

Present: Councillors;

Anne Fleming (Chair), Peter Dutton, Rosemary Lewis, Sandra Leverett, Andrew Payne*, Maureen Took, Paul Widdowson, David Wollweber.

In Attendance: Nick Rees (Clerk)

Minutes

- Apologies:** Cllr Ann Baldwin, Cllr David Thomas, *Cllr Andrew Payne (attended another meeting on the same night but joined the meeting at 8.05pm for the last two items), County & District Cllr Tony Goldson, District Cllr Letitia Smith. The Clerk confirmed that Cllr Iona Winton had sent in a resignation due to family bereavement and illness.
- Declarations of interest:** Non-pecuniary interests: Cllr M Took 10 & 12, Cllr P Dutton for 10,11,12 & 15, Cllr P Widdowson for 10, 13, 14 & 15, Cllr A Fleming for 10, 12 & 15, Cllr S Leverett for 10, 11, 12 & 15, Cllr R Lewis for 10 & 12, Cllr D Wollweber for 10 & 11.
- Minutes:** The minutes of the meeting held on 9th May, 2016 were accepted as a true record with the correction that Cllr P Dutton was added as a member of the Town Development committee. Cllr D Wollweber confirmed that he would not be able to be a Council appointed trustee as he was already a trustee for the museum. The Council accepted this and would consider appointing another trustee as soon as possible.
- Matters arising from the minutes:** It was noted that H&BVP were still awaiting an invoice for play equipment from the Clerk. The Clerk confirmed that he was in turn awaiting for an invoice from WDC.
- Chair's Report:** The Chair reported on a meeting with WDC planners regarding the Local Plan on the 5th May, the Twinning meeting on the 7th May and the second business plan meeting for the London Rd building with Hannah Reid on the 31st May.
- Police:** There were no officers present at the meeting. Mr Alistair Macfarlane reported that he had arranged to meet with PCSO Gary Wallace on a monthly basis. Mr Macfarlane would be arranging for regular street meets every couple of months in the Market Place on Market days to offer crime reduction items and listen to any concerns from residents. Mr Macfarlane reported that, although the front desk at the Police Station was closed, there was a public access phone outside. The full report will be attached to these minutes.
- Co-option of a Town Councillor:** Mr Keith Greenburg had sent in an application to become a Town Councillor and after consideration it was RESOLVED that the Council would co-opt Mr Greenburg. The Clerk would send out the declaration of acceptance of office for Mr Greenburg to sign when he returned from holiday.
- Public Session:** [15 minutes on agenda items] A question was asked about the Queen's birthday celebration and the Chair explained the details of the event and the contingency plans to withdraw to the church if the weather was poor. A question was raised as to whether the SCC Pathfinder bus service was being withdrawn as this would impact on many of the local villages. Mr Ballantine also noted that he had understood that Suffolk County Council were withdrawing all support for community transport.

The meeting was resumed and it was RESOLVED 'that the Clerk contacts Suffolk County Council to inform them that concerns have been raised over the potential loss of the Pathfinder service and clarification is needed regarding this matter.'

9. **Planning Committee:** Cllr Dutton reported on the last meeting which involved an application for additional mobile masts on the water tower on Norwich Rd and an application to demolish a building for a development on Fairview Rd previously approved by the Council.
10. **Parking:** The Chair explained that the Council had arranged to meet with local businesses on the 8th June, 2016 to consider ideas of how to get the free parking reinstated and also to clear up some misunderstandings about the Council's approach to the problem. The Council was very concerned about the impact that the removal of the free parking was clearly having on the town and the businesses. The Chair reconfirmed that the Council was always willing to contribute towards retaining the free parking but it could not afford to pay the current amounts offered by WDC that culminated in a third year figure of £34,000 and ongoing at this rate year on year.
11. **Town Development Committee:**
 - a) The Council received a report from the meeting held on the 16th May 2016.
 - b) Town Plan: The Brief Version of the Town Plan edited by Cllr Payne was approved. This version would be put on the website and costs would be sought for producing a small booklet version.
12. **London Rd Building:** It was noted that at the last business plan meeting the Council were advised to visit other possible venues for the Town Council offices and public meeting room in order to confirm that there were no other suitable locations for the Council.
13. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors.

Janet Huckle presented a report for the Council. The group were having difficulties keeping the website up to date due to a lack regular income. Mrs Huckle brought a business pack called 'My Waveney' to the meeting which would be distributed to businesses in the town. The group had decided to renew membership of the Destination Management Organisation in an attempt to improve the coverage in Halesworth. The VIP (Visitor information points) were now set up in the Angel Hotel and the Library. The full report will be available in the library.

The Council received and noted the reports from Halesworth Campus Ltd, East Suffolk Travellers Association and the Rifle Hall Trust. The full reports will be available in the library.

14. **District & County Reports:** There were no reports from the District & County Councillors
15. **Financial Matters:** To receive the report of the Finance & Personnel Committee meeting held on the 23rd May, 2016. The Chair of the Finance committee, Cllr Rosemary Lewis asked the Council to consider the loan agreement for the HPFA (Halesworth Playing Fields Association) which had been reworded slightly in accordance with legal advice obtained recently. The loan itself had been agreed previously at the Finance committee meeting in March but the Council needed to approve the terms of the loan and the wording in the document. The Clerk confirmed that that there was no issues with the wording as far as he was concerned and that there was a personal guarantee and a legal undertaking that repayment of the loan would be made within one year. The document had been prepared and signed by all parties and witnessed on the 1st June, 2016 in the Clerk's office but it was withheld awaiting Council approval of the loan agreement before the cheque was released. RESOLVED that the Council agreed the loan agreement and approved the cheque for sending to the secretary of the HPFA
 - a) **Internal Audit:** The Council received a copy of the Internal Audit report produced by SALC. The Clerk referred to the report which had found that everything was in order but

had provided some very useful recommendations for the future that the Council may wish to adopt. It was agreed that these recommendations would be considered at a later Finance meeting. RESOLVED that the internal audit report was approved by the Council.

- b) **External Audit:** To consider the approval of the External Audit submission. The Clerk explained that the submission had not altered from the draft submission approved by the Finance committee in May.
- i. RESOLVED that the Council approved **Section 1 Annual Governance Statement**. The Chair then signed the submission at the meeting.
 - ii. RESOLVED that the Council approved **Section 2 Accounting Statement**. The Chair then signed the submission at the meeting.
- c) **Shredding Service:** To consider estimated costs of shredding old planning applications and general paperwork, 30 bags @ £6.84. RESOLVED that the Council approved the costs for the shredding service.

16. **Correspondence:** To consider any correspondence:-

- a) It was noted that Network Rail had arranged for a second public meeting on the future of the Barrow crossing at the Cut at 6.30pm on 14th July, 2016. The Clerk would put this on the website and email all those on the Council's news list.
- b) The Chair read out a letter from Suffolk Police Constabulary which introduced the new Halesworth Locality Policing Commander, Mr Mark Jackson (a copy of the letter would be available in the Library).
- c) The Chair read out an email from Gayle Hart which had provided maintenance costs on the three public toilets in the town. It was noted that the costs allocated to the three toilets amounted to £12,307 per annum. It was assumed that Waveney Norse calculated this by adding all their associated costs which included Managers, vehicles and materials into one pot and then divided it by the number of toilets in the district. This was understandable but the cleaner for the Halesworth toilets actually travelled in every day on a bicycle (for the past 20 years) and therefore if HTC were to acquire the toilets the actual costs would likely be much less.

17. **Accounts for Payment:** The following accounts for payment were approved.

3774.	Anglia Locksmiths Door Keys	33.55
3775.	Salaries	586.00
3776.	Community News	120.00

DD/Standing Orders:

3777.	Salaries	1628.49
3778.	Bank Charges	22.30

HPFA Loan (agreed at the meeting) 5,000.00

Bank & Cash Balances at 2nd June, 2016

Current 728	£129,882.04
Community A/c	£5,268.10
Business Reserves 017	£92,208.12

The meeting was closed at 8.10pm