



Waveney Local Office
London Road, Halesworth
Monday 5th June 2023 at 6.30pm
Held in the Day Centre
Minute Book ref No 89

MONTHLY MEETING OF THE COUNCIL HELD IN THE DAY CENTRE

Present: Councillors;

Alison Cackett, Annette Dunning (HTC & SCC), David Fosdike, Peter Hedges, Rachel Kellet Joyce Moseley (Chair), Maureen Took, Jackie Wagner.

In Attendance: Nick Rees (Town Clerk), 4 members of the public. District Cllrs; Beth Keys-Holloway and Geoff Wakeling.

Minutes

1. **Apologies:** The Council accepted the apologies from Cllr David Fosdike and Cllr Keith Greenberg.
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests
3. **Minutes:** The minutes of the **Annual & Monthly** meeting held on the 15th of May 2023 was accepted as a true record.
4. **Matters arising from the minutes:** There were no matters arising.
5. **Chair's Report:** The Chair gave a report on the last three weeks since the Annual meeting which had included a welcome invitation to visit the new extension to the Edgar Sewter School, the Chair had been very impressed with the additional facilities it offered the pupils.
6. **Public Session:** [15 minutes on agenda items] Janet Huckle informed the Council that the bus times for the 522 and the 522a would be changing in June. County Cllr Annette Dunning confirmed that new timetables would be available shortly and Cllr Alison Cackett offered to distribute the timetables to various locations in the town once they were available. The Clerks would also post the information on the website and Facebook.
7. **The Council received the updates on the Committee & Working Groups as there had not been any meetings since the annual meeting.**
 - a) **Finance & Governance Committee:** The next meeting would be on the 19th of June
 - b) **Assets & Services Committee:** The next meeting would be on the 21st of June
 - c) **Community Hub WG:** The Chair informed the Council that so far 211 residents and 14 businesses had completed the consultation and numerous user groups, service providers and voluntary groups had been surveyed.
 - d) **Leisure & Environment Committee:** The next meeting would be on the 14th of June at 6.30pm.
 - e) **Thoroughfare** The WG report was attached for information but had taken place in April and some of it was a little out of date. However, the signage had now been updated to allow East Suffolk Council's officers to enforce the Traffic Regulations.

- f) **Planning & Highways Committee:** The proposed date for the next meeting did not have sufficient members available so the Clerk would arrange an alternative date asap. Cllr Peter Hedges reported that, amongst other things, the next meeting would decide on the street names for the Chediston Street development as requested by ESC. Cllrs were asked to submit any suggestions for the meeting.

It was further agreed that the clerks would send the agendas for all the committees to the whole Council for information and so that non-members could attend the meeting if they desired. It was agreed that committee chairs should draw out any significant items at Council meetings to ensure non-members were kept informed.

It was agreed that the existing dates and times for the standing committees would remain as currently scheduled. The Planning & Highways Committee would also consider setting a regular date and time for their future meetings.

8. **District & County Reports:** District Cllr Beth Keys-Holloway gave an update on her attendance at several recent Halesworth events and reported on a new recycling campaign called 'Shake it out' aimed at maximising the most from household waste and reducing the amount of potentially recyclable waste than was often inadvertently soiled. There would also be more information coming out soon on an apprentice scheme and the next round of UK Shared Prosperity grants. Cllr Keys-Holloway also announced that she had recently been elected as Chair of the Halesworth, Beccles and Bungay Community Partnership. A full report would be sent to the Clerk for circulation.

County Cllr Annette Dunning reported that she had successfully put forward a motion for Suffolk County Council to increase awareness of all the available benefits on offer, for example for those caring for family members at home, many of these benefits were not claimed. The next meeting on the White Bridge was scheduled for the 16th of June. It was noted that the next SCC Community Help Training had been offered to the Clerk and he would circulate the date to see if any other Cllrs were interested. The training would enable, those who had completed the one-day course, to put out signs, cones and barriers on the Highway and also to undertake some minor repairs, it was agreed that this could be very useful. The Planning Highways Committee would consider what equipment was needed so that it could be requested from SCC. County Cllr Dunning offered to facilitate and combine a meeting with HTC and the new Police Inspector as she also needed to arrange a meeting to discuss County matters.

9. **To consider any amendments to the Committee membership and Reps on outside Bodies and to confirm the regular times and dates of the Standing Committees**
- a) There were three nominations for Vice Chair; Cllr Greenberg, Cllr Cackett and Cllr Wagner, after a ballot was taken; **Cllr Alison Cackett was elected as Vice Chair.**
 - b) Rosemary Lewis was approved to continue as a Council appointed trustee on the Unappropriated Estates.
 - c) Peter Dutton was approved as a member of the Thoroughfare Working Group. Three members of the public were removed from the group as they had not been attending the meetings.
 - d) Rosemary Lewis and Anne Fleming were approved to continue as members of the Community Hub Consultation Working group
 - e) Cllr Cackett replaced Cllr Moseley as the Council's representative on the Community Partnership group.
 - f) Cllr Cackett would replace Anne Fleming as the Council's representative on the Halesworth Events Management group but the Clerk would check to see if she wished to continue with the group independently.
 - g) It was agreed to remove the London Road Working Group from the list as it had not met in several years and the Town Council would now need to inform the occupiers about its plans individually.
 - h) Some minor corrections were agreed in accordance with the attached updated list.

- i) Cllr Dunning proposed a member of the public present at the meeting to be co-opted to the Council. It was understood that the member of the public had written to the Clerk but as it had only effectively arrived on the day of the meeting (sent on Sunday evening), it was too late to add it to the agenda. The Clerk intended discussing this with the resident with the intention of adding it to the July meeting. The proposal was not seconded as the councillors wished to learn more about the applicant. It was agreed that the Clerk would discuss this further with the applicant and would then inform the Council accordingly.
10. **APM meeting:** The Council received the report of the Annual Parish meeting. This included a suggestion that next year's Parish meeting should involve local groups. It was agreed that Cllr Cackett would work with the Clerks to invite local groups to make a presentation at the next year's APM and to consider ways to more effectively advertise and promote the meeting to attract more residents.
11. **Four Year Strategic Plan and call for New Councillors – Proposal attached.**
Councillors were asked to consider: 1. The list of aims for inclusion in a 4-year plan to go committees for further consideration and refinement. 2. The aims are brought back to Council in July for agreement. 3. A full page in HCN is designed to include these aims and a call for more councillors to help deliver them. (From advertising and promotion budget to cover the design costs) Cllr Kellett would help with the design. 4. A full strategic plan, including responsibilities, timescales, resources etc, is developed by September for use by committees. 5. A monitoring and reporting process is devised, and progress reported on regularly to residents.
12. **To review the Standing Orders and the LGA Model Code of Conduct 2020 (replaces the Suffolk Code of Conduct).**
- a) The Clerk explained the minor amendments regarding pronouns and the re-wording of the Public Contracts that NALC had added to the Model Standing Orders and these amendments had been applied to the Standing Orders as previously agreed and adapted by the Council. It was **RESOLVED** to adopt the amended Standing Orders.
- b) The Clerk explained that the more extensive LGA Model Code of Conduct had replaced the former Suffolk Code of Conduct and that all parish councils were advised to adopt the new code. It was then **RESOLVED** that the Council adopted the LGA Model Code of Conduct without amendments. The Clerk had suggested removing the line relating to training, but the Council wished to leave it and arrange for group training for all councillors. Cllr Alison Cackett offered to ask SALC about group training sessions at their next area meeting.
13. **Correspondence:** The Chair reported that her bid for £13,545 from the UK High Street Improvement Grant for wayfinding information boards had been successful.
14. **Maintenance:** No matters raised.
15. **Items for the Website/Noticeboard/Newsletters/Library:** Inform residents that the Climate Convention was held at 10.30am every Wednesday in St Mary's Church and to promote the Climate Action Conference (29th September – 1st October). To inform residents about the changes to the bus timetables.
16. **Accounts for Payment:** The Council approved the following accounts for payment

48	Community Hub - Consultation	Banner	EPS Transfers	S	150.68	30.14	180.82
49	Coronation	Coronation	Rooblidoo Sarah Peterson	X	240.00		240.00

50	London Rd Imp. Reserves	Solicitor	Birketts LLP	X	500.00		500.00
51	Skatepark	Contribution to skatepark lighting	East Suffolk Council	X	600.00		600.00
52	VAS Installation	VAS	Pearce & Kemp Ltd	S	190.75	38.15	228.90
53	Street Furniture	Maintenance	Pearce & Kemp Ltd	S	57.00	11.40	68.40
54	Community Hub - Consultation	Advertising	Micropress	S	151.20	30.24	181.44
55	Market	Consultant	Suffolk Market Events	S	300.00	60.00	360.00
56	Coronation	Coronation	Anne Fleming	X	112.59		112.59
58	Market	Market Electricity	Valda Energy	X	50.00		50.00
60	Community Hub - Consultation	Community Hub Consultation - Expenses	Rachel Leggett (Various Bills)	X	1,220.89		1,220.89
	DDs & Other banks						
57	Bank Charges	Bank Charges	Barclays Bank	X	8.50		8.50
61	Employment Costs	Salaries	Unity Bank	X	3,190.91		3,190.91
62	Pension Costs	Pension Contribution	SCC Pension Fund	X	1,118.58		1,118.58
64	Meeting Expenses	Zoom Subscription	Soldo	S	12.99	2.60	15.59
65	Subscriptions	MS 365	Soldo	S	9.40	1.88	11.28

The meeting was closed at 8.07pm