



23.12.01

Minutes of the Council Meeting held on Monday 4th December 2023

Present: Cllrs. Joyce Moseley (Chair), Alison Cackett (Vice-Chair), Annette Dunning, David Fosdike, Keith Greenberg and Gugue Sibanda, ESC Cllr 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 Mr. Gareth Pattison, attending to seek co-option to the Town Council.

With the approval of members, the Chair brought forward Item 8a) – Co-option of a new councillor

- 8a). Mr. Pattison introduced himself, stating his reasons for applying to be a councillor, answered some questions and, being qualified under current legislative requirements, it was **RESOLVED** unanimously to elect him as a member of Halesworth Town Council.

2. **Apologies** - received from **Cllrs Hedges** (business), **Kellett** (personal) **Took** (family matters) and **Wagner** (illness). Apologies from Cllrs Took and Wagner were **APPROVED** at the meeting. Those received from Cllrs Hedges and Kellett were omitted due to an oversight but there would have been no reason not to have approved them as well. **ESC Cllr Keys-Holloway** also sent apologies.

3. **Minutes of the last meeting.** The minutes of the monthly meeting held on November 6th, 2023, were **APPROVED** as a true and accurate record.

4. **Public Forum** - It was again reported that the War Graves in the cemetery were still inaccessible because of over-growth, despite further communication with ESS. The Town Council would make representations to ESS on this matter.

5. **District & County Councillor Reports:**

ESC Cllr. Wakeling, in his report, touched on the recent ESC Full Council meeting, outlining its policy direction of Environment, Inequalities, Sustainable Housing and Economic Development. A Q&A session ensued, topics including the Chediston Street development flooding and ESC's service culture.

SCC Cllr. Dunning enlarged her report, highlighting the £10 million SCC Highways funding pot for residential street repairs and suggesting that Old Station Road was a good example for eligibility. Residents to be contacted. SCC's Adult Care had been rated "Good" and elaborated on the new monitoring technology for vulnerable residents. Annette encouraged full participation in the current Library Consultation. SSC grants available to protect domestic housing from flooding to be re-posted on the Council's media outlets. Cllr. Dunning has contributed £2,000 from her Locality Budget to the Rifle Hall. In response to a question about the White Bridge, Annette was optimistic of good progress in the next 2 – 3 months.

6. **Town Councillor Reports:**

Cllr. Cackett reported on her attendance at the recent SALC meeting, citing many informative topics (such as tighter biodiversity planning constraints). Alison will send a link to the recording of the meeting.

Cllr. Greenberg advised about HTC's invitation to co-present its Neighbourhood Plan as an exemplar to a recent ESC Seminar, which he attended with Cllr. Joyce Moseley and Emma Healey, Director, Halesworth Volunteer Centre.

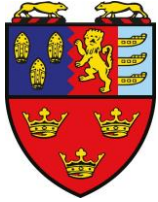
Cllr. Sibanda informed the Council about her attendance at Halesworth Business Connections, in her capacity as a business owner, and noted the organisation's revitalisation. Gugue was willing to represent the Town Council at some future date.

Cllr. Moseley, following on from Cllr Greenberg's report, commented that it was nice to be asked to present to the ESC NP seminar. Joyce led the Council in thanking (through its Chair, Theresa Walsh) Halesworth Festive Lights Group for the successful switch-on on November 19th and asked that a letter should be sent to Theresa accordingly.

A request was made for a refreshed Council Representatives List

7. **NOTED** – the following draft Committee minutes for information

- Finance & Governance Committee (20th November) – the two decisions from Item 5 (Payment Authorisation and Substitute Members) were noted. Protocols would be provided for both, and relevant policies updated. The rollout of the .gov emails addresses for officers had taken place and once settled in, would be continued for councillors in January. An update would be provided shortly.
- Assets & Services Committee (15th November).



Halesworth Town Council

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23.12.02

7. (cont)

- c) Leisure & Environment Committee minutes (28th November).
- d) Planning and Highways Committee (15th November) – Cllr. Sibanda was **APPROVED** as a new committee member and a link will be sent to her for planning training provided by SALC and information from other organisations.

8. Clerk's Report

- a) **Applications for co-option** – resolved above.
- b) **Clerk's Report** – after introduction, the report of outstanding items from the beginning of the year was welcomed and individual items dealt with. Two had already been resolved, but the Planning Committee was requested to consider the introduction of a Local Letting Policy. The Chair requested that the Clerk's Report concept should be used by all Committees. The Clerk would investigate the cost of group training *in situ* and ensure that Welcome Packs for new councillors were continuing to be provided
- c) **Items for publication - NONE.**
- d) **Correspondence**
 - Library Consultation** – an email survey of councillors would be taken to seek a consensus corporate view.
 - Mary Copperthwaite** – the sad passing of HTC's former Town Clerk was recorded by the Town Council.

9. RFO Reports (to follow)

- a. **NOTED** - the monthly report of income and expenditure (year to date) against the budget, a full list of payments for the prior month and a bank reconciliation. A report on expiry dates for CIL funds was requested.
- b. **AUTHORISED** - accounts for payment (for significant items, see below). A new authorisation process is to be presented to F&G for approval.

1 December 2023 (2023-2024)

Halesworth Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
276	Locum Fees	17/11/2023		1 Unity Trust Current		Locum Fees	SLCC	S	2,440.00	488.00	2,928.00
279	Signage	21/11/2023		1 Unity Trust Current		wayfinding	xtrahead	X	1,475.00		1,475.00
281	Marketing & Events (short te	22/11/2023		1 Unity Trust Current		Marketing Coordinator fees	Johnny Thompson	Z	150.00		150.00
284	Telephone & Broadband	27/11/2023		2 Barclays Current		Telephone and Broadband	British Telecom	Z	507.16		507.16
286	Marketing & Events (short te	29/11/2023		1 Unity Trust Current		Marketing Coordinator fees	Phillipa Salvoni	Z	135.00		135.00
Total									4,707.16	488.00	5,195.16

The Chair closed the meeting at 8.25pm

Date of next meeting – Monday 8th January 2024