

Present: Councillors;

Peter Dutton (Chair), Anne Fleming, Keith Greenberg, Keith Forster, Sandra Leverett, Rosemary Lewis, Karen Prime, Maureen Took, Paul Widdowson, David Wollweber (Vice Chair).

In Attendance: Nick Rees (Clerk), 9 members of the public.

Minutes

1. **Apologies:** Cllrs: Tony Allen, David Thomas, County and District Cllr, Tony Goldson, District Cllr Letitia Smith.
2. **Declarations of interest:** Non-pecuniary interests: Cllr Widdowson for 8, Cllr Fleming for 16.
3. **Minutes:** The minutes of the Annual & Monthly meeting held on the 8th May 2018 was accepted as a true record. Cllr Lewis asked to be removed from the Town Development Committee and wished the Council to note that she should be only considered in a secondary role to the Council's main Library Observer; Mrs Irene Thomas. Cllr Fleming reported that the Halesworth Area Community Bus would be continuing until at least December 2018 and it was hoped that amendments would be made to the EU regulations, or the Government's interpretation of it, to allow the service to continue into 2019.
4. **Chair's Report: To receive a report for May 2018.** The Chair attended Tamsyn Imison's memorial at the Library and witnessed the unveiling of the bench. During the following weekend, along with Cllrs; Lewis and Fleming, the Chair joined the twinning trip to Bouchain. The Chair reported that it had been a very interesting and enjoyable visit. The Chair recommended that residents and Cllrs should go if they have the chance as the travel costs are not expensive and accommodation is provided. Cllr Anne Fleming congratulated the Chair on his speech in French at the event. Later in the month Cllr Lewis accompanied the Chair to a meeting with WDC Planners to explore using the 0.44 hectare part of the Dairy Farm site that has been designated for community use. This would be discussed later in the meeting. On 24th, the Clerk, Cllr Wollweber and the Chair met with Waveney Norse to review two possible locations for the Teen Shelter and this would also be discussed later in the meeting.
5. **Police Report:** The Council received and noted the Police report.
6. **Public Session:** [15 minutes on agenda items, resident's names are not recorded in the minutes]. A resident had decided to conduct a survey involving around 30 young people in the town. It was noted, amongst several other points, that many were dissatisfied with the removal of the Teen Shelter and the provisions available for them in the town. They were also not aware of the protocol and had a generally negative view of the Council. Louise Thomas, WDC Communities support officer, was also present at the meeting and explained that they had also conducted a consultation of a similar number of young people regarding the Teen Shelter. Although they were upset about the removal of the shelter, several were receptive to the idea of a Youth Forum and generally they were respectful of the reasons behind the removal. The Chair agreed that there were not adequate facilities available for young people

in the town, which he was keen to redress but some of the points were not necessarily specific to Halesworth. The Chair wished to pursue the idea of a Youth Forum or similar way of keeping track of with young people's views in the town. The Chair and the Vice Chair would meet with the resident on Friday the 8th June to discuss this survey and other ideas in more detail. Another resident questioned how representative the surveys were. Emma Healey, Manager of the Halesworth Volunteer Centre, was very keen to work with young people to show what a great contribution that they could and do already make to the town. The resident, who had conducted the survey, also asked whether there had been a conflict of interests regarding the decision to remove the Teen Shelter as one of the Cllrs lived close to the original site. The Chair explained that the Councillor in question had taken part in the discussions but had abstained from voting even though the rules would have permitted the Councillor to have voted in this particular case. Another resident wished to ask questions about the number of trustees appointed by the Council. The Chair explained that this was not on the agenda because it had been decided at the last meeting. The resident wished to pursue the question further with regard to the HPFA. The Clerk explained that the Council had agreed to limit the number to two Council appointed trustees on any one charity but questions regarding how the HPFA appointed its own trustees was not a matter for this Council meeting and should be directed to the HPFA [Now the Halesworth Community Sport and Leisure].

7. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors. The Council received and noted the minutes of the Halesworth and Bloom meeting held on the 29th May. Mrs Irene Thomas reported on many events at the Library which included; exercise groups every Thursday, board games on Monday afternoons, book sales, quizzes, book launches and many other events. The Library had added castors to the book shelves so they could be repositioned easily, tablet pcs could now be borrowed and the Mezzanine furniture would be replaced in the near future. The new children's area, provided through a grant from the Council had been very popular and the Library were very appreciative of the Council's continued support. Cllr Wollweber and Cllr Fleming had attended a meeting with the Royal British Legion to discuss ideas for the 100th anniversary of Armistice Day and would bring ideas to the next Finance meeting.
8. **District & County Reports:** Neither District Cllrs were present at the meeting.
9. **Communications Committee:** The Council received and noted the report on the meeting held on the 25th May, 2018. Cllr Wollweber explained that the Committee had brought two proposals for the Council to consider;
 - I. That Councillors were given the option to have their own private email addresses on the website if they so wished. It was then RESOLVED that Cllr Prime and Cllr Took opted to have their private email addresses on the Council's website.
 - II. That the whole Council would be given a draft of the Council's monthly editorial, before it was sent to Halesworth Community News. Cllr Prime had objected to the term 'we' in the last article that on this occasion the Clerk had written, which had stated 'we hope that those present during the filming enjoyed themselves'. Cllr Prime did not want to associate herself with this statement. It was noted that there were publishing deadlines to meet and the risk was that involving the whole Council would make the process too complicated. However it was RESOLVED that all the Council members would be given a draft of the Council's monthly editorial but would need to respond swiftly and that this would be for a trial period of two months. The Clerk requested clarification of who was going to write the articles and it was RESOLVED that the Chair would continue to write the articles.
10. **Town Development Committee:** The Council received and noted the report on the meeting held on the 14th May, 2018. The Clerk reported that he had met with Waveney Norse to look at the Arboretum tarmac that needed repair. The initial estimate was £18,000 but as this

was owned by WDC the Clerk would request that this is included in WDC's maintenance budget however it was unlikely that repairs would be made until next year at the earliest. The Clerk would in the meantime investigate whether this could be paid for from WDC's CIL monies or some joint venture with HTC to get something actioned earlier because there were health and safety concerns. Cllr Leverett asked what the situation was regarding compensation for the loss of parking spaces currently taken up by the Lloyds Mobile Bank. The Clerk reported that District Cllr Tony Goldson was currently negotiating a rebate with WDC.

11. **Financial Matters:**

The Clerk explained that the following documents, approved by the Finance Committee required further approval by the Council. The internal audit had been conducted by Suffolk association of Local Council and it had reported that the Council's finances and procedures for 2017 – 2018 were all in order with only some minor policy recommendations for the Council to consider during this financial year.

- a) To approve the internal Audit report conducted by SALC for 2017- 2018. RESOLVED that the Council approved the internal Audit report.
- b) To approve Section 1 (Annual Governance Statement) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants. RESOLVED that the Council approved Section 1 and this was duly signed by the Chair.
- c) To approve Section 2 (Accounting Statements) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants. RESOLVED that the Council approved Section 2 and this was duly signed by the Chair.
- d) The report on the Finance Committee meeting held on the 21st May, 2018 was accepted as a true record.

The Chair congratulated the Clerk on a very successful internal audit.

12. **Planning Committee:** The Council received and noted the minutes of the meeting held on the 21st May, 2018 and a report of the pre-application meeting with Hans House on the 15th May, 2018. The Chair (Cllr Dutton) reported on the last meeting as the Chair of Planning had not been able to attend the meeting. The Chair also reported that a representative of Hans House had brought along some sketch ideas of how they wished to refurbish and develop the building next to the Angel Hotel. The existing building would consist of six flats and the rear garden would have 8 new link houses with a new access from the Angel Link car park, subject to agreement with WDC. There was very little else to report at this stage but an application for the Council to consider would presumably be made in the near future.
13. **Neighbourhood Plan Steering Group:** To receive a report on the last two meetings held on the 18th April, 2018 and the 16th May, 2018. Cllr Greenberg reported that the minutes from the last meeting had only just become available and only the April minutes were included in the pack. However progress had been made since April and the Group were defining three core objectives; the Built Environment, the Natural Environment and Community with many sub headings to each objective. The group were also in the process of drafting a Communications strategy and the idea was to engage public consultation in Autumn.
14. **WDC Local Plan:** To confirm submission of the Council's response to the WDC's Local Plan – Final Draft document. The Clerk requested that the submission to WDC is retrospectively formally approved as the whole Council had been given the opportunity to comment on the various drafts before it was sent. WDC had requested that the document 'Halesworth's lack of a Community Centre' be annexed to the submission and the completed document had then been re-sent to the Council members. It was then RESOLVED that the Council approved the document as sent to WDC. This document would be put on the Council's website.

15. **Dairy Farm Community Centre:** The Chair explained that the Dairy Farm site had an existing provision within the site for community use (0.44 Hectares). This provision had been in the old WDC Local Plan and Badger Homes who had since purchased the site would be aware of this condition. WDC's Planning Policy and Delivery team had confirmed to Cllr Dutton and Cllr Lewis that they were very supportive of the provision for a new community centre and pre-school on this part of the site and had indicated that there would be CIL money available to part finance the project. The team would resist any proposals by the developer to build houses instead on this part of the site. However, it was noted that HTC needed to engage all relevant departments of WDC for this proposal to work but in the meantime the Council were still open to any further offers or options on the London Rd Building. The Chair proposed and it was RESOLVED to investigate the community provision on the Dairy Farm site further, to find out what WDC were willing to offer in terms of financial support and whether the other departments were in agreement with the Planning Policy and Delivery team but at the same time keeping the negotiations over the London Rd building open.
16. **Teen shelter:** To agree the location and schedule of work. The Chair explained that the final location, which had now been agreed with the Police, was opposite the River Lane bridge on the open area, to the left of the footpath (leading to the river), adjacent to the basketball court. It was noted that it had not been possible to meet with the residents of the George Maltings. The representative for the George Maltings Residence Association had, after being contacted on the 12th April, offered to meet on the 2nd or 3rd of June as the earliest available date. The Chair and Vice Chair were both away at the weekend and there had not been time to arrange another date. The Council members had however received a letter from the George Maltings Residence Association which had made it clear that the Association were opposed to the Teen Shelter being re-erected at that end of the park. The proposed position had however been approved by the Police and the WDC Communities Team. The Council would be engaging the services of outreach youth workers and the Police were committed to monitoring the site. Residents were urged to report any anti-social behaviour if it occurred so that the Police were kept up to date and could respond as necessary. It was hoped that the Council's proposed protocol would be adhered to by all and that this new location would prove successful. It was then RESOLVED with 8 in favour and 2 against, that the Council approved the new location of the Teen Shelter and that it should be re-erected as soon as possible. The Clerk estimated that the work would start in the next few days. The Chair proposed that there should be a re-opening ceremony but this could be discussed again on Friday or at another appropriate meeting.
17. **General Data Protection Regulations:** To approve the privacy notice and any associated Council forms or documents to comply with the regulations. The Clerk confirmed that this would be the first of several related documents that the Council needed to approve to comply with the regulations. It was RESOLVED that the Privacy Policy was approved.
18. **Correspondence:** There was no correspondence to consider.
19. **Items for the Website/Noticeboard/Newsletters/Library.** The suggestions were; promoting the Library events, the decision on the Teen Shelter and the recent Twinning Event in Bouchain.
20. **Accounts for Payment:** The Council approved the following accounts for payment:-
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| 4156. | WDC - HTC By-Election (LGA1972 s111) | 6,550.40 |
| 4157. | SALC – Internal Audit (Local Audit & Accountability Act 2014) | 325.00 + vat |
| 4158. | K P Firmin – Fixing town Centre signs at the Station (LGA1972 s144) | 15.00 |

DD/Standing Orders:

4159.	Salaries - (LGA1972 s112)	2,339.52
4160.	Barclays Bank – Bank Charges (LGA1972 s111)	27.56
4161.	Nest Pensions - (LGA1972 s112)	126.20

Bank & Cash Balances at 30th May, 2018

Current 728	£133,291.90
Community A/c	£5,273.63
Business Reserves 017	£92,304.78
Petty Cash	£52.38