



24.07.01

Minutes of the Council Meeting held on Monday 1st July 2024

Present: Cllrs. Joyce Moseley (Chair), Alison Cackett (Vice-Chair), Annette Dunning, Keith Greenberg, Peter Hedges, Rachel Kellett and Gugue Sibanda, the Town Clerk and four members of the public.

1. **Welcome.** The Chair welcomed all to the meeting and confirmed that no recording was taking place.
2. **Apologies** - received from **Cllrs Fosdike and Took** (business), **Pattison and Wagner** (personal), and **APPROVED**. **ESC Cllrs. Keys-Holloway and Wakeling** sent their apologies as well.
3. **Minutes of the last meeting.** The minutes of the monthly meeting held on **June 3rd, 2023**, were **APPROVED** as a true and accurate record.
4. **Public Forum** - The matter of the elevated speed humps on the Patrick Stead development was raised, noting that many surgery patients were greatly discomfited and, in some case, injured by driving over them. NHS Property Services had received no complaints from users of the Rayner Green Healthcare Centre and, it appears, saw no reason to intervene. Intervention by ESC Planning, the local MP and local councillors had shown no dividends, and it was indicated the humps would only be removed on completion of the development. A report to this effect was to be placed in the Halesworth Community News.
Cllr. Peter Hedges used the public forum to announce his resignation, citing the receipt of deeply offensive emails to his business address on matters relating to his Town Council role. His long-standing sense of civic pride and active participation had been greatly soured by this situation to the extent that he did not wish to continue in public office. The Council, to a person, expressed shock and deep regret at this turn of events and were unanimous in recording thanks for Peter's service to HTC and sadness at the loss of his knowledge and many skills in the service of the Town and its residents.
To ensure proper process, the Chair invited Peter to remain in his seat, participate in discussions but not vote on any matter.
5. **District & County Councillor Reports:**
SCC Cllr. Dunning provided a report, which was **NOTED**, but she refrained from further comment to avoid any potential transgression of the electoral 'purdah'.
ESC Cllrs. Keys-Holloway and Wakeling chose not to send a report for the same reason but invited the Council to communicate any issues with ESC matters. **Cllr. Cackett** spoke about ESC parking fees when using phone apps, increased by 20% to mitigate the software user fee, which (she observed) occurred without notice or consultation. Discussion took place around the condition of the Town car parks and the status of the ESC Parking Review. The Clerk was instructed to investigate and verify the latter.
6. **Town Councillor Reports:**
Cllr Greenberg advised about a recent meeting with Transport UK concerning the renewal of the lease on the Station Building, noting potential positive outcomes (subject to approval). This included the prospect of a long-term lease, easing the financial pressure on dealing with dilapidations.
7. **NOTED** – the following draft Committee minutes for information [Past Meeting Minutes - Halesworth Town Council](#)
 - a) **Finance & Governance** - no meeting in June.
 - b) **Assets and Services** (19th June) – NOTED
 - c) **Leisure and Environment** (25th June, draft minutes circulated) – **Cllr. Kellett** drew the Council's attention to the Sizewell Mitigation Land in Fen Meadow. [SZC Fen Meadow mitigation project - Halesworth Town Council](#). A detailed and positive marketing report provided by **Kelly Parker**, the Town Marketing Coordinator, was circulated. The Council congratulated Kelly on the successes in the report and for all her hard work on behalf of the community.
 - d) **Planning and Highways** (4th and 25th June). Highlighted were the search for 8 related street names for the Harrison Lane development and the imminent installation of the Wayfinding Signage (awaiting two listed building consents).
8. **RESOLVED** - to reconfirm the **Annual Accounting Statements for 2023/24** on an "Income and Expenditure" basis because the Council's annual turnover had exceeded £200,000 for the third year in a row
9. **Clerk's Report**
 - a) **Applications for co-option** – **NONE**.
 - b) **Clerk's Report** – Deleted - the "potential legal matter" / Four-year Strategic Plan to be reviewed in November.
 - c) **Items for publication** - **NONE**.
 - d) **Correspondence** – the forwarding of relevant items of interest received by the office was raised and the Clerk undertook to implement a satisfactory (ideally technological) system.



Halesworth Town Council

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9 (continued).

- e) **CONFIRMED** – the withdrawal of Mrs. Rosemary Lewis as the Council’s nominated trustee to the Halesworth Unappropriated Trust and to **APPOINT** Dr. Annette Abbott in that capacity (**Nom.** Cllr Cackett/**Sec.** Cllr. Dunning)

10. RFO Report.

- a) **NOTED** - the monthly report of income and expenditure (year to date) against the budget and a bank reconciliation
- b) **AUTHORISED** - payment for significant items - details below.

Halesworth Town Council PAYMENTS LIST

4 July 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101	Wayfinding HW Project CIL	07/06/2024		1 Unity Trust Current		wayfinding	Streetwise	S	4,471.50	894.30	5,365.80
106	High Street Imp. Wayfinding, B	07/06/2024		1 Unity Trust Current		Bench and Planter repairs	Chris Dickerson	Z	850.00		850.00
114	Wayfinding HW Project CIL	12/06/2024		1 Unity Trust Current		wayfinding	Historic England	Z	134.40		134.40
117	Wayfinding HW Project CIL	17/06/2024		1 Unity Trust Current		wayfinding	Yellobelly	Z	300.00		300.00
119	London Rd Imp. Reserves	20/06/2024		1 Unity Trust Current		contractor	DUNCAN AND SON	S	6,649.60	1,329.92	7,979.52
120	Wayfinding HW Project CIL	21/06/2024		1 Unity Trust Current		wayfinding	Yellobelly	S	375.00	75.00	450.00
125	Pension Costs	24/06/2024		1 Unity Trust Current		Pension Contribution	SCC Pension Fund	Z	1,516.32		1,516.32
Total									14,296.82	2,299.22	16,596.04

Staff salaries have been removed from this list

- c) **APPROVED** – the Council’s updated Financial Regulations
- d) **APPROVED** – a direct mandate for HM Revenue and Customs
- e) **APPROVED** – the amended 2023/24 Community Infrastructure Levy Report

The Chair closed the meeting at 7.54 pm

Date of next meeting – Monday 2nd September 2024