

Present: Councillors;

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

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

1. **Apologies:** Cllr Tony Allen, Cllr David Thomas
2. **Declarations of interest:** Non-pecuniary interests: Cllr P Widdowson for item 10, Cllr D Wollweber for item 6, book launch.
3. **Minutes:** The minutes of the monthly meeting held on the 3rd September, 2018 was accepted as a true record with the following amendments; Cllr Widdowson declared an interest as Clerk for Walpole & Cookley and Bramfield & Thorington for item 29.12. The explanation why the 'studs' were not purchased by Halesworth & Blyth Valley Partnership under item 29.20 was incorrect and the amendment accepted.
4. **Matters arising from the Minutes:** It was agreed that the Clerk should consider all the options and offer his own solution for the emergency mobile phone.

It was noted that the white lines left by the Antiques Fair had not been cleaned from the Market Place, this might be because there was usually parked cars making access difficult. It was RESOLVED that the Clerk should write to the organisers and request that the white markings are removed within 28 days or the Council would ask Waveney Norse to clean it and would send the bill to the organisers. It was noted that some areas of the Market Place would need to be cordoned off while the work in progress, this might impact on businesses but it was suggested that undertaking the work on a Sunday might be the best solution.

Cllr Greenberg reported that he was chasing District Cllr Tony Goldson on getting the Arboretum surface repaired and the removal of the dead tree. It was looking unlikely that the work would be completed by the 11th November but there no further updates at this stage.

Cllr Prime reported that work would be starting this week on the removal of internal elements from the Mansion House. This will involve using two cranes but hopefully the road will remain open.

It was agreed that the Community Infrastructure Working Group would be a regular monthly item.

5. **Casual Vacancy:** Notification of a vacancy on the Town Council. The Chair reported that Cllr Sandra Leverett had resigned for understandable reasons. This now left a vacant position on the Council. The Clerk explained the process and the two most likely outcomes, namely co-option or an election. The Clerk stated that he hoped there would not be an election called as the cost was around £6,000 and there was an election for all the seats due in May next year. The Chair felt it was a useful opportunity for someone to try out as a Councillor for 6 months. It was agreed that the Clerk, Chair and Vice Chair would write an advert

encouraging residents to apply for co-option. The Clerk explained that as many Councillors as possible should be present for any selection or interview procedures.

6. **Chair's Report:** To receive a report for September 2018. The Chair attended Cllr Wollweber's book launch at the De Argentine Restaurant. On the 18th September the Chair and members of the Community Centre Working Group met with Cllr Goldson. The Chair attended the Tamsyn Imison Community award launch as noted later on. The Chair, Cllr Thomas and the Clerk met with the Environment Agency, Simon Raven and other interested parties to review ideas for a Blyth River and Rail Trail. The Chair and other Cllrs visited the Richborough Estates presentation at the Rifle Hall but did not learn any more details than was already presented at a previous pre-application meeting. The Chair congratulated Cllr Greenberg on the Neighbourhood Plan Consultation evening at the Edgar Sewter School. Finally on the 28th September, the Chair and the Clerk met with PCSO Matt Newman to obtain advice on CCTV. This proved to be very informative and the Chair urged the Council to consider forming a small working group to explore the options as noted in the following item.
7. **Police Report:** To receive a Police report. The Chair explained that he was keen to look at the Leiston model with regard to CCTV as this had been partly funded by the businesses who each had their own cameras but all linked into a network that covered the High Street. This seemed to be a good option. Other towns had installed CCTV, Southwold and Beccles for example but perhaps for different purposes. It was noted that the amount of cameras required for the Thoroughfare and other areas would produce a huge amount of data. The Chair recommended that the new working group should consider contacting the Co-op who offered a CCTV management service. It was then RESOLVED that a CCTV Working Group would be formed and the members would be Cllr Forster, Cllr Prime and Cllr Dutton.
8. **Public Session:** [15 minutes on agenda items] there were no questions from members of the public.
9. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors: Cllr Lewis advised on the forthcoming meetings for ESTA and Halesworth Dementia Carers Fund. The Clerk reported that he had observed the later discussions with the Environment Agency, Halesworth Millennium Green Trust and the New Reach Working Group in the Town Park. The conclusion was that if suitable access could be established the EA would arrange to remove the main build-up of silt in the New Reach. Richard Woolnough would be contacting the owners of two new houses along the bank of the New Reach to inform them that access would be required. The Clerk would circulate a full report once it had been approved by the EA.
10. **District & County Reports:** There were no reports.
11. **To consider any amendments to the list of 'Committees and Working Groups and Reps on outside bodies'.** Amendments: Cllr Fleming left the Unappropriated Estates, Rob Roy to be removed from the Neighbourhood Plan Steering Group as he had left the area. Mr Ballantine left as Halesworth Health representative, Clerk to update list to reflect Cllr Leverett resignation.
12. **Communications Committee:** There was no report as the Committee has not met since the last monthly meeting.
13. **Town Development Committee (Ad-Hoc):** It was accepted that the Town Development Committee in all of its variants had now been disbanded and no longer existed. The last minutes were received and agreed. All of its sub-committees and Working Groups would be transferred to the full Council with the exception of GAPPA which had successfully completed all its objectives and had spent the remaining funds. It was not necessary for the group to meet again and the Council accepted that the Committee was now closed. The Chair took

this opportunity to congratulate the group on its very successful accomplishment that had turned the park into a desirable destination for families. Cllr Lewis hoped that a similar group could be formed to upgrade or replace the Skateboard Park. Cllr Prime had already made some initial enquires and reported that there were some individuals looking into various options for upgrading the park.

14. **Urban Improvement Working Group:** The Chair reported that a meeting with SCC Highways had been arranged for the 11th October to have a tour of the works in the Blyth Rd Ind. Estate and to find out how they dealt with enquiries. Representatives from SCC Highways had indicated that they would attend meetings if the Council, like some other towns in the area, had a dedicated Highways Working Group. The Chair advised that after the meeting, the Council should look at replacing the Urban Imp. Working Group with a Highways Group as suggested. It was agreed that the Chair, Cllr Prime and the Clerk would attend the tour on the 11th.
15. **Financial Matters:**
 - a) The Council received and noted the report on the meeting held on the 17th September, 2018.
 - b) The Council also received and accepted the External Auditor's Report and Certificate (AGAR Section 3) also noted in the Finance Report. There were no matters requiring attention, which meant that the Council had successfully passed the audit. The Clerk had since uploaded the relevant paperwork onto the website.
16. **Planning Committee:**
 - a) To receive report on the Planning Committee meeting held on the 24th September. The Clerk apologised for not including the relevant minutes in the pack and these would be circulated later.
 - b) To receive any feedback from the presentation at the Rifle Hall by Richborough Estates. As noted previously, there was no significant new information of interest to the Council.
17. **Play Areas Review:** To receive any updates. This was still at an early stage, consideration of what uses could be made for the areas that were underutilised and whether there was s106 or similar funding available to make improvements or change had not been fully explored at this stage.
18. **Neighbourhood Plan Steering Group:** The Council received and noted the report on the meeting on the 19th September, 2018. Cllr Greenberg reported on a successful consultation evening on the 27th September attended by some 70 residents. Cllr Greenberg also congratulated Emma Healey for managing to obtain the attention and engagement of those present and this had produced some very interesting ideas and feedback that the group now needed to categorise. It was noted that sadly there was very little representation for the younger residents and this is something that the group were very keen to redress.
19. **Forum Meeting:** The Council received and noted the report on the Forum meeting held on the 13th September, 2018. Cllr Wollweber highlighted some of the matters discussed. The report would be uploaded to the website. The Bus Hub was one subject that was raised again but it was noted that it was currently in limbo between the District Council and the County Council. A discussion then took place but just as residents had seemed to be divided over its benefits the Council also had differing opinions.
20. **Halesworth Community Award:** The Chair reported that Michael Imison had commissioned a beautifully engraved piece of glassware by Lesley Pyke. This would be handed over every year to the winner and it was noted that there was a condition that there should be a different winner every year. The Clerk's office had uploaded the nomination form and the rules on to the Council's website. Mr Imison would eventually hand over the management of the awards to the Council once he had decided so to do.

21. Maintenance:

- a) Re-painting the Container on Saxon Allotments, The Council agreed in principle to paying for the paint for the allotment holders to use to re-paint the container. Once the cost was known the Clerk would take it to the Finance Committee.
- b) Increase Email capacity. The Clerk explained that the Council's email capacity was nearly full. It was not advisable to delete emails and it was not possible to extract them for storage. It was therefore necessary to buy additional space; 100 GB should be sufficient for the next two or three years. This would mean an ongoing cost of £15.99 per year. It was RESOLVED that the Council approved purchase of the additional 100 GB at £15.99 per annum.

22. Correspondence:

- a) Parking Draft Order. The Clerk confirmed that he had received the full details of the proposed parking and offloading restrictions. This would be held in the office for public access.
- b) Lowestoft Records Office. Cllr Wollweber reported that he had used the online consultation form as an individual but this had proved unsatisfactory as it had not allowed comment to be made where he wished. It was agreed that the Clerk, who had reported that the office held some of the Council's records, would complete the form on behalf of the Council.
- c) Police response to the vandalism of the litter bin had been disappointing which had indicated the matter was closed. However PC Simon Green, Community Engagement Officer would be taking up enquiries.

23. Items for the Website/Noticeboard/Newsletters/Library. The advert for the vacant Councillor position would be uploaded once agreed, as noted under item 5.

24. Accounts for Payment: The following accounts were approved for payment.

4175.	Sharprint – Service Charge (LGA1972 s111)	52.00 + vat
4176.	Pearce & Kemp – Lantern repairs over Welcome Sign (LGA1972 s144)	52.50 + vat
4177.	HMRC Payroll Liabilities (LGA1972 s111)	2125.13
	Neighbourhood Planning – Localism Act 2011 sch9 (from WDC grant)	
4178.	Tony Allen – Pens for N-Plan	92.45 + vat
4179.	Halesworth Volunteer Centre- Leaflets	228.00

DD/Standing Orders:

4180.	Salaries - (LGA1972 s112)	2,382.35
4181.	Nest – Pension - (LGA1972 s112)	130.96
4182.	Barclays Bank Charges	15.81

Bank & Cash Balances at 26th September, 2018

Current 728	£158,223.41
Community A/c	£5,278.89
Business Reserves 017	£92,396.86
Petty Cash (13/07/18)	£84.57

The meeting was closed at 7.43pm.