

Present: Councillors;

Tony Allen, Peter Dutton (Chair), Anne Fleming, Keith Greenberg, Rosemary Lewis, Karen Prime, Jill Reece (Co-opted under item 5), David Wollweber (Vice Chair).

In Attendance: Nick Rees (Clerk), Louise Thomas (WDC), 5 members of the public.

Minutes

- 1. Apologies received and accepted:** Cllrs; Keith Forster, Maureen Took, and Paul Widdowson. **Apologies not received:** Cllr David Thomas.

The Council considered how to receive apologies and whether they should be formally approved. The Clerk informed the Council that the advice given by such bodies as Suffolk Association of Local Councils was that the reasons for the absence needed to be individually approved. However the Clerk felt that at times this could be in contravention of General Data Protection Regulations since Cllrs may have personal reasons that they do not wish to be made public. The Chair was of the opinion that the Council should accept that Councillors would act honourably and details of the absence was not necessary and it was then **RESOLVED** that the Clerk would record apologies when given but note when apologies were not received so that a record would be available.
- 2. Declarations of interest:** None received.
- 3. Minutes:** The minutes of the monthly meeting held on the 5th November, 2018 were accepted as a true record.
- 4. Matters arising from the Minutes:** Cllr Lewis enquired as to whether the rebate for the Lloyds Mobile banking had been received from WDC. The Clerk confirmed that he had received an email suggesting a figure based on the cost of the free parking and the number of spaces taken up but this had been calculated on the previous year's figures and not the current year. The Clerk was waiting for a corrected figure.
- 5. Casual Vacancy:** All three applicants were present at the meeting. The Council had met the three applicants on the 26th November and had also received their written statements. The Clerk explained the process and the voting options and it was then **RESOLVED** that the Council opted for voting by ballot. After receiving the completed voting slips the Clerk confirmed that Jill Reece was co-opted as a Halesworth Town Councillor and once the signed Declaration of Acceptance of Office was completed, Cllr Reece took her place at the table. The Chair congratulated Cllr Reece and informed the other applicants that even though they were not successful on this occasion there were many other opportunities to get involved with Council business via the various Working Groups.
- 6. Chair's Report:** The Chair reported on meetings and events he had attended; the Police Locality meeting, Armistice Day, Twinning, SALC meeting at Wangford, Parishes meeting at Spexhall, a meeting about next year's free parking with Kerry Blair, Head of Operations at WDC (the outcome would be considered at the next Finance meeting) and the meeting with Alan Wilkinson of KLH Architects to discuss preliminary ideas for a new Community Building, this was at no cost to the Council.

7. **Police Report:** The Council received and noted the Police Report.
8. **Public Session:** [15 minutes on agenda items] Janet Huckle informed the Council that she had provided information via email about the Town Sign to the Clerk's office in October. The Clerk apologised if this information had been missed however he had since been in contact with the original craftsman and had received some historical background of the sign from the museum. A resident expressed serious concerns about EDF's plans for Sizewell C and about the lack of a consultation event in Halesworth which he said would be seriously affected by the additional traffic as well the destructive impact on the environment. The Clerk confirmed that he had written to ask why Halesworth had been excluded but had not received a reply as yet. However, under correspondence two Councillors would be invited to attend a EDF Sizewell meeting at Hinton in January. Cllr Prime reported that she had seen a disturbing video of the likely scale of the project produced by TEAG (Theberton and East Bridge Action Group on Sizewell) and how it would affect the area, she would circulate the link.
9. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors: Cllr Fleming reported on the SALC AGM. Mid Suffolk MP Jo Churchill was present and had been discussing at Government level the concerns raised by many parishes about surface water drainage and infrastructure problems and the lack of response from both the water companies and the County Council. Cllr Fleming offered to contact the MP for more information.
Cllr Lewis reported on the Unappropriated Estates; the charity were considering moving the bank accounts to a higher interest account and also that they wished to advertise the grants available to those eligible for assistance. Cllr Wollweber explained that the charity originally made available funds intended for the poor of the parish, for purchase of tools for apprentices and for widows. There was approximately £8,000 per annum available but at present it was not being used. It was agreed that the Council would advertise this on the website and other media outlets.
Cllr Lewis also reported on the recent ESTA meeting who had recently conducted train and bus surveys which were included in a report which was then circulated to the Council members.
10. **District & County Reports:** No reports.
11. **Communications Committee:** No reports
12. **Community Centre Working Group:** The Chair reported that the Working Group would be meeting again after contact had been made with Badger Homes. It was notable that this group would, like many others, needed to consult with the residents and this would involve yet another survey. It was likely that the Council would consider 'survey monkey' and other similar means of contacting the public. It was suggested that there was a possibility of combining some of the subjects into one questionnaire such as the Community Building, CCTV and Open spaces.
13. **Community Infrastructure Working Group:** The Council received and noted the report on the meeting held on the 26th November, 2018. The Clerk was currently engaged with obtaining financial information from WDC on the current status of orders for s106/s111 funding.
14. **CCTV Working Group:** The Council received and noted the report on the first meeting. Quotations were currently being obtained on the equipment and monitoring services. The Clerk requested additional members as it was currently at the bare minimum and this was making it difficult to arrange meetings. Cllr Fleming and Cllr Wollweber volunteered to join the group. The next meeting would be Friday the 14th of December at 9.15am.

15. **Financial Matters:** The Council received and noted the report on the Finance and Personnel meeting held on the 19th November, 2018.
16. **Planning Committee:** The Council received and noted the report on the meeting held on the 26th November. Cllr Greenberg reported that a meeting would be set up shortly with SCC's Planning Consultee on surface water drainage.
17. **Neighbourhood Plan Steering Group:** The Council received and noted the report held on the meeting on the 21st November, 2018. Cllr Greenberg reported that the group had produced a questionnaire and these would be distributed through various outlets in the town. Cllr Prime suggested that members of the group could hand out the leaflets as well. Cllr Greenberg would consider this option. The group were also meeting Dikon Povey (Planning Policy) and Cheryl Willis (Business) from WDC on the 10th December at 2pm. Cllr Dutton and Cllr Fleming were invited to attend as they had expressed an interest in the meeting.
18. **Open Spaces:** The Chair had produced a report on the various open spaces in the town, which included all the play areas as well as the open amenity spaces. Some of these areas appeared to be heavily used, some underused and some not used at all. It was noted that some areas were difficult to find, the Clerk would circulate a map showing the location of all the open areas for the Council members. The Chair again advised that the best course of action would be to consult with the residents as to whether they had any ideas to better utilise these spaces. It was agreed that the Communications Committee would consider this and come up with a questionnaire and the means to get this delivered to as many residents as possible.
19. **Policy documents:** The Council approved and adopted the HTC Health & Safety policy document.
20. **Maintenance:**
 - a) Day Centre maintenance concerns. The Clerk explained that the Day Centre had written in to complain that some maintenance was not being undertaken by Waveney Norse. In particular, at a recent Kitchen inspection, the Day Centre had been downgraded temporarily due to a hole in the wall. Norse had been contacted and had duly arrived but the Day Centre had in the meantime fixed the problem at their cost because it was a matter of urgency. Norse had still not fixed one of the ceiling lights in the Day Centre which had not been working for at least two years. It was not known what the Day Centre's lease stated in terms of maintenance. Although it was not HTC's responsibility the Council were sympathetic to the problem and would try to get further action. It was noted that the Volunteer Centre's window, recently broken, had just been boarded up and left unpainted. The Clerk reminded the Council that as far as he was aware none of the occupants paid any rent and neither the Council nor the Volunteer Centre had any form of lease or licence agreement. This made it difficult to insist on repairs being undertaken. Cllr Allen offered to paint the boarded window at his own cost.
21. **Correspondence:**
 - a) EDF Sizewell consultation; public exhibitions and the Parishes meeting on the 22nd January. The Clerk confirmed that this was an invitation for two members of the Council to attend. He would notify them once it was agreed who would be attending.
 - b) WDC Budget Review invitation – 8th January, 2019, 6pm. Cllr Fleming and Cllr Lewis volunteered to attend the meeting.
 - c) SCC Flood Management presentation and visit to Debenham. It was noted that this request was quite confusing, it was not known which land owners would be invited to attend and how this was going to be arranged. There were some suggested dates in February but in the meantime the Clerk would attempt to get some further clarification.

22. **Items for the Website/Noticeboard/Newsletters/Library.** There were no items from this meeting but it was agreed that once the Communications Committee had met again, the information on the Unappropriated Estates grants would be advertised.

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

4175.	SALC – Councillor training (K Forster 8 & 15 th Nov) LGA 1972 s111	103.00 + vat
4176.	SALC – Clerk’s training Network Day (N Rees 20 th Nov) LGA 1972 s112	17.00 + vat
4177.	MSW – Concrete plinth and timber surrounding (LGA 1972 s138b)	140.00
4178.	Waveney Norse – remove Teen Shelter	414.00 + vat
4179.	Waveney Norse Benches at Dairy Hill & Saxon Way	1312.58 + vat
4180.	(Open Spaces 1906 ss9 & 10)	
4181.	Waveney Norse – Repair of Basket Swing – Swan Lane	115.42 + vat
	(Open Spaces 1906 ss9 & 10)	
4182.	N Rees – Mileage claim - training event (60 miles) LGA 1972 s112	27.00
4183.	J Moseley, paper & materials for N Plan WG	5.05 + vat
	(Neighbourhood Planning – Localism Act 2011 sch9)	

DD/Standing Orders:

4184.	Barclays Bank charges (LGA1972 s111)	19.45
4185.	Salaries - (LGA1972 s112)	2,382.35
4186.	Nest – Pension - (LGA1972 s112)	130.96

Bank & Cash Balances at 28th November, 2018

Current 728	£149,843.06
Community A/c	£5,278.89
Business Reserves 017	£92,396.86
Petty Cash	£66.40 (02/11/18)

The Chair congratulated the Clerk on achieving the CiLCA (Certificate in Local Council Administration) qualification which had been confirmed earlier in the day. It was noted that this afforded the Council, once adopted, additional powers which would otherwise be restricted by legislation. The Clerk would circulate the details.

The meeting was closed at 8.35pm.