

**Present:** Councillors;

Anne Fleming (Chair), Tracy Gardner, Keith Greenberg, Rosemary Lewis, Sandra Leverett, Andrew Payne, David Thomas (Vice Chair), Maureen Took, Paul Widdowson, David Wollweber.

**In Attendance:** Nick Rees (Clerk), District and County Cllr Tony Goldson and 12 members of the public

## **MINUTES**

1. **Apologies:** Cllr Peter Dutton, District Cllr Tony Goldson
2. **Declarations of interest:** Non-pecuniary interests; Cllr Fleming for 12, Cllr Thomas for 10, 11, 16, 17 & 18, Cllr Greenberg for 10, 11 & 17, Cllr Payne for 10 & 11, Cllr Took for 10, 11 & 17, Cllr Widdowson for 5, 14, 17 & 18 Cllr Wollweber for 9, 10, 11, 16 & 17, Cllr Leverett 9, 11, 12 & 16, Cllr Lewis for 9, 11, 12, 16 & 18
3. **Minutes:** The minutes of the monthly meeting held on 6<sup>th</sup> March, 2017 was accepted as a true record with the amendment that under item 18 Standing Orders, the sentence should read 'Cllr Leverett advised that a written record should be kept to avoid any possible misunderstanding when the minutes were recorded'.
4. **Matters arising from the minutes:** Cllr Lewis asked whether there had been any further developments regarding cars obstructing the pavement outside the Boarding House in the Market Place. The Clerk reported that there was another ramp outside Number 7 Hair which could be used by mobility scooters, although on Market days it was blocked by stalls, the other ramp would be clear as it was in front of the Fish Van. The Clerk would speak with SCC/WDC again getting to ask with a 'No Parking' box could be painted. On the matter of when written proposals should be used, the Clerk had circulated his suggestion based on the Standing Orders but this involved a long list of exceptions. Cllr Leverett proposed a simplified definition and it was then RESOLVED that 'A written proposal should be used in specific circumstances such as committing the Council to an action or financial responsibility'
5. **Co-option of a Town Councillor:** To consider the applications for a Town Councillor: The Council had met the two applicants at an informal meeting earlier in the evening. The applicants were Mr Tony Allen and Mr Keith Forster. The Clerk provided ballot papers and after confirmation that the Council had made their decision the ballot papers were completed and returned. The Clerk confirmed to the Chair that Mr Keith Forster had been successful. Mr Forster signed the 'Declaration of acceptance of office' and joined the meeting. Mr Allen asked if the vote could be made public but the Clerk declined as this was not normal practice in the case of paper ballots.
6. **Chair's Report:** The Chair attended the Parishes meeting on the 8<sup>th</sup> February, an all-day fund raising course in London on the 22<sup>nd</sup> February, and the Rotary dinner at Southwold. Along with a number of Councillors, the Chair also attended the funeral of Mrs Jane Ringwood at St Mary's church on the 21<sup>st</sup> March, 2017. The Chair opened the spectacular annual Day of Dance on the 1<sup>st</sup> April.
7. **Police:** The Council received a report on police related matters from Mr Alistair Macfarlane.

8. **Public Session:** [15 minutes on agenda items]: There were no questions from members of the public. Mrs Janet Huckle then presented a Tourism report. The group had attended an Africa Alive leaflet swap, the Tourism Group's leaflets proved very popular, taking advantage of the Day Of Dance weekend, the Group set up a stall outside the Angel which proved very successful. Mrs Huckle also organised a guided tour of Halesworth and twenty people attended.

It was noted that Committees would approve their own minutes at their next respective meetings. At each monthly Council meeting the Council would receive the minutes rather than approve the minutes.

9. **Communications:** Cllr Wollweber gave a brief update on the Notice board meeting held on the 27<sup>th</sup> March. This would be discussed in more detail at the TDC meeting on the 10<sup>th</sup> April, 2017.
10. **Planning Committee:**
- a) To Council received the minutes of the meeting held on the 17<sup>th</sup> March, 2017.
  - b) To consider any other Planning matters. The Clerk reported that he learnt that the Hopkins Homes development off Hill Farm Road had been approved but at this stage he had not received any formal notice.
11. **Town Development Committee:** The Council received the minutes of the meeting held on the 13<sup>th</sup> March, 2017.
12. **Thoroughfare stall markers (studs):** To consider acceptance of the licence from Suffolk County Council for the installation of low profile stainless steel studs (numbered markers) in the Thoroughfare. The purpose was to make it easier for organising events such as the Lions Fair, The Antiques Fair and the Food and Drink event, where stall holders would then know exactly where they should set up. The studs were approximately 50mm in diameter and at 3m intervals along the Thoroughfare. It was noted that Halesworth & Blyth Valley Partnership would be funding the project. It was then RESOLVED that Halesworth Town Council approved the recommendation of the Town Development Committee to accept the licence from Suffolk County Council for the installation of low profile stainless steel studs (numbered markers) in the Thoroughfare.
13. **Reports on meetings and events attended by Council representatives:** The Council received the reports on the Rifle Hall and Campus meetings. The Chair reported that in the latest Bugle Magazine, there was an article about the old hospital in Southwold and a meeting was planned for 6pm on the 20<sup>th</sup> April in the St Edmunds Hall. The Chair asked the Clerk to inform the Friends of Patrick Stead Hospital as it may be of interest to them to learn about Southwold's plans for their former hospital building. Cllr Lewis asked whether it would be beneficial to contact some of the organisations on the list of 'Reps on outside bodies' to ask if they still wished to have Council representation. The list would be reviewed at the Annual Council meeting in May and this would be an opportunity for all Councillors to have a change and gain experience in other areas. Cllr Thomas agreed with Cllr Lewis, the list should be reviewed again as there were one or two organisations that never seemed to request any information or attendance from the Council. Cllr Keith Forster was asked to consider the list of 'Reps on outside bodies' and indicate at the next monthly meeting which committees and working groups he would like to join.
14. **District & County Reports:** To receive any reports from the District & County Councillors. There were no reports received.
15. **Speedwatch:** To consider any specific sites for the Speedwatch programme to target. The Clerk explained that the Police would have to approve any suggested sites on safety grounds. It was then RESOLVED that the Community Speed Watch volunteers would be invited to target the following locations:-

- 1) Holton Road - Outbound from the bottom of Castle Hill onwards
- 2) Norwich Road - Inbound, on the approach to Edgar Sewter school
- 3) Saxon Way – There was no specific position agreed but the Angel Link roundabout to the Co Op roundabout and the approach to the Quay Street roundabout from all directions were areas of concern.

The Council would also like to consider an option on Chediston Street at some point in the future.

16. **Station Building:** To consider any updates. The Clerk confirmed that he had arranged for another company to undertake a damp survey and was expecting a report shortly. The Station Building Working Group would be meeting on Thursday 7<sup>th</sup> April at 3.30pm to review the current situation.
17. **Barrow Crossing:** The Council noted the summary from Cllr Dutton on the disability assessment conducted by Mr Geof Dix. The Clerk was currently waiting for the report from Mr Dix but it was noted that this needed to be handled sympathetically as Network Rail always had the option to close the crossing at any time. The Council agreed that the Clerk should write to thank Mr Dix for taking the time to conduct the assessment.
18. **Financial Matters:** To Council received the report of the Finance Committee meeting held on the 20th March, 2017. Cllr Lewis reported on the recent grants awarded to Oxblood Molly Dancers and Heritage Open Days.
19. **Annual Parish Meeting: The Chair reminded the Council that** the Annual Parish meeting would be held at the Edgar Sewter School on the 13<sup>th</sup> April at 7pm. It was agreed to discuss this in more detail at the next Town Development Committee meeting on the 10<sup>th</sup> April.
20. **Correspondence: To consider any correspondence.** The Clerk reported that he had received an email from Mr Kevin Vail asking whether the Council would agree to Campus using some of the grant money awarded for the bore hole (£5,000 in total) for repairing the security fencing. It was generally felt that this would not be appropriate. The point was made that other organisations may then wish to change what they spend their grant money on and it may set a precedent. It was agreed that the final decision on this would be referred to the Finance meeting on the 24th April, however it was pointed out that as it was now a new financial year, there was nothing to prevent Campus applying for another grant if they wished to do so.
21. **Accounts for Payment:** The following accounts for approved for payment.

<b>3966.</b>	HMRC payroll liabilities (quarterly)	1815.24
<b>3967.</b>	Anne Fleming, Cafetiere (LGA 1972 s133)	11.00
<b>3968.</b>	EON – Festive lights (LGA 1972 s144)	364.35
<b>3969.</b>	Viking – Stationary (LGA1972 s111)	83.13 + vat
<b>3970.</b>	EPS – Barrow Crossing and Bridge signs (LGA s137)	48 + vat
<b>3971.</b>	WDC – Annual electricity contribution – Town Park (Public Health Act)	500.00 + vat
<b>3972.</b>	WDC – Bedingfield Crescent Allotments Rent (Allotments Act 1908 s23)	5.00
<b>3973.</b>	WDC - Business rates, London Rd Building 2017/18 (LGA1972 s111)	559.20

#### **DD/Standing Orders:**

<b>3974.</b>	Salaries (LGA1972 s112)	2,127.29
<b>3975.</b>	Barclays Bank Charges (LGA1972 s111)	23.23
<b>3976.</b>	Cf Corporate Finance – Photocopier lease	130.05 + vat
<b>3977.</b>	WDC Market rates, Apr 17 – Mar 18 (Food Act 1984 s50)	592.42

#### **Agreed at the Finance Committee meeting 20/3/17**

<b>3978.</b>	Heritage Open Days (H&BVP) (LGA 1972 s144)	1,000.00
<b>3979.</b>	Oxblood Molly Dancers (LGA 1972 s144)	90.00

**Bank & Cash Balances at 31st March, 2017**

Current 728	£57,274.90
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£28.32 (24/02/17)

22. **Staff Matters:** To consider the recommendation by the Finance Committee for the staff salary reviews for 2017/2018. The Chair informed the Council and members of public that this item would be held *in Camera*. The Clerk and members of the public then left the room. The Clerk was asked to return after the Council had considered the matter and was informed that it had been RESOLVED that the recommendations by the Finance Committee, detailed in the minutes of the meeting held on the 20<sup>th</sup> March, was approved.

The meeting was closed at 8.04pm