

Present: Councillors;

Tony Allen, Peter Dutton (Chair), Anne Fleming, Keith Greenberg, Rosemary Lewis, Karen Prime, David Thomas, Maureen Took, Paul Widdowson, David Wollweber (Vice Chair).

In Attendance: Nick Rees (Clerk), 11 members of the public.

MINUTES

1. **Apologies:** Cllr S Leverett, Cllr K Forster, County & District Cllr T Goldson
2. **Declarations of interest:** Non-pecuniary interests; Cllr Wollweber for 13, Cllr Took for 17 & 20, Cllr Widdowson for 11 & 12. Pecuniary interests: Cllr Prime for 17, Cllr Prime is a business owner in the Thoroughfare and therefore has a financial interest in retaining the free parking in the Thoroughfare car park.
3. **Election:** The Chair congratulated and welcomed the newly elected Cllrs; Cllr Karen Prime and Cllr Tony Allen. The Chair reported that the Hustings event had been a success and that all the candidates had given a very good presentation. The Chair noted that all candidates talked of respect and working together and he hoped that the new Cllrs and the existing members would all adhere to these important principles, which amongst others, formed part of HTC's Code of Conduct. The Chair also wished to highlight that all Council communications should, unless authorised by the Council, only be posted by the Clerks. There was he noted, a Social Media Protocol recommended by SALC (Suffolk Association of Local Councils) which the Communications Committee would review at the next meeting. The Chair read out extracts from this document regarding good practice for Cllrs using Social Media and in particular ensuring that Cllrs do not comment on behalf of the Council but only in their capacity as an individual.
4. **Declaration of acceptance of office:** The Clerk confirmed that he had formally received the signed 'Declaration of acceptance of office' from Cllr Allen and Cllr Prime. All Cllrs were duly bound by Halesworth Town Council's Code of conduct (adopted 2nd July, 2012).
5. **Minutes:** The minutes of the monthly meeting of the Council held on the 5th February, 2018 was accepted as a true record.
6. **Matters Arising:** Matters arising from the minutes. The Chair asked for an update on the Flood Project organised by Ben Carter of SCC. Cllr Thomas reported that the volunteers were in the process of collecting data around the town. Cllr Thomas believed that the Wissett waterway was in fact more significant than the Chediston waterway and the group would be investigating the legality of the overflows from the fishing lakes, which were currently discharging into the rivers and waterways.
7. **Chair's Report:** To receive a report for February, 2018. The Chair reported on a recent visit to the Patrick Stead Hospital with other Councillors to assess the condition of the building. The Chair, Cllr Lewis and District Cllr Goldson met with Mr Andrew Jarvis to discuss the London Rd Building and free parking. The Chair and Cllr Wollweber met with Louise Thomas and Jo McCallum to discuss a proposed new site for the Teen Shelter. The Chair attended a Police Locality meeting in Wrentham where the main subjects were theft from vans and

sheds, drugs and shop break ins. The Chair wished to apologise for the very late arrangements for the Hustings event which had been due to the difficulty in finding a competent and neutral Chair.

8. **Police Report:** Mr Alistair Macfarlane presented a monthly report on Police related matters which included parking violations on the Market Place, concerns about theft as also noted in the Chair's report, damage to a planter in the Thoroughfare (the Clerk reported that the driver had come forward with his insurance details) and a new scheme from the Police and Crime Commissioner seeking Crime Reduction Volunteers, more details would follow.
9. **Public Session:** [15 minutes on agenda items]. A resident asked whether the amendments to the Standing Orders would be circulated to the public. The Chair confirmed that the amendments proposed in the draft document were as recommended by SALC at the last audit and the Clerk had updated the document accordingly. The Council would consider these amendments and the Clerk confirmed that the approved document would be posted on the website alongside the original document.
10. **Reports on meetings and events attended by Council representatives:** Cllr Fleming's reported on the meeting at the Cut for a future Jazz event in the park. Cllr Wollwber wished to clarify the type of Jazz proposed for the event. It was noted that this would be a light hearted event aimed at families rather than Jazz enthusiasts and it would most likely be free admission. Cllr Fleming also reported on a recent meeting with Chris Ames of Sentinel Trust regarding Play sites in the town. Many of the sites were either poorly equipped or rarely used and the Council might wish to consider options for these areas, for example upgrading the equipment or changing the use to allotments. Cllr Prime reported that the Gainsborough Rd play site had been recently upgraded, the Clerk confirmed that this must have been arranged by WDC perhaps for safety reasons but the Town Council had not been involved. Cllr Greenberg reported on a recent meeting that he and Cllr Wollweber attended with representatives from Campus and the Apollo Centre. It was confirmed that the Apollo Youth Centre lease would be extended by 18 months which coincided with the start of Phase 3 of the development. The Council had also agreed to financially support the introduction of ten consecutive Youth Club nights. Cllr Took provided a written report on the Day Centre. Cllr Greenberg reported that he had attended (as a Council represented Trustee) a recent Museum meeting where it was agreed that future grant applications would be presented earlier in the Financial Year rather than leaving it until the end of the year. The Museum would also be considering the option of forming a CIO (Charitable Incorporated Organisation) to minimise any risk to the trustees.
11. **Council appointed Trustees and reps on outside bodies:** New Councillors and existing Councillors would consider the current list of 'reps on outside bodies' for a future meeting. Cllr Lewis and Cllr Wollweber had not completed their review but it was hoped that the report would be ready for the next monthly meeting. Cllr Wollweber said part of the process was asking organisations what they wanted and they were still in the process of collecting this information. Although the review was not complete they had felt that a recommendation of having a maximum of two Council appointed trustees would minimise any dilemma with such matters as grants and a further recommendation that Cllrs abstain when it came to voting on matters involving organisations where they were trustees.

Cllr Thomas requested that the Clerk circulates the advice on Council nominated trustees.
12. **District & County Reports:** Cllr Tony Goldson was not present at the meeting but had provided a written report. Cllr Thomas asked for greater detail on how the proposed changes to 'Home to School' travel affected Halesworth and requested that the Clerk circulates the details of the consultation to the Council.
13. **Communications Committee:** The Council received the draft minutes of the Communications Committee meeting held on the 19th February, 2018. Cllr Wollweber

reported on the last meeting where amongst other things the Committee discussed the proposed closure of the Records Office at Lowestoft. Cllr Wollweber then proposed and it was RESOLVED that HTC supports the campaign to stop the closure of the Records Office in Lowestoft and also supports any moves to keep the archive in North Suffolk at an alternative venue. Copies to T. Coffey MP, M. Bee (WDC) & Cllr T Goldson.

14. **Town Development Committee:** The Council received the draft minutes of the Town Development Committee meeting held on the 12th February, 2018. Cllr Dutton had chaired the TDC meeting in Cllr Thomas' absence. The Chair reported that it had been a relatively brief meeting but a significant matter was the proposed relocation of the defibrillator to the disabled toilet in the Thoroughfare car park. The Clerk confirmed that this has been discussed with WDC and Lloyds Bank and it was hoped to arrange the relocation soon.
15. **Financial Matters:**
 1. The Council received a report on the Finance Committee meeting held on the 19th February, 2018. Cllr Lewis reported that the Council had spent virtually all of its grant budget this year, as there had been several new applications from organisations that had not applied previously, the Council would need to be careful how it allocated grants in 2018/2019.
 2. To consider a donation to Supporting Tanzanian Orphans and Widows (STOW) on behalf of Mr Martin Stevens who chaired the Hustings event. The Chair reported that Mr Martin Stevens who had very helpfully and competently chaired the Hustings at the last minute wished for no payment but had suggested that the Council might wish to make a donation to the STOW charity instead. Cllr Allen asked whether it was appropriate for the Council to make a donation to a charity it did not know and was not local to Halesworth. Perhaps, Cllr Allen suggested, the Council should pay Mr Stevens directly and then it would avoid any complications. The Clerk advised that both SALC and the Local Council Public Advisory Service had been approached and there would have been a cost involved if either organisation had been able to send someone to Chair the event. Cllr Lewis proposed and it was RESOLVED that the Clerk asks either of these organisations what the cost would have been and then asks Mr Stevens to bill the Council the same amount. Cllr Lewis advised that the cost of the election from WDC would be around £6,000 and this would be another cost associated with it.
 3. Insurance, to note the renewal of the Council's insurance listed on the accounts for payment which the Clerk reported was on a five year deal and had in fact reduced slightly from last year despite the increase in fidelity insurance as recommended by SALC. The Day Centre Insurance was £274.22 this year, also down from last year. The Council had an arrangement whereby the Council supported the Day Centre by paying for their insurance in exchange for the use of the facilities (based on two meetings per month). It was RESOLVED that the Council approved payment of the Day Centre insurance at £274.22.
16. **Standing Orders:** To consider the amendments to the Standing Orders as recommended in the internal audit. The Clerk explained all the proposed amendments to bring the document in line with the Model Standing Orders 2013 recommended by SALC at the last audit. Cllr Allen proposed that the document be rewritten as gender neutral and raised two questions, whether the reference to 12.2 (under item 29) was relevant and whether the use of the word 'they' referred to the Cllr and members of the public or just the Cllr. The Council agreed that the document should be amended to be gender neutral. The Clerk confirmed that the reference 12.2 was no longer relevant and would be removed and that the word 'they' under 29b referred just to the Councillor and not to members of the public. The Clerk stressed that the document need to be approved either at this meeting or at the April meeting at the latest. It was then RESOLVED, to save bringing the document back again, that the Council approved the amendments to the Standing Orders and the Clerk would circulate the updated document to the Council and would upload it to the website.

It was also RESOLVED that the relevant paragraphs on the Annexe to the Standing Orders, 'Policy on filming and recording Council meetings', would be put on the website. It was noted that informing the Clerk of an intention to record the meetings was not statutory but was a matter of courtesy and it gave an opportunity to advise the public that they could request their comments be removed if they so wished.

Cllr Karen Prime left the room for the duration of the next agenda item.

17. **Free Parking:** Update on contributions received and to approve payment of the free parking for April 2018 – March 2019. There followed a discussion on WDC's policy on issuing parking fines which appeared to concentrate on those using the free one hour facility. However, Cllr Lewis reported that this was also the case in Beccles and Bungay car parks. The Chair reported on the meeting with Mr Andrew Jarvis where it was impressed upon him that the Council and the Town would not be able to pay the £34,000 for year four and some alternative arrangement or compromise was needed. The Clerk confirmed that WDC had after discussions with Cllr Goldson agreed to reduce the cost of the free parking for year three (April 2018 – March 2019) from £23,000 to £21,000. The Clerk reported that contributions from businesses were still coming in and there had been several from residents. The current total pledged was £8,235 (£6,125 paid so far) and factoring the vat from this year and the vat on next year's amount the total cost to the Council should be just under £6,000. It was then RESOLVED that the Council agreed to pay £21,000 for the free one hour parking in the Thoroughfare car park for the year April 2018 to March 2019 on the understanding that the following year would be negotiated separately and that WDC would rebate the Council (based on parking spaces x period remaining in the Financial year) on any change to the status of the car park that affected the number of the car parking spaces available under the free one hour parking scheme.

Cllr Prime returned to the meeting.

18. **Annual Parish Meeting:** The Clerk confirmed that the Annual Parish meeting would be on the 12th April, 2018 at 7pm at the Edgar Sewter School. The Communications Committee would consider the format of this meeting at their next committee meeting.
19. **Neighbourhood Plan Steering Group:** Cllr Greenberg reported on the last meeting where the Chair of Holton Parish Council, Cllr Geoff Clackett had been invited to attend. The group discussed the geographical area of the Neighbourhood Plan which was vitally important to establish as early as possible. The group had felt it was logical to include Holton if possible. Cllr Clackett explained that it was unlikely that Holton PC would be able to commit to being involved in the plan but he would raise this at the next parish meeting. If this was the case the group would give Holton PC the opportunity to comment on their proposals but unfortunately they would not be able to be take an active part. Cllr Greenberg acknowledged that if Holton PC were able to commit to the Neighbourhood Plan there may be technicalities as to who the qualifying body was and he would therefore need to seek advice from Jo McCallum of WDC. Cllr Greenberg reported that Gillian Everett had volunteered to be the secretary and would be taking on this role at the next meeting. The Chair confirmed with Cllr Greenberg that the Clerk would not be required to attend the meetings but would continue to provide support with financial data, printing and the like. Cllr Thomas asked for clarification on what the procedures were regarding press statements and whether the Steering Group required Council approval.
20. **London Rd Building:** The Clerk confirmed that at the request of the Chair he would be providing an information pack to all the Councillors on the London Rd Building which would include the ten year business plan and relevant correspondence regarding negotiations with WDC. The Clerk would arrange a meeting of the full Council in April once Cllr Forster had returned. The purpose of the meeting was to get all Cllrs up to speed with the details of the proposals and financial implications whether or not there was a new proposal to consider.

The next WDC Cabinet meeting was in early April (11th) and the following meeting would not be until June.

Cllr Prime, concerned at the amount of printing involved, not just on this matter but Council meetings generally, proposed and it was RESOLVED that the Clerks would, for a trial period, print on both sides of the paper. Furthermore Cllr Prime would attempt to use an 'I Pad' or similar device to read the papers and would not require a printed pack. The Clerk would provide the Wi-Fi access code for the next meeting.

21. **Correspondence:** To consider any correspondence; SCC response to footpath concerns in Wissett Close. The Clerk reported that he had received a complaint from a resident concerning the poorly lit and unmarked steps leading down from Wissett Close to Chichester Road and had reported this to Suffolk County Council. The response from the County Council was that they considered the steps to be adequate and did not intend to undertake any remedial work. The Clerk asked whether the Town Council would consider paying to have the edge of the steps painted white to help residents to see the steps more clearly in poor light. It was RESOLVED that the Clerk would get a cost and bring it to the next Finance Committee meeting.

22. **Accounts for Payment:** The Council approved the following accounts for payment.

4109.	Community Action Suffolk Insurance (5 year contract) (LGA 1972 s111)	1601.26
4110.	Local Council Advisory Service subscription (LGA 1972 s111)	200.00
4111.	Waveney Self Storage – (LGA 1972 s133 maintain public buildings)	75.56 + vat

DD/Standing Orders:

4112.	Salaries - (LGA1972 s112)	2216.24
4113.	Nest Pensions - (LGA1972 s112)	118.39
4114.	Barclays Bank – Bank Charges (LGA1972 s111)	16.46

Approved at the meeting 05 03 18

4115.	Community Action Suffolk Insurance (Day Centre) (LGA 1972 s111)	274.22
-------	---	--------

Approved at the Finance Committee meeting 19 02 18

4116.	Apollo Centre –Ten Additional Youth Clubs nights (LG (Miscellaneous Provisions) Act 1976 s 19)	500.00
-------	--	--------

Bank & Cash Balances at 5th March, 2018

Current 728	£108,404.03
Community A/c	£5,271.00
Business Reserves 017	£92,258.78
Petty Cash	£77.91

The meeting was closed at 8.38pm