

Present: Councillors;

Peter Dutton, Anne Fleming, Tracy Gardner, Keith Greenberg, Rosemary Lewis, Sandra Leverett, Andrew Payne, David Thomas, Maureen Took, David Wollweber.

In Attendance: Nick Rees (Clerk), Megan Goodwin (Press – EADT) and 14 members of the public

MINUTES

Part 1 Annual Meeting of the Council

1. **Election of Chair:** The current Chair, Anne Fleming welcomed everyone to the meeting and declared that she wished to hand over the Chairmanship to another Cllr and asked for nominations. Cllr Payne nominated Cllr Thomas. Cllr Thomas thanked Cllr Payne for the nomination but explained that although it was a great honour to be Chair of the Town Council he was currently Chair of the Halesworth Playing Fields Association and wished to concentrate his time and efforts on this role. Cllr Thomas then nominated Cllr Dutton, who accepted the nomination and it was RESOLVED that Cllr Peter Dutton was elected Chair of Halesworth Town Council. Cllr Dutton thanked Cllr Fleming for her excellent work over the past two years.
2. **To receive the Chair's Declaration of Acceptance of Office:** Cllr Dutton signed the declaration of acceptance of office, counter signed by the Clerk.
3. **Election of Vice Chair:** Cllr Leverett nominated Cllr Wollweber, Cllr Wollweber accepted the nomination and it was RESOLVED that Cllr Wollweber was elected as Vice Chair of Halesworth Town Council.
4. **Apologies:** Cllr Keith Forster, Cllr Paul Widdowson, County & District Cllr Tony Goldson, and District Cllr Letitia Smith who were both attending a WDC meeting. Cllr Wollweber raised a question regarding the District Cllrs input and attendance at HTC meetings.
5. **Register of Interests:** To confirm Members have updated their interests. The Chair asked the members to ensure that their interests were updated by the next monthly meeting.
6. **Declarations of interest:** Non-pecuniary interests: Cllr Fleming for 16 & 18, Cllr Leverett for 15, 16, 18, 19 & 21, Cllr Lewis for 16, 18 & 19, Cllr Greenberg for 18 & 23, Cllr Payne for 15, 18, 20 & 23, Cllr Wollweber for 16, 18, 19 & 23, Cllr Thomas for 16, 18, 19 & 23, Cllr Dutton for 16, 18 & 23
7. **Minutes:** The Council received the minutes of the Annual meeting of the Council held on 9th May 2016 **approved** at the meeting held on Monday 6th June 2016
8. **Election of Committee Members:** Finance, Planning, Town Development Committee: It was RESOLVED that the current list of membership of committees was accepted and approved with the following amendments; Cllr Forster to join the Finance and Town Development Committees, Cllr Leverett to join the Planning Committee, Cllr Fleming to join the Finance and Town Development Committee, Cllr Thomas to join the Finance Committee.

Election of Working Group Members; Grant Policy & Financial Regulations, Personnel, Station Building, Gappa, Communication, Local Plan, London Rd Building Working Group, London Rd Working Group Business Plan, Neighbourhood Plan, Urban Improvement. It was RESOLVED that the current list of Working Group members were approved with the amendment that The Urban Improvement Working Group (Working Party of the Town Development Committee) was formally recognised by the Council and the membership approved as follows: *Cllr D Thomas, Cllr D Wollweber, Cllr P Dutton, Cllr K Greenberg, Fred Fisher #, Jill Reece #, Paul Simmons # Reg Woolston #, Tony Allen #, Ann Constanti # Kinglsey Elliff #.* #denotes member of the public. Mark Kerridge (SCC Highways) would be included in an advisory role but would not be a member. It was agreed that the current membership was more than sufficient but further advisory roles would be accepted as required. The Clerk announced that the first meeting would be held on the 18th May at 10.00am *in Chambers*.

9. **To determine Council representation on Outside Bodies (see attached list):** It was RESOLVED that the current list of Council representatives on outside bodies was approved with the amendments that Halesworth Volunteer Centre was removed from the list as historically they did not invite Councillor representation to their meetings. Cllr Lewis reported that a fair amount of Campus meetings now involved confidential matters that she would not be able to witness. It was agreed that the Campus Observer would be removed from the list but the Clerk would write to ask for reports so that the Council could be kept informed. Cllr Took would be formally added as the Council representative on the Day Centre. The Chair then opened the meeting to hear from Mr Ballantine to ask if he wished to continue as a Council nominated representative on Halesworth Health. Mr Ballantine understood that he was a stand-in only, as and when a Cllr was unable to attend the meetings. As there were now no active Councillors on Halesworth Health the role was a little ambiguous and it was agreed that the Clerk would seek further clarification. Mr Malcolm Smith regretted that he was unable to continue as a Council nominated representative for ESTA (East Suffolk Transport Association) due to other commitments. Cllr Fleming agreed to be added with Cllr Lewis as Council representatives for ESTA. [Agreed under item 15 but added to this section for clarity] It was agreed that Cllr Fleming, Cllr Lewis, Cllr Greenberg and Mrs Irene Thomas would share the role of Observers to the Friends of Halesworth County Library.

Part 2 Monthly Meeting of the Council **(Approved 05/06/17)**

10. **Minutes:** The minutes of the Monthly meeting held on the 3rd April, 2017 were accepted as a true record. It was agreed that the Clerk would circulate the Disability Assessment for the Barrow Crossing. It was noted that the Clerk had not yet received the Licence agreement from SCC for the numbered studs in the Thoroughfare. Cllr Leverett reported that SCC currently had a large workload but it was hoped that the work could be completed in August.
11. **Chair's Report:** To receive a report for April 2017. The previous Chair, Cllr Anne Fleming reported that she had attended the Ink Festival, which celebrated authors and playwrights from the region, it was a very successful event and was growing in popularity.
12. **Police Report:** To receive a monthly report on Police matters. The Council received the annual Police report that had been presented at the Annual Parish Meeting by PC Kevin Stollery. The Council also received the report from Alastair Macfarlane on Police Matters. It was RESOLVED that Mr Alastair Macfarlane would be reappointed as the Council Representative on Police Related Matters. It was agreed that the Clerk would put the Annual Police report on the website but would first check with PC Stollery. Cllr Payne requested that the Clerk would also ask whether there was another report showing if the list of investigations had been concluded successfully.

13. **Public Session:** [15 minutes on agenda items] Mrs Janet Huckle read out a report on Halesworth Tourism Group. Mrs Irene Thomas reported on a very frustrating day on Anglian Buses where the bus had broken down and there were no contingency plans in place to deal with the problem. Cllr Lewis suggested that Mrs Thomas should consider attending the next ESTA meeting on Saturday 13th May at St Marys. Church Hall where Mr Steve Royal of Anglian Buses would be present. Cllr Fleming reported that recently there appeared to be problems reported about the reliability of Anglian Buses. It was agreed that the Clerk would include a request for residents to report any bus related problems on the website.
14. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors. Cllr Payne drew attention to his report on the AGM of the Trustees of the Friends of Halesworth County Library where there were very serious concerns over Suffolk County Council's decreasing financial support for the library service. This made the work of the Friends of HCL even more crucial. A new Junior Library section would be opened in a few months' time and Cllr Payne urged the Chair to attend the event if possible. Cllr Payne also attended a Halesworth in Bloom meeting where it was highlighted that there were a number of important dates to note; Green Flag judging day 9th May, 10.30am, Presentation from Suffolk Foundation and photoshoot, 25th May at 9.30am in the Town Park, Open Gardens 4th June, I-Chameleon w/c 7th June, Library Exhibition 17th June – 15th July and Hooker Bicentenary 30th June to 2nd July. These would all be put on HTC'S website in the Event's Calendar and sent by email to the Council members.
15. **Annual Parish Meeting Report:** The report on the Annual Parish meeting held on the 13th April, 2017 was accepted as a true record with the following amendments; insert 'have' before 'powers' under the 'Bonfire' item and amend 'attachment' to 'catchment' under 'Other Items'.
16. **District & County Reports:** There were no reports.
17. **Town Development Committee:** The Council received and noted the report of the meeting held on the 10th April.
18. **Financial Matters:** The Council received and noted the report of the meeting held on the 24th April, 2017.
19. **Patrick Stead Hospital:** To consider whether the Town Council should attempt to register the PSH as a Community Asset and/or to set up a Working Group for this purpose. Cllr Fleming reported on the meeting in Southwold where a group of Cllrs, GPs and residents were developing plans to utilise the old hospital for community and business use. It was RESOLVED that this matter would be taken to the next Town Development Committee meeting on the 15th May and a member of the Southwold group would be invited to the meeting. It was hoped that a similar group could be set up in Halesworth and the Chair hoped that this would be run by residents rather than the Council.
20. **G.A.P.P.A:** The Council received the report from the meeting held on the 12th April, 2017 and the Clerk showed a plan of the new trim trail equipment which would be located on the front right hand corner (viewed from the path) inside the Play area. The Clerk confirmed that the cost was well within the remaining Gappa reserves and would still leave some funds for a tribute to Jane (Kircher) Ringwood. It was then RESOLVED that the Council approved the plans for the additional play equipment.
21. **Divestment of WDC Services:** To receive any updates. It was noted that the Cabinet meeting to consider the proposal for the London Rd Building would be on June 7th at 5.30pm. Cllr Fleming asked if anyone wanting to go to the meeting could contact her and if there were sufficient numbers she would try and arrange a HACT bus to take everyone to meeting in Lowestoft.

22. **Planning:** The Council received and noted the report on the meeting held on the 10th April, 2017. The Chair read out the decisions of the Planning Committee which included the recommended refusal of the second application (the first application was also recommended for refusal) for a Hand Car Wash in the Angel Link South car park [DC/16/5039]. The approval, with conditions, of the application for 22 dwellings to land South of Fairview Farm, Norwich Road.
23. **Correspondence:** The Council received and noted Therese Coffey MP's annual report. The Clerk also read out an offer for Traffic Marshall training at Bramford on the 15th June, the cost was £95 per person. The Clerk asked the Council if this may be useful for a resident or a Cllr to have the necessary accreditation so that they were officially qualified to put road closure signs out for Town events. This was in theory a requirement for any applications to Suffolk County Council for road closures. However, after hearing from a representative of Halesworth Events Management it was agreed that the Clerk should ask Mark Kerridge if the unique nature of Halesworth's Thoroughfare and Market Place meant that this was not necessary. The Clerk then asked the Council if it would consider a further urgent staff related matter in Camera after the final item on the agenda and the Council agreed.
24. **Accounts for Payment:** The following list of accounts for payment were approved for payment.

3966.	EPS Transfers – Free Parking Stickers & Skateboard litter notices (LGA 1972 S136 & Litter Act 1983 ss5, 6)	159.20 + vat
3967.	SALC Subscription 2017/2018 (LGA1972 s111)	1042.52 + vat

DD/Standing Orders:

3968.	Barclays Bank Charges (LGA1972 s111)	30.98
3969.	EDF Energy – Market Place Electricity (3) (Food Act 1984 s 50)	25.00
3970.	EDF Energy – Market Place Electricity (2) (Food Act 1984 s 50)	30.85
3971.	Salaries (LGA1972 s112)	2,127.29

Bank & Cash Balances at 8th May, 2017

Current 728	£102,525.39
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£28.32 (31/03/17)

The Chair read out the notice to the members of public “That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”.
[Local Government Act 1972 Schedule 12a 1 & 2]

The members of the public left the meeting.

25. This unscheduled item was held in Camera and would not be recorded in the minutes but the Council agreed that the Clerk could seek further advice from Zurich's Solicitors and the Local Council Public Advisory Service regarding the matter he brought to the Council's attention.

The meeting was closed at 8.35pm