

Present: Councillors;

Peter Dutton (Chair), Anne Fleming, Keith Forster, Keith Greenberg, Rosemary Lewis, Karen Prime, David Thomas, Maureen Took, Paul Widdowson, David Wollweber (Vice Chair).

In Attendance: Nick Rees (Clerk), 3 members of the public.

1. **Apologies:** Cllr Tony Allen.
2. **Declarations of interest:** Non-pecuniary interests: Cllr P Widdowson for 9 & 24 (item 4178).
3. **Minutes:** The minutes of the monthly meeting held on the 1st October, 2018 was accepted as a true record.
4. **Matters arising from the Minutes:** Cllr Fleming reported that the dead tree in the Arboretum had now been removed and it was also noted that the resurfacing had also been completed. Although the Council would have referred the whole of the Arboretum resurfaced it was grateful that Waveney Norse had repaired it and that it was safe in time for Armistice Day. It was **agreed** that the Clerk would write to thank Waveney Norse and WDC for completing the work on time.
5. **Casual Vacancy:** Update on the co-option process. The Clerk confirmed that the advert had been placed in the HCN as well as Facebook and the Notice Board. The deadline for applications was the 16th November 2018. Once the Clerk had received all the applications he would arrange for the whole Council to meet the applicants. There followed a discussion about whether it was necessary to involve the whole Council but the Clerk advised that this was the preferred procedure as it gave all Cllrs the chance to meet the applicants before making a decision. It was **RESOLVED** that the Clerk would circulate the duties of a Councillor and suggested questions so that these could be agreed so that the same questions would then be put to each applicant. The Council would then meet the applicants before the next monthly meeting in December when a decision would then be made to select a new councillor.
6. **Chair's Report:** To receive a report for October 2018. The Chair reported on the meeting with SCC Highways on the 11th October. On the 17th October the Chair attended the Inspector's review of WDC's Local Plan. The Inspector had not accepted Badger Homes arguments because the site already had a provision for a Community Building before they had acquired it. The developer had misunderstood the situation believing that they were expected to build the Community building or the Preschool. They were advised that this was not the case. An independent valuation would be undertaken for the land and this would be offset against CIL liabilities. This seemed to be more acceptable for Badger Homes and therefore the prospect of a new Community building for Halesworth had taken another step forward. The Chair reported on a recent HCSL meeting where they were reviewing ways to make the Charity more efficient and were also looking at new grass cutting equipment. The Chair also reported on the recent meeting with Jon Eaton of Community Action Suffolk regarding options on how to manage a new Community building and some Cllrs would also be attending the Suffolk Village Halls and Community Building Conference on Wednesday 7th November.

7. **Police Report:** The Council received and noted the Police SNT newsletter.
8. **Public Session:** [15 minutes on agenda items] there were no questions.
9. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors: The Council received and noted the report on the meeting at SCC Highways' depot on the 11th October, 2018. The Chair asked the Council to consider forming a Highways Working Group to replace the Urban Improvement Working Group. Denise Mortimer of SCC Highways would be willing to attend meetings if the Council had a dedicated group and the Chair felt that this would be an important way of developing a relationship with the Highways dept. and to achieve results. It was **RESOLVED** that a Highways Working Group would be set up, Cllrs Dutton, Wollweber and Forster would become members and about three members of the Urban Improvement Working Group would also be invited. The Clerk would prepare the Terms of Reference and set up the first meeting with Highways as soon as possible. It was noted that the first priority would be getting Highways to update some of the signs in the town, particularly signs that still directed traffic to the Hospital; the lack of signage warning of the 7.5t restriction to the Thoroughfare and removal of any signage directing vehicles to the town centre via Rectory Street.

Cllr Forster reported on the Halesworth Events Management meeting and asked for volunteers to help with marshalling the Festive Lights event.

Cllr Fleming reported on the Film Suffolk presentation on the 29th October at the Cut. The presenters were confident that the town would see the main benefits after the film had been released. The town signs had not been changed and it was predicted that more visitors would travel to Halesworth to see where the film had been shot.

10. **District & County Reports:** To receive any reports. Cllr Goldson reported that they had been working on the budget in preparation for the new East Suffolk Council, all parishes will be invited to attend training events in particular there would be significant changes with regard to Planning. Cllr Prime asked whether the refund for the mobile bank had been received. The Clerk confirmed that that he had not received any refund as yet. Cllr Goldson would chase this up and confirm the amount that was being refunded.

Free parking for Christmas Eve: Cllr Goldson located an email that had been sent by WDC advising that there would be 2 hours free parking. The Clerk's office had either missed the email or had not been aware of this notification but would circulate the details to the Council.

11. **Bank closures:** To consider any actions relating to the closure of Barclays Bank and the lack of banking facilities and cash points in the town. Cllr Forster reported that Bungay Town Council had engaged the support of Peter Aldous MP to lobby the Government about the lack of ATM cash points. After some debate it was **RESOLVED** that the Clerk would write to Therese Coffey MP to try and obtain the same support for Halesworth. The Clerk had confirmed that he had also approached the Co-op to see if they would consider adding an external cash point and was waiting for their official response.
12. **Communications Committee:**
 - a) The Council received the report on the meeting held on the 29th October, 2018. Cllr Wollweber reported that the Committee had felt that the Map was not an improvement on the existing maps and was not good value. The Committee also decided that the Emergency phone was not required. At the Chair's request Cllr Wollweber explained that the Committee felt that a genuine emergency would not need to involve the Clerk, the Cllrs all had a list of contact numbers for all members, and the Clerk confirmed that he was willing to share his personal number with the Council members but did not want this

number on the website. With regard to the Press not being able to contact the Clerk on one occasion it was agreed that there had been opportunities for the Press to contact other Cllrs and this was also not regarded as an emergency. It was **RESOLVED** that the Clerk would keep the contact list updated and the Emergency number would be removed from the website.

- b) To review arrangements for the 100th Anniversary commemorations on the 11th November. Cllr Wollweber explained the arrangements which would be starting at 10.30am with a procession and then the service at 11am. Cllr Fleming noted that the Bugle had got the wrong times and had showed the service in the afternoon.

13. **Community Centre Working Group:**

- a) The Chair reported on the meeting with Jon Eaton of Community Action Suffolk. This was noted under item 6.
- b) To receive feedback from the Inspector's review of WDC's Local Plan. This was also noted under item 6. Cllr Thomas enquired as to the future of the London Rd Building. The Chair explained that this was being considered as part of the negotiations with WDC and that the decision over the London Rd Building would be delayed until this had been progressed further. The Chair explained that there was several different options that needed to be explored over the ownership and management of any future Community building and further information may be obtained after the visit to the Community Building Conference on Wednesday 7th November.
- c) To receive a report on the visit to Huntingfield Hub on the 3rd October, 2018. Cllrs Forster, Fleming and Lewis together with the Clerk visited the Huntingfield Hub and this had proved very informative. It was noted that the running of the Hall was a significant commitment and the Council would need to look at how this would be managed in Halesworth. It was **agreed** that the Clerk would write to thank Joan Baker (Huntingfield Hub Trustee and Chair of Huntingfield PC) for her time. The Clerk would circulate the written report.

14. **Community Infrastructure Working Group:** The Council received the report on the meeting held on the 22nd October, 2018. Cllr Greenberg drew attention to the problems that the Clerk was experiencing in producing an audit trail of the s106/s111 projects largely due to the inconsistent invoicing from Waveney Norse and time delays in getting work completed before the expiry dates had passed. Cllr Goldson offered to look at the problem and the Clerk would forward relevant emails and information.

Cllr Fleming reported that there would be a questionnaire on Open Spaces prepared for distribution via the Community News and other media outlets for residents to have their say about possible uses of some of the Open Spaces and Play areas in the town that were underused.

15. **CCTV Working Group:** To receive a report on the meeting held on the 31st October, 2018. The Clerk apologised for not including the report but advised the Council that he had contacted several of the local Town Councils to arrange a meeting of the Clerks to discuss CCTV and other issues. Bungay Town Council had also provided contacts for obtaining further quotes for CCTV. Cllr Widdowson asked whether the costs of CCTV was proportionate to the number and severity of the incidents in the town. The Clerk confirmed that the costs were currently just under £20,000 however it was hoped that this would be reduced either by joining with Bungay Town Council and/or obtaining further quotations. The Chair advised that the Police's view was that CCTV was a useful deterrent. Cllr Forster reminded the Council that at the Forum meeting the residents present were overwhelming in favour of CCTV. However he explained that this was only an investigation at this stage, further consultation was needed but the intention was that the costs could be covered by CIL monies rather than from the Precept.

16. **Financial Matters:** The Council received and noted the report on the Finance and Personnel meeting held on the 15th October, 2018. Cllr Lewis reported on the grants awarded to the Royal British Legion, the Poppy Appeal and Halesworth in Bloom. As there was increased

pressure on the grant budget this year, Cllr Lewis announced that the unused grant of £5,000 returned by Campus would be used as a further reserve for grants this financial year if required. Cllr Greenberg suggested that s106/s111 in funds may be used by Halesworth in Bloom for open space improvements which may help to reduce their grant requirements for next year.

17. **Planning Committee:**

- a) To receive any reports. There had been no meetings since the last monthly Council meeting.
- b) To consider the application to remove a Beech tree DC/18/4130/TCA on the boundary with Angel link North car park and 20 Thoroughfare. Cllr Greenberg proposed and it was **RESOLVED** that the Council approved the application to fell the tree subject to a replacement native tree being planted in a suitable location. Cllr Greenberg also proposed and it was **RESOLVED** (after one suggested amendment by the Clerk) that where any planning application is submitted for removing a tree on the grounds of disease, and where HTC considers it to be of value and/or interest, the use of ultra sound equipment would be requested to confirm the facts.

18. **Neighbourhood Plan Steering Group:** The Council received the report on the meeting on the 17th October, 2018. Cllr Greenberg reported that the group were currently organising a paper survey and also engaging the consultancy services of Navigus.

19. **Policy documents:** The Clerk had provided the policy documents as listed for consideration and it was **RESOLVED** that the members approved the following policy documents for adoption by the Council.

- a) Data Protection and Information Security Policy (To comply with GDPR regulations)
- b) Equality Policy (updated from generic document previously adopted)
- c) Model Publication Scheme (requirement to be formally adopted)

20. **Maintenance:** There was no maintenance matters to consider.

21. **Correspondence:** Simon Raven's proposals for Blyth River & Rail Trail. It was **agreed** to defer this to another meeting as Cllr Wollweber had noted that there may be forthcoming amendments to Mr Raven's proposals.

22. **Meeting dates:** To consider the suggested Council meeting dates for 2019 and the Forum dates if applicable. The Clerk drew attention to the Forum meetings and also to the May meeting which was currently proposed for the 13th May 2019 but there were concerns that this would not leave much time for any new Cllrs to be prepared for the monthly meeting following the election on the 9th of May. Cllr Widdowson and Cllr Thomas both agreed that this should be put back as the May meeting was also the important annual meeting of the Council and new Cllrs should be suitably prepared. District Cllr Tony Goldson advised that it was normal practice for WDC to arrange an informal meeting for new Cllrs before their first proper meeting took place. The Chair also felt it was unnecessary to hold a forum meeting in January as the Neighbourhood Plan and the Community Working Group may need may need to use January to consult on their proposals. It was then **RESOLVED** that the annual meeting of the Council would be on the 20th of May, the Finance meeting would be provisionally scheduled for the 27th of May but may be postponed until June, and that there would be only one forum meeting on September 12th 2019.

23. **Items for the Website/Noticeboard/Newsletters/Library.** The Clerk's office would advertise details of the free parking for the Festive Lights and Christmas Eve.

24. **Accounts for Payment:** The Council approved the following accounts for payment:

4175.	Identity Destruction Ltd (replacement cheque previously agreed Ref 4213 Homeshred due to a change of account name)	58.33 + vat
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4176.	Vandijk Accountants – Payroll services	60.00 + vat
4177.	Waveney District Council – small lotteries licence (Gambling Act 1983)	20.00
4178.	Spexhall Parish Council – VAS brackets (LG & Rating Act 1997 s.30) For use on the new posts along Saxon Way.	50.00

DD/Standing Orders:

4179.	Salaries - (LGA1972 s112)	2,382.35
4180.	Nest – Pension - (LGA1972 s112)	130.96
4181.	Barclays Bank Charges	29.62
4182.	EDF Energy – Market Place No 2 Electricity (Food Act 1984 s 50)	31.00
4183.	EDF Energy – Market Place No 3 Electricity (Food Act 1984 s 50)	25.00

Bank & Cash Balances at 2nd November, 2018

Current 728	£152,825.26
Community A/c	£5,278.89
Business Reserves 017	£92,396.86
Petty Cash (13/07/18)	£66.40 (02/11/18)

The meeting was closed at 8.57pm