



# HALESWORTH TOWN COUNCIL

## Minutes of the Annual meeting

Halesworth Town Council  
Monday 18<sup>th</sup> May 2015  
Held at the Day Room,  
Waveney Local Office  
London Road, Halesworth, at 7pm

**Present:** Councillors;

Ann Baldwin, Peter Dutton, Anne Fleming, Rosemary Lewis, Andrew Payne, Letitia Smith, David Thomas, Maureen Took, Jackie Wagner

**In Attendance:** N J Rees (Clerk), Annette Dunning, 25 members of the public

## Minutes

The outgoing Chair Annette Dunning explained to those present that her last duty in office was presiding over the first item, Election of the new Chairman.

1. **Election of Chair:** Election of the Chair: Nominations were accepted [from]\* for Cllr Anne Fleming and Cllr Letitia Smith. There followed a secret ballot and Cllr Anne Fleming was elected as Chair of Halesworth Town Council by a majority vote. The new Chair, Anne Fleming said that it was a great privilege and pledged to work hard with the rest of the Council for the benefit of all the local businesses and residents of Halesworth. \*Agreed amendment [delete 'from' replace with 'for'].

Mrs Annette Dunning retired to the public gallery.

2. **To receive the Chair's Declaration of Acceptance of Office:** Received
3. **Election of Vice Chair:** Cllr David Thomas was elected as Vice-Chairman
4. **Apologies** Cllr Paul Widdowson and District and County Councillor Tony Goldson who were both attending other meetings.
5. **To confirm receipt of all Members Acceptance of Office:** The Clerk confirmed that all the members' acceptance of Office had been received.
6. **Register of Interests:** The Clerk confirmed that the online register had been activated but only a couple of days prior to the meeting. It was confirmed that Councillors should complete the register by the next meeting on the 1<sup>st</sup> June, 2015
7. **Declarations of interest::** Cllr M. Took for 20b, Cllr A Payne for 20b & 20d, Cllr D Thomas for 20b, Cllr P Dutton for 20b, Cllr R Lewis for 20b & 20d and Cllr A Fleming for 20b & 20d.
8. **Minutes:** To receive the minutes of the Annual meeting of the Council held on May 12<sup>th</sup> 2014 Minutes for the last year's Parish meeting were noted but had already been approved in June 2014.
9. **Co-option of two members** RESOLVED Cllr Thomas proposed and it was agreed 'to advertise the two vacancies for Town Councillors at the earliest possible moment in Media Outlets and follow a normal interview process to fill the said vacancies'.
10. **Election of Committee Members: Finance, Employment, Planning, Town Revitalisation:** RESOLVED Cllr Thomas proposed and it was agreed that the Committees would be rationalised into three Committees; Finance and Personnel, Planning, Town Development.  
The membership of the revised Committees were agreed as follows:-

**Finance & Personnel Committee:** Cllrs; R Lewis, P Widdowson, L Smith, M Took, Peter Dutton

**Planning:** Cllrs; R Lewis, A Baldwin, A Payne, M Took, Peter Dutton

**Town Development Committee:** Cllrs; D Thomas, R Lewis, A Baldwin, A Payne, M Took, P Dutton, L Smith

11. **Election of Working Group Members; Gappa, Market Trading;**  
**GAPPA** Play Partnership – Working Group: Cllrs; A Baldwin, M Took & Mrs Jane Kircher [Chair] #  
**Market Trading;** it was agreed that this would be integrated with the Town Development Committee
12. **To determine Council representation on Outside Bodies and Link Councillors (see attached list);** It was agreed that not all positions would be decided at this meeting. On those that were not determined at this meeting It was RESOLVED that a letter be sent to all outside bodies asking if they wanted Council representatives and if so, how many and had they any preferences. Further, how often does the group meet, when and where? It was agreed that placements on all remaining outside bodies will be deferred until after the replies to this letter had been received.

The following lists the agreed memberships as decided at the meeting.

**Outside Bodies:**

**Halesworth Playing Fields Association:** Cllrs; D Thomas, A Payne, A Fleming, P Dutton.

**Halesworth Unappropriated Estates Trustees:** A Dunning #, J Wagner, P Widdowson, R Lewis.

# The Clerk explained that there had been a request that Mrs A Dunning (now a member of the public) remain on the Committee as her knowledge of the properties and land had been built up over many years.

**Halesworth & District Museum:** D Thomas, A Payne, Mrs S Leverett #, Mrs J Wright #  
# Proposed and agreed to include the two listed members of the public as Council Appointed Trustees to Halesworth & District Museum

**Tourism:** Mrs J Huckle #

**Rifle Hall:** Cllr P Widdowson

# Members of the Public

**Link Councillors:** Proposed by Cllr L Smith RESOLVED that the Town Development Committee in the next couple of months would review the roles and responsibilities of Link Councillors.

13. **Minutes:** RESOLVED that the minutes of the monthly meeting held on April 13<sup>th</sup> 2015 were accepted as a true record.
14. **Police Report:** There were no officers present, the Police report was received and noted.
15. **Public Session:** Mrs Janet Huckle asked whether there was going to be any public consultation on the play improvement plans in the park. The Chair of Gappa, Mrs Jane Kircher explained that the group had been at the Halesworth Rising event and had put information in the local papers. The Chair suggested that it could be discussed at the Annual Parish Meeting on Wednesday. Cllr Thomas asked if it was possible to look at improving communications at the next GAPPA meeting. Mrs Anne Smith expressed concerns over the level of grants awarded and whether this was affecting the Precept. Mrs Sandra Leverett asked if the Clerks post was to be advertised and whether the Clerk should be CILCA trained. The Chair replied that she could not answer that question but would come back with an answer. Mrs Macfarlane asked about the new Councillors, Cllrs; Ann Baldwin, Peter Dutton, Rosemary Lewis and Anne Fleming gave a short introduction. Mr Richard Trimm reported that he had been impressed with the

Plant Fair held in Bungay and suggested that the Council might like to organise something similar.

16. **Reports on meetings and events attended by Council representatives:** There were no reports to consider.
17. **District & County Reports:** There were no reports to consider.
18. **Financial Matters:**
  - i) **Edgar Sewter Layby Grant:** It was agreed to defer this to the next Finance Meeting.
  - ii) **Halesworth Arts Festival:** To consider the grant application (not previously reviewed by the Finance Committee). It was agreed to defer this to the next Finance Meeting.
  - iii) **To approve Audit submission,** section 1 & 2: The Clerk explained that the documents (Audit p1 & p2 and a breakdown of the figures) presented were preliminary as there was an internal audit by SALC scheduled for Thursday 21<sup>st</sup> June and that the audit submission would then be presented at the next meeting. The Clerk invited any questions on the information provided before the next meeting on the 1<sup>st</sup> June.
  - iv) **Bank Signatories:** RESOLVED that the additional signatories would be Cllr R Lewis, Cllr Anne Fleming, Cllr Ann Baldwin and Cllr M Took and any Ex Councillors would be removed at the same time.
  - v) **Festive Lights:** To confirm ownership of the festive lights and insurance cover. Cllr D Thomas stated that he had referred to the Asset Register and that the lights were included. The Clerk confirmed that the main lights were owned by the Council and insured but paperwork suggested that an additional set had been purchased by a working group of Halesworth Business Connections. It was agreed to look in to this matter further.
  - vi) **Millennium Green:** Request to release the 1993 Community Initiative funds: The Clerk was handed a costings sheet which totalled £4,294. The Clerk explained that there was £1,600 in reserves which dated back to the 1990's and was left over from funds raised after work was completed in 1993. There was also an additional £2,000 paid to the Council in 2013 from Hopkins Homes specifically for de-weeding. It was explained by a representative for Halesworth Millennium Green Trust that the weeding proposed by HMGT was in a different area to the work proposed by the Environment Agency (see 24a), this work would not involve spraying but work to clear weeds along the towpath. It was agreed to defer this to the next Finance Meeting.
  - vii) **To confirm the date of the next Finance Committee meeting:** Provisionally the 27<sup>th</sup> May [note: this was later put back to the 15<sup>th</sup> June]
19. **GAPPA:** It was confirmed that the group would next meet on the 11<sup>th</sup> June to review further proposals from two other suppliers and discuss when there will be a public meeting.
20. **Planning:** To consider the following planning Applications:-
  - a) DC/15/1133/FUL 52, Dukes Drive, loft conversion: RESOLVED recommend approval
  - b) DC/15/1151/FUL 38, London Road, carport: RESOLVED recommend approval
  - c) DC/15/1221/FUL 53, London Road, Conversion of Coach House to dwelling: RESOLVED that this application be deferred, the Council agreed to request that a WDC Planning Officer meets members of the Planning Committee on site, as there were issues with rights of way, access and drainage.
  - d) DC/15/1423/FUL 1, School Bungalow, School Lane, Erection of fence: RESOLVED recommend approval
  - e) DC/15/1339/FUL 36 Chediston Street, Replace Boundary fence: RESOLVED recommend approval

21. **Annual Parish Meeting:** It was confirmed that the Annual Parish meeting on Wednesday 20<sup>th</sup> May would include a question and answer session in the first half and the second half of the meeting devoted to a presentation by Dr Kell on Halesworth Health and the Patrick Stead Hospital.
22. **Standing Orders:** RESOLVED that a working party should be set up to review and modernise the Standing Orders.
23. **Pedestrian Signs:** A proposal was received by Councillor D Thomas that 'he contacts Mr Mark Kerridge of Suffolk County Council and inform him that Halesworth Town Council agrees to increase the number of pedestrian signs in the town with his estimate of £229.73 and authorises him to proceed with the work'. It was RESOLVED that this would be deferred to the next Finance Committee.
24. **Correspondence:**
- Notice of work by Environment Agency in the Park. This was discussed earlier but to note that it was confirmed as safe spraying of weeds along the side of the Park and Patrick Stead lock to alleviate the threat of flooding. Halesworth in Bloom, Waveney District Council and the Millennium Green Trust had all been informed.
  - Men's Sheds, request for assistance (grant application now received): It was agreed that this would be deferred to the next Finance Meeting.
  - NSPCC – Donation request. It was agreed that this would be deferred to the next Finance Meeting.
  - Campaign to Protect Rural England: Membership request £36: RESOLVED it was agreed to renew the membership.
  - Firefighters Charity, request for donation. It was agreed that this would be deferred to the Finance Committee.
- The Chair stated that she wished to look at adopting Charities on behalf of the Council but that she wished to look at all options and in particular local Charities before deciding.
25. **Accounts for Payment: RESOLVED** that the following accounts for payment were approved for payment:-

<b>3664.</b>	Buckenham Blast Cleaning, Halesworth Signs	240.00
<b>3665.</b>	SALC – Councillor dividers and guide books	34.85
<b>3666.</b>	Viking – Office supplies	75.19
<b>3667.</b>	Pearce & Kemp Memorial Garden Light repair	66.58
<b>3668.</b>	Lloyds Bank – Payment for legal fees - Defibrillator	1500.00
<b>3669.</b>	Halesworth Stationers – Ink Pad and stamp	38.12
<b>DD/Standing Orders</b>		
<b>3670.</b>	Salaries	1626.15
<b>3671.</b>	EDF Market Place 2 & 3 electricity	39.98
<b>3672.</b>	BT Phone and Broadband	150.75
<b>Other Payments</b>		
<b>3673.</b>	CPRE Membership (Campaign to protect Rural England)	36.00

**Bank & Cash Balances as at 15<sup>th</sup> May, 2015**

Current 728	£68,042.13
Comm A/c	£5,265.41
Bus Res 017	£92,161.28

The meeting was closed at 9.05pm