



Waveney Local Office
London Road, Halesworth
Monday 3rd April 2023 at 6.30pm
Held in the Day Centre
Minute Book ref No 87

MONTHLY MEETING OF THE COUNCIL HELD IN THE DAY CENTRE

Present: Councillors;

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

In Attendance: Nick Rees (Town Clerk), 5 members of the public.

Minutes

1. **Apologies:** Cllr Keith Greenberg, Cllr Jackie Wagner, Dist. Cllr Alison Cackett.
2. **Declarations of interest:** None
3. **Minutes:** The minutes of the monthly meeting held on the 6th March, 2023 was accepted as a true record.
4. **Matters arising from the minutes:** None.
5. **Chair's Report:** The Chair reflected on her chairmanship for the past two years and noted the achievements that the Council had made in this period. The Neighbourhood Plan had taken 5 years of challenging work by the Neighbourhood Plan Steering Group but been successfully delivered in 2023 and thanked all those involved. The transfer of assets from East Suffolk Council had now finally been agreed after 7 years of negotiations and delays. The Council had already gained permission to start work on improving the London Rd Building whilst the legal process was being concluded. Over the past two years the Council had awarded over £50,000 in grants to local community groups and there were many new projects in the town underway to improve facilities, signage, and new town events. The Chair thanked the District and County Councillors and ESC officer, Jo Chapman and Jo McCallum for all their support. The Chair thanked the Clerks for their advice and support and finally the Chair wished to thank Janet Huckle for her attendance and invaluable information shared with the Council over the years.
6. **Public Session:** [15 minutes on agenda items] Residents attended the meeting to express concerns regarding the clearing of the old Guide Hut site, off Wissett Rd. Cllr Dutton explained that the developers had not put a planning application in at this stage and were therefore not subject to any conditions or requirements to conduct surveys. The residents were advised to write to ESC's Planning Department and lodge their concerns in advance.
7. **Reports on meetings and events attended by Council representatives:** The Council noted the ESTA report and Cllr Moseley's reports on Wayfinding, Youth Advisory Group and a meeting with the Conservation Officer regarding the Old Water Pump and the War Memorial. Cllr Moseley had obtained quotes recommended by the officer for the cleaning of the Memorial and the repair of the paving slabs/steps and a further quotation for the renovation and cleaning of the Water Pump.

The Clerk reported that the Memorial was in desperate need of cleaning and there were also safety issues with the unstable paving. The specialist contractor had been used previously by the Council for repair and cleaning work on the Memorial. It was proposed

and **RESOLVED** that the quotation for the War Memorial (£930) was accepted and the funds would be taken from the Memorial Reserves (£6,256) and that the quotation for the renovation of the Water Pump and reinstating the plaque (£958) was also accepted and would be taken from General Reserves.

Cllr Dutton reported on the Thoroughfare Working Group's progress with a unified bollard repainting project for the town.

8. **District & County Reports:** County Cllr Annette Dunning reported on attending a Highways Self Help training day and now had certification for signing, lighting, guarding etc. Cllr Dunning also gave updates on the White Bridge and other County Council matters.
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 of March 2023.
 - b) **Assets & Services** Committee held on the 15th of March 2022
 - c) **Community Hub WG:** Update
 - d) **Leisure & Environment** Committee held on the 8th of March 2023
 - e) **Planning & Highways** no meetings since February
 - f) **Thoroughfare** WG report on the meeting held on the 22nd of March 2023
10. **Asset Transfer:** The Clerk gave a report on the current position.
11. **Station User Group:** The Clerk reported on the recent meeting with Greater Anglia regarding a list of dilapidations identified by their surveyor which was in preparation for the end of the lease in 2025. The Clerk and Cllr Greenberg would be considering the implications and possible future options from the meeting and would report back to the Assets & Services Committee.
12. **Events:**
 - a) Market Charter – Cllr Wollweber gave an update.
 - b) Coronation 7th May– Cllr Fleming gave an update.
 - c) Twinning: To consider the future for the association, the administration and council involvement. It was noted that it was getting more difficult for the Association to find new members and the suggestion was that more involvement by the Council would be required to maintain the relationships with Eitorf and Bouchain. It was agreed that as this proposal would take additional Council resources the decision should be left for the New Council in May.
13. **Standing Orders/Terms of Reference:**
 - a) The draft Terms of Reference for the Planning & Highways Committee would be considered by the Committee. Cllr Dunning wished it noted that she objected to the wording in paragraph (iii) regarding councillor's right to comment on all media under the code of conduct section, this was common to all the committee's Terms of Reference and had already been approved.
14. **Correspondence:**
 - a) Several residents reported damage to wildlife habitats and concerns about tree and hedge removal on the former Guide Hut site. This item was discussed in the Public Session.
 - b) Concerns over the empty shops in the town and their appearance: It was noted that a new high street improvement grant would be available soon via East Suffolk Council and with the Landlord's cooperation this could potentially be used to improve the appearance of some of the vacant shop fronts.
15. **Maintenance:** None
16. **Items for the Website/Noticeboard/Newsletters/Library:** Kings' Coronation, Halesworth 800 and Bollards Project.

17. **Accounts for Payment:** The following accounts were approved for payment.

5006.	Viking Paper LGA 1972 s111	23.90 + vat
5007.	Elan City Solar Panel Brackets LG Rating Act 1997 s.30)	66.06 + vat
5008.	Streetwise – Design and consultation - Wayfinding signage (from Grant) (LGA 1972 s144)	14,750 + vat
5009.	Emma Harrison (1st invoice for Hub Consultancy) LGA 1972 s133	1462.50
5010.	Broadland Security – CCTV camera installation (GPoC)	1791.20 + vat
5011.	Zoom (LGA 1972 s111)	11.99 + vat
5012.	HCN –2 x Event advertising (LGA 1972 s114)	100.00
5013.	Soldo Account – Pre-Paid Card top up (GPoC)	500.00

DD/Standing Orders:

5014.	Monthly salaries (LGA 1972 s112)	2,820.31
5015.	LGPS Pension (LGA 1972 s112)	1,016.01
5016.	Barclays – Bank Charges (LGA 1972 s111)	8.50
5017.	Unity – Bank Charges (LGA 1972 s111) Manual handling	4.20
5018.	Unity – Bank Charges (LGA 1972 s111) quarterly	24.90

Bank & Cash Balances at 31st March 2023

Unity Trust Current	£43,590.01
Unity Trust Savings	£201,835.12
Current 728	£122,738.76
Community A/c	£5,308.41
Business Reserves 017	£92,913.93
Soldo Prepaid Acc.	£371.02
Petty Cash	£22.82

18. **Staff Matters:** The Clerk reported that the interviews for the Assistant Clerk's position would be taking places on the 11th of April.