

Present: Councillors;

Anne Fleming (Chair) David Thomas (Vice Chair), Peter Dutton, Rosemary Lewis, Sandra Leverett, Andrew Payne, Maureen Took,

In Attendance: Nick Rees (Clerk), County Cllr T Goldson, Reporter from the EADT, 9 members of the public

Minutes

Part 1 Annual Meeting of the Council

1. **Election of Chair:** Cllr Anne Fleming was unanimously re-elected as Chair.
2. **To receive the Chair's Declaration of Acceptance of Office:** Cllr Anne Fleming signed the 'Declaration of Acceptance of Office'.
3. **Election of Vice Chair:** Cllr David Thomas was unanimously re-elected as Vice Chair and signed the 'Declaration of Acceptance of Office'.
4. **Apologies:** Paul Widdowson, David Wollweber, Iona Winton.
5. **Register of Interests:** It was noted that Cllrs should update their register of interests.
6. **Declarations of interest:** Non Pecuniary interests: Cllr Thomas for 20, 21, 22 & 24, Cllr Took for 20, 25, 26 Cllr Payne 25, Cllr Baldwin 20, Cllr Dutton 21 & 22, Cllr Leverett 20, 21 & 24, Cllr Lewis for 19 & 21, Cllr Fleming for 21, 22, 24 & 26.
7. **Minutes:** The minutes of the Annual meeting of the Council held on May 18th 2015 were received and noted, the minutes had been previously approved at the meeting held on Monday June 1st 2015.
8. **Co-option:** To confirm arrangements to fill the vacant seat: It was proposed and agreed to re-advertise the position as soon as possible.
9. **Election of Committee Members: Cllrs were appointed to the following committees:**

Finance: Cllr A Baldwin, Cllr R Lewis, Cllr S Leverett, Cllr M Took, Cllr P Widdowson (confirmed by the Clerk in his absence), Cllr D Wollweber.
Grant Policy and Financial Regulations Working Group: Cllr D Thomas, Cllr P Widdowson
Planning: Cllr P Dutton, Cllr A Payne, Cllr M Took, Cllr D Wollweber, Cllr D Thomas.
Town Development: Cllr A Baldwin, Cllr P Dutton, Cllr R Lewis, Cllr S Leverett, Cllr A Payne, Cllr D Thomas, Cllr M Took, Cllr I Winton, Cllr D Wollweber.

It was noted that the Chair and the Vice Chair of the Council were automatically members of all committees and working groups in their positions as Ex Officios.
10. **Election of Working Group Members;**
 - GAPP Play Partnership – Sub-Committee: Cllr S Leverett, Cllr M Took, J Kircher [Chair] # and all other members (#) remain unchanged.
 - Communication - Working Group: Cllr A Fleming, Cllr A Baldwin, Cllr P Dutton, Cllr D Wollweber

- Neighbourhood Plan Working Group – Cllr Thomas reported that after recent discussions with WDC over the Local Plan consultation, the Council would now need to consider whether a Neighbourhood Plan was worth implementing as WDC’s Local Plan would effectively overrule it in most areas. It was agreed that this would be considered at the next Town Development Committee meeting.
- London Rd Building Working Group – Cllr A Fleming, Cllr P Dutton, Cllr R Lewis, Cllr S Leverett, Cllr D Thomas, J Macheath (HDC), A Holzer (HDC), M Took (HDC), K Austin (HVC), T Gardner (HVC), C Bradley (HVC), E Healey (HVC), E Leverett (HBVP)
- London Rd Building – Business Plan Working Group – Cllr D Thomas, Cllr R Lewis, Cllr P Dutton, Cllr S Leverett

11. **To determine Council representation on Outside Bodies:** The following Cllrs were appointed as Council representatives:-

- a) Halesworth Playing Fields Association: Cllr D Thomas, Cllr A Payne, Cllr A Fleming, Cllr P Dutton, E Leverett #
- b) Halesworth Day Centre – Committee of Management: Cllr I Winton
- c) Halesworth Unappropriated Estates Trustees: The Clerk advised that having spoken to Mrs Dunning she was willing to continue if the Council wished. It was confirmed that Cllr A Baldwin and Cllr A Fleming were willing to become trustees. Cllr P Widdowson (confirmed by the Clerk in his absence) and Cllr R Lewis would remain as trustees. Mrs Wagner would be removed from the list but the final decision on the list of Council appointed trustees was not concluded.
- d) Halesworth & District Museum: Cllr D Thomas, Cllr D Wollweber, Cllr S Leverett, J Wright #
- e) Halesworth Volunteer Centre: Cllr D Thomas. There was some doubt as to whether HVC wanted a Council representative as Cllr Thomas reported that he had not been invited to any meetings. Cllr Leverett, who was a Trustee, offered to clarify this with HVC.
- f) E.S.T.A./Transport Liaison Officer: M Smith #, Cllr R Lewis
- g) Suffolk Assoc. Local Councils [SALC]: Cllr A Payne
- h) Tourism: J Huckle #
- i) Halesworth Business Connections: Cllr D Thomas had recently been asked to join HBC and would be happy to report back, Cllr Payne explained that HBC invited the Council members to some events but this did not necessarily mean the whole Council were members. The Chair who had attended the recent AGM said she would attempt to clarify the situation.
- j) Campus Group observers: Cllr A Baldwin, (Cllr R Lewis reserve)
- k) Rifle Hall Observer: Cllr P Widdowson
- l) Halesworth & Blyth Valley Partnership Cllr A Fleming
- m) Station User Group Cllr D Wollweber
- n) Halesworth Health Cllr D Thomas & M Ballantine #
- o) Twinning Cllr A Fleming & Cllr R Lewis
- p) Halesworth Cycle Group Cllr D Wollweber
- q) Library Observer Cllr A Payne
- r) Halesworth Event Management Cllr A Payne

Members of the public

Part 2 Monthly Meeting of the Council

The Chair apologised that she would have to leave the meeting early and the Vice Chair chaired the second part of the meeting.

12. **Minutes:** The minutes of the monthly meeting held on the 4th April, 2016 were accepted as a true record.

13. **Chair’s Report:** (This item was taken prior to the Chair leaving the meeting).

The Chair wished to congratulate groups that had achieved successes during the year: The Gappa group for the huge effort in raising the funds to enable the installation of the new play equipment, Halesworth in Bloom for winning the best small town award in the Anglia in Bloom competition, Halesworth Event's Management for bringing about a huge transformation of the Festive Lights event, Cllr Wollweber and the Town Clerk for the new website, Cllr Thomas for organising the new signs in the Thoroughfare. Cllr Payne for completing the new brief Town Plan version.

On the 11th April, Officers from Suffolk County Council and Cllr Goldson came to the Town Development meeting to present the Aviva Cycle Tour. The Aviva Cycling Tour is on June 15th. The Organisers are contacting the schools.

On the 12th April Cllrs Fleming and Took attended a Halesworth Events Management meeting and discussed plans for the Queen's birthday party. The Chair of HEM, Teresa Walsh, has been very helpful and members of the committee have offered various ideas.

On the 14th April, Cllrs Fleming, Thomas, Dutton, Lewis and Leverett attended the first of three meetings with Hannah Reid of Community Action Suffolk to develop a business plan for the London Road Building. Two further meeting will take place. The next one is on the 31st May 2016.

On April 14th a group of travellers occupied the Angel Link Car Park. Our County Councillor acted on our behalf and kept in touch with the police and the health authorities. The Group left on the morning of 16th. It was a very short visit but the Chair is in touch with WDC and the Police to find a way of dealing with this should they come back.

On April 20th, Brian Moreton of the Moreton Partnership conducted a survey of the London Road Building with an electrician, builder and gas and plumbing engineer. Mr Moreton and associates had carried out this work at no cost to the council. This was vital information for the Council in preparation of a business plan. It was agreed to write a letter of thanks to Mr Morton on behalf of HTC.

On April 21st The Chair attended the Parishes Divisional Meeting at Wissett. A report has been given to the Council. On April 27th The Chair attended the AGM of Halesworth Business Connections at Hammonds. It was noted that the group were still looking for a Chairman.

14. **Police Report:** There were no police present and the Clerk had not received a report for the meeting. It was agreed that the Clerk should write to the Area Commander to request that the Police provide a monthly report in future.
15. **Public Session:** [15 minutes on agenda items] Mrs Foster asked questions about the loss of the free parking and had heard rumours that the Council had turned down an offer of £10,000 to retain the free parking. As Cllr Thomas confirmed that this was completely untrue and explained the events leading up to WDC's rejection of HTC'S proposals. Cllr Thomas would visit Mrs Foster and supply the full press release which explained the matter in detail. Mr Doug Gray raised the question of whether WDC would be enforcing penalties during the Traveller's occupation of the Angel Link car park. It was understood that WDC traffic wardens had not issued penalties to the Travellers and Mr Gray believed this to be unfair. It was noted that WDC traffic wardens had been recently patrolling the Market Place. Mrs Thomas reported an incident where a Post Office Van had reversed the wrong way through the Thoroughfare and Mrs Thomas was also concerned that many cyclists continued to ride through the Thoroughfare the wrong way. Clare Spindler of the GAPPA working party requested that another rubbish bin was needed in the park by the new play area. Jane Kircher of the GAPPA working party reported that there had already been some graffiti/vandalism of the new benches and wondered if it was possible to install a CCTV camera. There had been mention of a spare camera at the Police Station but the Chair confirmed that this was in fact a speed camera not a CCTV camera; however the Clerk noted the request and would investigate.

16. **Reports on meetings and events attended by Council representatives:** The Council received and noted the following reports; Barrow Crossing, Halesworth Tourism Group, Campus, HBC (AGM), Twinning, HPFA, Parish Divisional meeting.
17. **District & County Reports:** District and County Cllr Tony Goldson reported briefly on the latest situation with the Barrow Crossing, although Network Rail continued to insist that the crossing was dangerous there had been no definite decision made to close it.
18. **Town Development Committee:** The minutes of the meeting held on the 11th April, 2016 were accepted as a true record.
19. **Financial Matters:** The report on the meeting held on the 18th April, 2016 was received and noted.
20. **G.A.P.P.A:** Play partnership working group: To receive a report from the last meeting and progress in the park. It was noted that the new park facilities were finished and that the children had been using it over the weekend. The Chair congratulated Jane Kircher and the group and in recognition of this achievement proposed that the new play park should be named 'The Jane Kircher Play Park'. It was further agreed that there should be a notice warning that there was an age limit to using the equipment as some older youths had been seen on the equipment and beer bottles had been left behind in the park. The gate to the play park should also close automatically but it was noted this was not working properly at the moment. The Clerk would report this to Waveney Norse. The Grand Opening would be on the 29th May, 2016, 12noon – 4pm.
21. **Divestment of WDC Services:** To receive any updates. The Chair explained that HTC had been successful in registering the London Rd as an Asset of Community value. The Council were currently working on a business plan to enable the Council to take over the building. Other services potentially affected by WDC's divestment programme were also discussed. It was proposed that the Clerk writes to WDC to express HTC's interests in the town's public toilets, the Town Park and the Car Parks but it was agreed that this would be revisited at the next Town Development meeting.
22. **Planning:**
 - a) To receive a report. Cllr Dutton (Chair of the Planning Committee) reported on the recent applications.
 - b) WDC New Local Plan – First Public Consultation. The Chair also reminded everyone of the dates of the public consultation at the Library (11/5/16) and the Rifle Hall (17/05/16). It was important to note that this was at a very early stage and possible areas for residential development were only ideas at this stage. The number of houses shown was far in excess of what was likely to be built and any proposed development would need to go through the normal planning process.
23. **Annual Parish Meeting:** The Clerk had included the previous year minutes in the Councillor packs by mistake and would distribute the 2016 minutes by email.
24. **Aviva Women's Cycle Race:** It was noted that details and links to further information on the tour would be available on HTC's website and Suffolk County Council's website. The tour would travel through Halesworth on the 15th June, 2016 at approximately 10.30am.
25. **Halesworth Business Connections – AGM.** The Chair, Cllr Anne Fleming, had reported on the meeting in the 'Chair's report'. It was noted that many of the town's Thoroughfare and Market businesses were not members of Halesworth Business Connections. Cllr Dutton suggested that the Council needed to try and address this problem and get them to work together especially in the light of the recent reintroduction of the parking charges which was having a negative effect on the town. It was agreed to look at this again at the next Town Development Committee meeting.

26. **Queen's Birthday:** (This item was taken before the Chair left in the meeting) Plans for the Tea Party in the Park on the 11th June were progressing well and leaflets had been distributed to Holton Primary School and the Edgar Sewter School. There would be a four piece Jazz band, Ice cream van with the first 90 children being able to have a free ice cream, Pimms Tent provided by the Angel. HBC were kindly supplying a sound system for the event. The Chair also reported that HTC had been provided a grant of £500 to purchase good quality cotton bunting. The bunting had now been purchased and would be available for other organisations to use for future events in the town.

27. **Correspondence:**

- a) Mr D Gray – WDC parking penalties during Travellers occupation of Angel Link Car Park. This matter had been discussed in the 'Public Session' but Mr Gray was asked to forward his question directly to WDC.
- b) AW Davey Take-away shops - vehicles in Thoroughfare. This matter involving a complaint about vehicles parking in the Thoroughfare would be considered at the next town Development Committee meeting on the 16th June.

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

3774.	Mustard Creative	1,700.00 + vat
3775.	Waveney District Council – Rates (6 months)	352.80
3776.	Waveney District Council – Hedge Cutting in Swan lane	84.87 + vat
3777.	The Cotton Bunting Company	1,280 + vat
3778.	Waveney District Council – Town Park Lighting Contribution	600.00
3779.	Waveney District Council – Allotment rent – Bedingfield Crescent	5.00
3780.	Solebay Jazz Band (Cheque for cash payment) Queens Birthday	360.00
3781.	GAPPA (Gappa Reserves) Cash for event – Grand Opening	200.00
3782.	Millennium Pest Control Ltd	1,295.00 + vat
3783.	Viking - Stationary	49.20 + vat
3784.	Anne Fleming – HP Ink Cartridge	7.99
3785.	EDF Electricity – Market Place 1	8.57
3786.	EPS Transfers – Rat Signs	42.00 + vat
3787.	Salaries	285.20

Grants payments agreed at the Finance Committee of 18th April, 2016

3788.	HPFA	1,000.00
3789.	Halesworth Arts Festival	400.00

DD/Standing Orders:

3790.	Salaries	1571.82
3791.	EDF Market Place no2	15.37
3792.	EDF Market Place no3	25.00
3793.	Bank Charges	19.46

Bank & Cash Balances at 4th May, 2016

Current 728	£135,217.34
Community A/c	£5,268.10
Business Reserves 017	£92,208.12
Petty Cash	£102.48 (30/03/16)

The meeting was closed at 8.35pm