



Waveney Local Office
London Road, Halesworth
Monday 3rd July 2023 at 6.30pm
Held in the Day Centre
Minute Book ref No 90

MONTHLY MEETING OF THE COUNCIL HELD IN THE DAY CENTRE

Present: Councillors;

Alison Cackett (Vice Chair), Keith Greenberg, Peter Hedges, Rachel Kellet, Joyce Moseley (Chair), Maureen Took.

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

Minutes

1. **Apologies:** The Council accepted the apologies from Cllrs; Annette Dunning, David Fosdike and Jackie Wagner.
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests: None received.
3. **Minutes:** The minutes of the Monthly meeting held on the 5th of June, 2023 was accepted as a true record with the amendment that Cllr Alison Cackett was listed as present at the meeting.
4. **Matters arising from the minutes:** None.
5. **Chair's Report:** The Chair wished to record the following two very different items of sad news in the minutes.: Nick Rees, the Town Clerk for the last ten years had decided to retire early and would be leaving in mid-September. The Chair thanked the Clerk for his long service to the Council and to the town. The Chair also wished to record the Council's shock and sadness over the recent tragic death of Will Kerslake, in a motorcycle accident. He was a well-known local builder, employer and Chair of Halesworth Football Club. The Council extends its sincere sympathies to the family and the Chair will circulate details of the funeral when known.
The Chair reported that since the last meeting she had attended a very productive meeting with District Cllrs; Beth Keys-Holloway and Geoff Wakeling. The Chair also gave an update on Campus and reported that the open space alongside the Norwich Rd had now been transferred to Castle Meadow Care, this would now facilitate the next stage of planning and the building of the all-weather pitch.
6. **Public Session:** [15 minutes on agenda items] At the last meeting of Halesworth in Bloom a question as raised about the replacement White Bridge in the Millennium Green. Cllr Greenberg gave an update following a meeting he had attended on behalf of Halesworth Town Council with representatives of Millennium Green and Suffolk County Council. Cllr Greenberg said it was a positive meeting and SCC had engaged their new contractor (Milestone Infrastructure) early to seek various cost options and to work towards a solution in 2024.

7. **To receive any draft Committee/WG reports and minutes for information**

- a) **Finance & Governance Committee:** To receive the report of the F&G Committee meeting held on the 19th of June 2023
- Cllr Peter Hedges reported that at the last Finance & Governance meeting the Committee carefully considered a significant item, namely reserving £70k of CIL (Community Infrastructure Levy) funding for the Wayfinding information and signage manufacture and installation. As a regular visitor to the town, before finally moving here, Cllr Hedges appreciated the need for better signage because in his experience the town could be quite challenging for tourists. This had been evidenced through the We Made That connectivity study, the Neighbourhood Plan and detailed by the grant funded Wayfinding designs and as Cllr Greenberg noted very recently, by the Suffolk Market Event's report which had highlighted the lack of good signage. Cllr Hedges acknowledged that some residents may not appreciate the need to spend a considerable sum of money on tourist information but although it was difficult to quantify the return, it was nevertheless the Council's duty to maximise the town's potential. It should also be noted that CIL had limited uses and could not be used for general running costs, salaries, or services. The procurement arrangements would need to follow the correct legislation and it may transpire that the Council would have to consider options to reduce the number of the signs once the final costs were known. Cllr Moseley had provided a report for the Council and had confirmed that £27k of grant monies had been identified for use specifically for signage from the Station, in the Market Place and for maps. An early estimate gave the overall cost of the full project to be around £120k but this was before the rising costs of the last year and the final costs would have to be determined once the tendering process had been concluded. It was then **RESOLVED** that £70k of CIL monies was reserved for the Wayfinding and signage project and that the tender and procurement process would be supervised by the Finance & Governance Committee and would comply with HTC's Standing Orders and the Public Contracts Regulations 2015
- b) **Assets & Services Committee:** To receive the minutes of the A&S committee meeting held on the 21st of June 2023: Cllr Greenberg reported that a representative from the Suffolk Market Events company would be attending the next meeting to make a presentation for potentially managing the market in the future.
- c) **Community Hub WG:** Cllr Greenberg reported that the Community Hub consultation had now finished. The Committee had been invited to a preview on the 19th of July with a full Council briefing scheduled for the 26th of July.
- d) **Leisure & Environment:** To receive the minutes of the L&E Committee held on the 14th of June. Cllr Moseley reported that the new position for the Marketing Co-ordinator was currently being advertised nationally. Interviews were scheduled for the 28th of July. Cllr Greenberg was currently pursuing Hopkins Homes to upgrade the play area to a NEAP (Neighbourhood Equipped Area of Play) for the new Chediston Street development. The recent Food/Skate/Ball event had been a great success, thanks largely to Sam Kenwood (ESC's Communities Officer). The Council was very disappointed to learn that he was soon moving to take up a new position in Framlingham.
- e) **Planning & Highways** To receive the report of the P&H Committee meeting held on the 19th of June 2023. Cllr Hedges reported that the Committee had put a great deal of thought behind selecting the six names for the Chediston Street development. Five of the names reflected different local associations and the sixth, 'Sovereign Drive' was chosen to mark the recent succession of Charles III.
- f) **Thoroughfare WG:** The Council received the report of the TWG meeting held on the 7th of June.
- g) **Other reports:** Cllr Cackett reported on the Suffolk Health and Wellbeing workshop held at Ipswich on the 8th June which concentrated on the role of the arts and

museums in the community. Cllr Kellett reported that the Library was seeking some funding for improving the toilets for public use. County Cllr Annette Dunning was on the case but if she needed any assistance, it was suggested that the Council may consider a grant application and/or that our District Councillors may also have locality funds available for this type of project.

8. **District & County Reports:** County Cllr Annette Dunning was not present to give a report as she was attending an LGA Conference. District Cllr Geoff Wakeling reported on the last ESC meeting where the decision was taken to increase the CIL charge to developers across the region from August, Halesworth area had increased by around £6 per m2. Cllr Geoff Wakeling also reported that the changeover from Waveney Norse to East Suffolk Services had now taken place and that there were early discussions around making it easier for Town and Parish Council's to call in planning applications for consideration by the Planning Committee, instead of being determined by the Planning Officer.
9. **Halesworth 800 event:** The Clerk would circulate the programme details for the Halesworth 800 event which was being held on the 2nd of September and a call out for any volunteers to help with the event and for assisting the organisers with the visits to the two primary schools, aimed at involving the children in this historic town event. Cllr Kellett had been asked by the Library whether the Council would support a contribution for a castle building project for children to coincide with the event. The Clerk would relay this to the organising group.
10. **Four Year Strategic Plan and call for new councillors:** The Council considered the proposals contained in the report and as discussed at the June monthly meeting: There were no further suggestions by any of the committees and so it was **RESOLVED** that: -
 - a) The aims set out in the attached Appendix A are adopted as the Council's priorities in the four-year strategic plan.
 - b) A full page spread in the next HCN to be used to inform residents of these plans and to call for more Councillors with the amendment that the following text was added to the last paragraph of the Appendix A 'we may accomplish other things that you suggest.'
11. **Correspondence:** It was noted that a resident had complained about the method Suffolk County Council were using to repair the pavements in Queens Drive. The resident's comments were duly noted but it was not something within HTC's area of responsibility.
12. **Items for the Website/Noticeboard/Newsletters/Library:** It was agreed to inform residents about the six names chosen for the Chediston Street development. As there appeared to be lots of misinformation circulating about the Patrick Stead Hospital, the Clerk agreed to work with Cllr Kellett to produce an information page about the building and the latest plans to develop the site on the Council's website. It would then be a destination to direct people if they were interested in the facts.
13. **Accounts for Payment:** The Council approved the following accounts for payment:

	Code	Description	VAT	Net	VAT	Total
73	Meeting Expenses	Hall Hire	X	52.00	0.00	52.00
75	Meeting Expenses	Hall Hire	X	390.00	0.00	390.00
76	Market	Market Clean	S	174.99	35.00	209.99
	Direct Debits/Standing orders					
74	Meeting Expenses	Zoom Subscription	S	12.99	2.60	15.59

77	Employment Costs	Salaries	X	3,190.91	0.00	2,402.37
79	Pension Costs	Pension Contribution	X	1,118.58	0.00	1,118.58

14. **Staff Matters:** The Council agreed that the following item was held *in camera* as it may contain sensitive information. Members of the public left the meeting.
- a) **Personnel Sub Committee report:** The Council received and noted the report
 - b) **NALC advert for the Town Clerk:** It was **RESOLVED** that the Clerk would publish the advert for the Clerk/RFO position through the NALC (National Association of Local Councils) website and newsletter for the sum of £300 and that the salary offered would be between NJC scales 33 – 41 (£39,493 - £47,573).
 - c) **Amended hours for the Assistant Clerk:** It was **RESOLVED** that the Council agreed to the recommendation to increase the Assistant Clerk's hours from September 1st, 2023 from 12.5 hours per week to 20.5 hours per week with pro rata holiday and pension entitlements. The Assistant Clerk would work towards achieving the CiLCA qualification.
 - d) **Update on recruitment:** The Clerk reported that there had been some interest for the position of Admin Officer, and he would arrange interviews with the Personnel Sub-Committee for either w/c 10th or w/c 17th July. There had been more interest online for the Marketing Coordinator's position as this had been advertised nationally. Interviews would be held on the 28th of July. The Clerk reported that SALC had provided a contact name in case a Locum Clerk was needed to cover for the Town Clerk/RFOs position. Now the advert could be finalised and submitted to NALC it was hoped that this would not be necessary.

The meeting was closed at 8.20pm