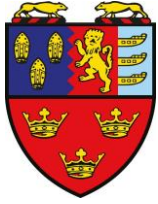


23.11.01

Minutes of the Council Meeting held on Monday 6th November 2023

Present: Cllrs. Joyce Moseley (Chair), Alison Cackett (Vice-Chair), Annette Dunning, Keith Greenberg and Gugue Sibanda, ESC Cllrs. Beth Keys-Holloway & Geoff Wakeling, the Town Clerk and two members of the public.

1. **Welcome.** The Chair welcomed all to the meeting and confirmed that no recording was taking place. Cllr Moseley also gave a warm welcome to Cllr Sibanda, attending her first official meeting.
2. **Apologies** - received from Cllrs Fosdike (work commitments), Hedges (business commitment), Kellett, Took and Wagner (all illness) and **APPROVED**
3. **Minutes of the last meeting.** The minutes of the monthly meeting held on October 2nd, 2023, were **APPROVED** as a true and accurate record.
4. **Public Forum** - The Council was advised that the Tourist Group was scheduled to meet on November 8th. One of the litter bins on Rectory Lane was overflowing – ESS (to be) advised. It was reported that the War Graves in the cemetery were inaccessible, the grass not being cut for many weeks, despite a letter being sent 3 months ago. There was discussion about the location of a transport hub – the welcome suggestion would be considered by ESTA as part of a wider strategy. A proposal for a different location for the Annual Parish Meeting would be considered, along with ideas for its content and style, early in the New Year
5. **District & County Councillor Reports:**
ESC Cllrs. Keys-Holloway & Wakeling spoke to their report, highlighting issues reported to ESC Planning Enforcement arising out from unchecked clearance of the Guide site, a not uncommon problem. They were seeking mandatory installation of 'Swift Bricks' and also advised that funding for Christmas trees was available. Discussion also took place about flooding and creating a list of 'heritage' trees.
SCC Cllr. Dunning provided a synopsis of her report, focussing on the problems surrounding repair of the White Bridge and on the success of the Dentaaid event, for which Cllr Dunning received congratulations. In turn, she expressed her thanks to the Council staff for their efforts in the administration of the project. A local extension of the Charity's work was being considered as a pilot-scheme.
6. **Town Councillor Reports:**
Cllr. Moseley reported that the Four-Year Plan brochure was complete, with an invitation to comment, and to be promoted in HCN. Having visited Blyth View play area, general discussion then ensued on the topic. In terms of the Campus, the Community Use Agreement was a document required by ESC as part of the approved first planning application. The fees for use of the 3G pitch are set by ESC and are problematical to some organisations. St. Mary's Church's plans for their own Community Hub are progressing slowly with the first stage being to deal with water ingress and trees.
7. **NOTED** – the following draft Committee minutes for information
 - a) Finance & Governance Committee report (16th October)
 - b) Assets & Services Committee minutes (18th October) – see Item 8 below. Also, third Market Place camera agreed.
 - c) Leisure & Environment Committee minutes (31st October) – the Youth Action group had been revived / £345 surplus from the Climate Conference to be allocated between Halesworth Swifts and Hedgehogs 'R Us.The Planning Committee meeting has been inquorate and this led to a discussion on how to ensure no repetition. A proposal to mitigate the problem, in part suggesting the use of substitute members, would be presented to the Finance and Governance Committee.
8. **Clerk's Report**
 - a) Applications for co-option - **NONE**.
 - b) Items for publication - Notice about the Council Office closure
 - c) **NOTED** - the physical closure of the Town Council's offices for refurbishment, commencing 20th November.
AGREED - demolition of the single storey section of the London Road building per A&S Minutes 18.10.23.
 - d) **Correspondence** not previously circulated - **NONE**



Halesworth Town Council

Town Clerk: David Lines
E: clerk@halesworthtowncouncil.org.uk
P: 01986 874517

23.11.02

9. **RFO Reports** (to follow)

- a. **NOTED** - the monthly report of income and expenditure (year to date) against the budget and a bank reconciliation.
- b. **AUTHORISED** - accounts for payment (see attached). A new authorisation process is to be presented to F&G for approval.

10. **RESOLVED** - to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of the agenda can be discussed and decided.

11. **Staff Matters** (arising out of Item 17, Full Council minutes, October 2nd, 2023)

NOTED – that the Town Clerk’s contract commenced on November 1st, following termination of the SLCC Locum contract.

RESOLVED – that the Deputy Clerk’s pay grade is corrected to SCP25 and that Mrs Welby’s holiday entitlement (including the two statutory leave days) is brought into line with the nationally agreed terms and conditions (“The Green Book”).

RESOLVED – the Administrative Officer’s contract is also brought into line with the nationally agreed terms and conditions (“The Green Book”) **AND** that, following her satisfactory probationary period, Mrs Jenkins is taken onto the permanent staff with the title of Finance and Administrative Officer.

12. After receiving the Working Group’s report and recommendation, and following questions and discussion, it was **RESOLVED** to approve Yellowbelly as the Town Councils’ contractor for the Wayfinding Artwork project at a cost of £7,615. It was further **RESOLVED** that a contingency sum was to be made available to cover any potential for any variation within the budget.

The Chair closed the meeting at 8.40pm

Date of next meeting – Monday 4th December 2023