

Present: Councillors;

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

In Attendance: Nick Rees (Clerk), District Cllr Tony Goldson, 7 members of the public

Minutes

1. **Apologies:** Cllr Peter Dutton.
2. **Declarations of interest:** Non-pecuniary interests: Cllr Thomas for 13, Cllr Greenberg for 20, Cllr Took for 20, Cllr Widdowson for 10, 11, 12 & 20, Cllr Payne for 8b, 9, 13, 15a & 17, Cllr Wollwber for 7, 10 7 20, Cllr Leverett for 8b, 12 & 20, Cllr Lewis for 13, 15a, 15b & 20
3. **Minutes:** The monthly minutes of the meeting held on 3rd October, 2016 were accepted as a true record with the following amendments; item 10; [typo] 'reviewed' in place of 'reviews' and item 13; Cllr Gardner (not Cllr Greenberg) confirmed that she would attend in place of Cllr Payne [sentence restructured] 'Cllr Tracy Gardner volunteered to attend the meeting in place of Cllr Payne'.
4. **Matters arising from the minutes:** Cllr Leverett asked whether there had been any more confirmed contributions from the businesses since the letter from the Council had been distributed. The Clerk confirmed that there had been some responses but he would provide an update at the next Finance Meeting (21st November, 2016).
5. **Chair's Report:** To receive a monthly report from the Chair of the Council

On the 4th October the Chair attended a meeting with Andrew Jarvis and Nicole Rickard of WDC to discuss the London Rd building. On the 6th members of the Council met with Hopkins Homes regarding the proposed development in Hill Farm Road, this was followed by a public presentation at the Rifle Hall. The Chair and Cllr Lewis attended the 15th Autumn East Suffolk Travellers Association meeting in Woodbridge. The Chair also attended the meeting on the 20th October where Police Inspector Mark Jackson met with Local Councillors in Holton Village Hall

On the 24th the Chair accompanied by Malcolm Ballantine visited the Patrick Stead Hospital at 8.30am to see the situation first hand regarding the phlebotomy clinic. Mr Ballantine then reported their observations to the Patient Participation Group meeting held the same day, at Beccles house.

6. **Public Session:** [15 minutes on agenda items] Under Correspondence; Mrs Janet Huckle wished to raise the matter of damage in the cemetery possibly caused by ride on mowers. Mr Doug Gray wished to discuss his recent letters on Parking and Health.
7. **Communications:** The report of the meeting held on the 10th October, 2016 was accepted as a true record. Cllr Wollweber explained that an advert had been placed in the Community News over the weekend to encourage more people to sign up for the newsletters.

8. **Planning Committee:**

- a) **Report:** The report on the meeting held on the 28th October, 2016 was accepted as a true record. It was noted that there had been applications to remove three phone boxes in the town. The Committee had recommended approval of two of the applications but had refused the application to remove the phone box in Station Rd on safety grounds, as it was close to the railway station and bus stops. District Cllr Tony Goldson offered to look at whether he could add support to this decision and the Clerk would send Cllr Goldson a copy of the minutes.
 - b) **Local Plan Review:** To consider Cllr Dutton's 'Strategic Evaluation' for submission to WDC'S Strategic Planners. The Clerk had since contacted WDC to ask if further comments could be added to the Local Plan and WDC confirmed that HTC's comments would be included at the next draft. It was therefore not necessary to approve the document at this meeting and as Cllr Dutton was absent, it was agreed that Cllr Payne would get together with Cllr Dutton over the next week to try and conclude the document for approval at the next Town Development meeting. It was agreed that this document should complement HTC's comments and the Town Plan which had already been submitted to WDC.
9. **Town Development Committee:** The minutes of the meeting held on the 10th, October 2016 were accepted as a true record. It was noted that there had not been any parking figures submitted for August, September and October from WDC. The Clerk would send the request to District Cllr Tony Goldson who offered to chase to up the figures on behalf of HTC. There followed discussion on parking at town events and the Clerk and Cllr Wollweber reported that there had been some complaints about how visitors were parking at the Brocante and the Antiques Fair, particularly in the Thoroughfare car park. It was noted that HTC could ask for a Special Constable to attend these events if necessary, other than this the Town Council could do very little about controlling parking.
10. **Reports on meetings and events attended by Council representatives:** Cllr Wollweber reported on the last Halesworth Cycle Group meeting where it was noted that the group were disappointed that the Council appeared not to have a positive view of cycling in the town and it was also noted that they were asking whether the Council would pay for the reprinting of 1000 cycle maps. It was agreed to defer this to the Town Development Committee meeting. Cllr Lewis reported on the ESTA meeting which detailed the new East Anglia Franchise agreement, Cllr Lewis brought a 35 page presentation to the meeting and asked Cllrs to contact her if they wanted a copy. Cllr Lewis had also provided minutes of the last Campus meeting. This included the news that Campus Ltd were still trying to obtain match funding for the bore hole that the Council had donated £5,000 towards. It was also noted that Dr Abbott wished to meet with the Council and this would hopefully be arranged sometime in December.
11. **District & County Reports:** District Cllr Tony Goldson reported that there were plans for parking enforcement to be taken on by the District Councils. This would then be a civil offence and the revenue would go to the District Councils. In the case of Waveney, the extra income from enforcement and the increased car park revenues in Lowestoft may help to rebalance the overall parking budget in the district. Cllr Goldson reported that with regard to 'Devolution' that Norfolk had decided to stay in talks and Suffolk would decide by the 23rd November.
12. **Financial Matters:** The report of the Finance & Personnel Committee meeting held on the 17th October, 2016 was accepted as a true record with the amendment that the Accounts for payment had a duplication which was WDC Market Clean, shown twice, item 3723 & 3724, the Clerk would omit item 3724 from the list.
13. **Campus:** Update. The Chair reported that the organisations involved were in the process of forming a new body and a new board. Cllr Fleming proposed that Cllr Thomas, Cllr Dutton and Mr Malcom Ballantine to be the Council appointed representatives on this board and

asked if anyone else was interested. There were no other Cllrs or members of the public who expressed an interest and there were no other nominations. District Cllr Tony Goldson questioned whether the Council could legally appoint a member of the public to this new body. Cllr Thomas stated that in his opinion it was legal. [Clerk's note: This proposal had not been presented to the Council prior to the meeting and the legality of it had not been researched, whilst the proposal was resolved it may not be binding and further advice may need to be obtained].

14. **Bridge Street:** To consider the request for HTC to licence two additional planters in Bridge Street. It was agreed that the Thoroughfare was now getting a bit cluttered, unfortunately the plan provided did not show the proposed planters in relation to other existing planters, street furniture, gazebos and the like and so it was difficult for the Council to assess the possible impact. It was then agreed that the Clerk would take some photos of the Thoroughfare and this would then be deferred to the next Town Development Committee. It was also agreed to consider producing a management plan for Street furniture in the Thoroughfare.
15. **Town Park:**
 - a) **Town Park Lighting:** To consider the lighting options and costs and to review the suggested replacement runway lights. The Clerk was still waiting for a date from Waveney Norse to demonstrate the new lights. Cllr Payne again raised the question of lighting in the corner of Blyth Mews, adjacent to the river. It was noted that this was not part of the park and would fall under Highways authority. The Clerk would contact Highways to inquire as to whether lighting in this corner was possible.
 - b) **Teen Shelter:** To consider the suggestion to relocate the Teen shelter. The Clerk reported that one of the PCSOs had suggested moving the Teen Shelter to another location after receiving several complaints about noise late at night. The suggested location was between the Skateboard Park and the Basketball court. It was not known what the costs were to move the shelter or who would pay for it. It was agreed that the Clerk should obtain further information on the number of complaints in order to ascertain whether this was a serious problem or not.
 - c) **Flag Pole:** To arrange an official event to celebrate the Green Flag award and the installation of the flag pole. It was agreed that the Clerk would circulate suggested dates to the Council.
16. **Emergency Plan:** To consider implementing an Emergency Plan for the Town. It was agreed to defer this to the next Town Development Committee.
17. **Media Screen:** An update/review of the new Media screen in the Library. There was no further news to report as Hughes needed to reschedule another date for the official unveiling of the Media Screen.
18. **Police:** To consider any Police matters. The Chair read out a report received from Alastair Macfarlane.
19. **Health:** To receive any further updates on the Patrick Stead Hospital and the Rayner Green Resource Centre. District Cllr Tony Goldson reported that he had discussions with ECCH and the CCG recently and it may be possible that Halesworth would become part of a pilot scheme based on a European model designed to treat more patients at home. There also may be changes to where patients are sent, the idea was based on marrying the expertise of hospitals to the treatment required.
20. **Network Rail:** An update on the distribution of safety leaflets and posters advising the public. It was noted that one bullet point of the safety information obtained from Network Rail stated that 'Only use the crossing if you are a station user – it is not a public right of way' had caused concern to some residents. It was noted that this statement (as far as research on the matter had concluded) was factually correct and should be included as it was part of Network Rail's guidance. The Chair felt that this was probably not going to be enforced as long as users of the crossing adhered to all the other rules in the guidance. The

Clerk confirmed that Suffolk County Council advised that there was no public right of way listed, it was possible to make an application to SCC for a right of way, but they had advised that the Railway Act meant this had little chance of success.

21. **Correspondence:** To consider any correspondence. Mrs Huckle reported that there had been some damage in the Cemetery which may have been caused by Waveney Norse's ride on mowers. Mrs Huckle showed the Council some photos of damage to the grave stones. The Clerk would contact Waveney Norse and investigate the matter further. Mr Gray read out his recent letter which explained his reasons why Halesworth Area Community Transport would not be contributing to the free parking, this letter had been sent to Therese Coffey MP, the Town Council and WDC. This would be discussed again at the next Finance meeting.

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

3876.	WDC Small Lottery Licence (Lotteries Act 1976 s7)	20.00
3877.	Anne Fleming - Travel to Salc 2x training days (LGA 1972 s175)	54.90
3878.	Harrison EDS – Flagpole (Open Spaces Act 1906 ss9 & 10)	969.00 + vat
3879.	Waveney District Council – Office Rates (LGA 1972 s111)	228.00
3880.	Community News – Advert for website (LGA 1972 s142)	50.00

DD/Standing Orders:

3881.	Barclays – Bank charges (LGA 1972 s111)	29.59
3882.	Salaries (LGA 1972 s112)	2,127.29
3883.	EDF Market Place electricity No 2 (Food Act 1984 s 50)	30.08
3884.	EDF Market Place electricity No 3 (Food Act 1984 s 50)	25.00

Transfers

Current Account to Petty Cash	100.00
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Bank & Cash Balances at 2nd November, 2016

Current 728	£133,978.77
Community A/c	£5,269.42
Business Reserves 017	£92,231.11
Petty Cash	£15.11

The meeting closed at 8.47pm