagner were both nominated and seconded for the role of Chair. [After the voting slips had been counted, the Clerk declared the result unanimous, but the term used should have been a 'majority decision'; 5/2 in favour of J Moseley]. Cllr J Moseley was then elected as Chair of the Council.
2. **Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office.** Cllr Greenberg and Cllr Fosdike were both proposed for the role of Vice Chair however there were no seconders. The Council was mindful that two councillors were absent and overall the Council was at only three quarters strength. It was agreed that the Vice Chair's Role would be decided at a later date.
3. **To confirm receipt of all members Declarations of Acceptance of Office.** The Clerk confirmed that all those present had signed the Declaration of Acceptance of Office
4. **Apologies:** The Council approved the apologies for Cllr Cackett and Cllr Kellett.
5. **Register of Interests:** To confirm members interests are up to date: The Clerk confirmed that all new members should have been contacted by East Suffolk Council to complete their register of interests. Existing members also need to ensure that their current interests were up to date, and no amendments were needed.
6. **Declarations of interest:** There were no declarations of interest.
7. **Minutes:** The Council received and noted the minutes of the Annual meeting of the Council held on 9th of May 2022 (previously approved on the 6th of June 2022).

8. **Election of Standing Committee Members: Assets & Services, Leisure & Environment, Planning & Highways.** Cllr Wagner confirmed at the meeting that she did not agree with the way committees had been restructured and had therefore decided not to join any of the standing committees.

It was **RESOLVED** that the standing committee membership was agreed as follows:

Assets and Services: Cllrs; Greenberg, Took, Fosdike, Hedges.

Leisure and Environment: Cllrs; Kellett, Moseley, Greenberg, Dunning.

Planning and Highways: Cllrs; Hedges, Took, Cackett, Fosdike.

9. **Appointment of Chairs to the Standing Committees;** It was **RESOLVED** that the following Chairs were appointed: -
Assets and Services: Cllr Greenberg.
Leisure and Environment: Cllr Moseley.
Planning and Highways: Cllr Hedges.
10. **Appointment of Chair to the Finance & Governance (F&G) and two remaining positions of the Committee (Chairs of the Council, Vice Chair of the Council and Chairs of A&S, L&E, P&H automatically selected).** It was **RESOLVED** that the Finance & Governance members were as follows: Cllrs Hedges, Greenberg, Moseley, Dunning, Took and the Chair of the F&G Committee would be Cllr Hedges.
11. **Election of Sub- Committee & Working Group Members where applicable but may be determined by the relevant Standing Committees:** It was agreed that the Committee would determine the membership at a later date. It was noted that the current Working Groups should have a completion target in mind as they were formed to undertake a specific task.
12. **To determine Council representation on Outside Bodies:** The agreed amendments to the existing list is attached to the minutes. The Clerk would contact any members of the public on the list to ask for their agreement to continue if this had not already been confirmed prior to the meeting.

Part 2 Monthly Meeting of the Council

13. **Minutes:** The minutes of the monthly meeting held on the 3rd April, 2023 was approved with the amendment to remove 'social' under item 13 (a) and replace with 'all media'.
14. **Matters arising from the minutes:** None
15. **Public Session:** [15 minutes on agenda items] A member of the public, on the subject of advertising for the three remaining councillor positions, suggested that the Council could highlight its achievements as well as outlining all the future projects, in order to encourage members of the public to step forward. Janet Huckle reported on the Halesworth Tourism Group's AGM held on the 10th May and the Railway Exhibition held on the 13th of May.
16. **Reports on meetings and events attended by Council representative:** To receive any Cllr reports: Cllr Hedges gave an update on HCSL.
17. **District & County Reports:** Newly elected District Cllrs; Beth Keys-Holloway and Geoff Wakeling attended the meeting and gave an update on the enrolment process and confirmed that they would be allocated ESC email addresses shortly. The Clerk would

then arrange a meeting. County Cllr Annette Dunning had provided a written report for the Council.

18. **Committee/WG reports and minutes for information:** The Council received and noted the following reports
- a) **Finance & Governance Committee** held on the 17th April, 2023.
 - b) **Assets & Services** Committee held on the 19th April, 2022: Cllr Wagner requested that the Council gave permission for a voluntary group to use the rear courtyard for growing vegetables and flowers in pots but that the group would also work to improve the courtyard and the front and sides of the building. However, the proposal was reliant on the Council giving permission and willing to pay for the necessary insurance at approximately £250. The Council decided that it would need further information for the Assets & Services Committee to consider the proposal properly and as the land had not been transferred at this stage it would also need to seek permission from ESC. Cllr Wagner withdrew the proposal as she felt it was too complicated for the voluntary group to understand and didn't wish to raise expectations.
 - c) **Community Hub WG:** It was noted that businesses had received the survey to complete, and the residents (including surrounding villages) would be receiving the surveys shortly via Royal Mail.
 - d) **Leisure & Environment** Committee held on the 12th April 2023
 - e) **Planning & Highways** held on the 5th May and 17th April 2023
 - f) **Thoroughfare** WG report
19. **Audit:**
- a) It was **RESOLVED** that the Council approved Section 1: (Annual Governance Statement) of the audit submission for 2022 – 2023 to PKF LittleJohn LLP Accountants for signing by the Chair.
 - b) It was **RESOLVED** that the Council approved Section 2: (Accounting Statements) of the audit submission for 2022 – 2023 to PKF LittleJohn LLP Accountants for signing by the Chair.
 - c) The Council approved the Internal Audit section, signed off by the auditor, and the full report would be considered along with any recommendations by the Finance & Governance Committee at the next meeting.
20. **General Power of Competence) (Prescribed Conditions) Order 2012.** It was **RESOLVED** that the Council confirmed the following: -
- a) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council
 - b) The clerk to the parish council holds the Certificate in Local Council Administration.
 - c) The new Council then passed a resolution to adopt the General Power of Competence (Prescribed Conditions) Order 2012 which comes into force on the day after the day on which it is made.
21. **Correspondence:** The Clerk confirmed that the Council had received several emails expressing appreciation of the Coronation Event held on the 7th of May, 2023.

The Clerk also confirmed that the new Police Inspector had been in contact to arrange a teams meeting this week or on the following Monday. The Council appreciated the gesture but felt that a face-to-face meeting would be preferable and as it was very late notice the Clerk would contact the Inspector to see if a later date could be arranged on this basis.

The Chair explained about recent correspondence on the Government's Treescape funding coordinated by Suffolk County Council, a meeting with the District Council's at the end of May and ESC had requested whether HTC would be interested in working together to put

forward any relevant projects. It was **RESOLVED** that the Council agreed to join the Treescape funding initiative.

22. **Items for the Website/Noticeboard/Newsletters/Library:** Annual Parish Meeting reminder 6.30pm Wednesday 24th May at the Edgar Sewter School. It was agreed to provide refreshments and arrange the seating in a cabaret style. It was agreed to advertise for new councillors asap and an advert would be written up by the Clerk/Chair.

The Council approved a 10 minute extension to the meeting

23. **Accounts for Payment:** Cllr Wagner reminded the Council that a donation for the Day Centre room hire for Council meetings should be £30 per session and backdated to November. It was also noted that in the past the Council had paid the insurance for the Day Centre but at the last Finance & Governance meeting, the Committee had decided that a conflict of interest may arise due to the transfer of assets and HTC potentially becoming the Landlord. The Committee advised that the Day Centre should make a grant application instead.

The Council approved the following accounts for payment:-

No	Description	Supplier	VAT Type	Net	VAT
20	Coronation	Hetty's Little Copy Shop	Z	49.00	
20	Coronation	Hetty's Little Copy Shop	S	34.46	6.89
21	Advertising	Micropress	S	50.00	10.00
22	Advertising	Micropress	S	165.00	33.00
23	Coronation	Anne Fleming	X	760.74	
24	Station Rent	Abellio Greater Anglia	S	65.88	13.18
25	Hall Hire	Suffolk Libraries	X	30.00	
26	CCTV (Park)	BSA Security & Fire	S	474.55	94.91
27	Green Waste Collection	Waveney Norse Ltd	S	65.39	13.08
28	Market Clean	Waveney Norse Ltd	S	174.99	35.00
29	Fencing	Keith Hall Fencing	S	1,541.79	308.36
30	London Rd Building Improvements	Red Dune Ltd	S	362.71	72.54
31	Computer Equipment	Red Dune Ltd	S	466.14	93.23
32	Town Map	Richard Bowring	S	681.00	136.20
33	Audit	SALC	S	454.00	90.80
34	Event Management	Jess Brown Ltd	X	1,295.00	
35	Coronation	Amazon Services Europe	S	299.67	60.00
37	Salary		X	3,191.12	
39	Pension Contribution	SCC Pension Fund	X	1,118.58	
41	Temp Event Order	East Suffolk Council	X	63.00	

36	Zoom Subscription		S	12.99	2.60
40	Bank Charges	Barclays Bank	X	8.50	
42	Telephone and Broadband	British Telecom	S	537.42	107.49

The meeting ended at 8.43pm

DRAFT