

**Present:** Councillors;

Tony Allen, 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), County and District Councillor, Tony Goldson, 4 members of the public.

## **Minutes**

The Chair announced that sadly Alan Holzer had passed away at the age of eighty. Alan had been a prominent and well respected member of the community having taught History at the Middle School for a long period of time. Some families had two generations of children inspired by his teaching which had made the subject interesting for the pupils. Alan had been a District Councillor in the late 70s and had been Chair of Halesworth Town Council in the 80s and again in 2007/2009. He had also been a Trustee of Halesworth Playing Fields Association from its early days and was its Secretary for many years. He was an active member of the Day Centre and for many years its Chair as well as being a volunteer driver for Halesworth Volunteer Centre.

There followed a minute's silence.

Emma Healey of Halesworth Volunteer Centre paid tribute to Alan and relayed comments by Mrs Joyce Wild who had been closely supported by Alan during his time as a volunteer driver. His thoughtfulness, compassion, eye for detail and a desire to do things properly was well known and he was held in high regard by the community. Cllr Took also paid tribute to Alan, 'he was an honourable man and would be greatly missed'.

1. **Apologies:** Cllrs; Sandra Leverett, David Thomas.
2. **Declarations of interest:** Declarations for non-pecuniary interests; Cllr P Widdowson for 9, Cllr K Prime for 17.
3. **Minutes:** The minutes of the monthly meeting held on the 4<sup>th</sup> June 2018 was accepted as a true record.
4. **Matters arising from the Minutes:** There were no matters arising.
5. **Chair's Report: To receive a report for June 2018.** Along with other Councillors the Chair attended a meeting with Accord Architecture at which they outlined their plans for a mixed development of shops and apartments in the area of the Long Stay Car Park. On the 20<sup>th</sup> June the Chair attended the Police Locality Meeting in Holton Hall and provided a report for the Council. On the 26<sup>th</sup> June the Chair met with Michael Imison and the other two judges of the Tamsyn Imison Community Award to finalise arrangements for its launch, which will be in September.

6. **Police Report:** To receive a Police report. The Council received the SNT report and the Chair's report on the Police Locality meeting. The Chair drew attention to three important points in the Police Locality report; Suffolk Police were having to adapt to meet the increasing demands of serious crimes, including drugs; cybercrime; youth and gang violence; radicalisation and terrorism; and human exploitation. PC Simon Green would be returning as the Community Engagement officer, although based at Halesworth he would be covering a much larger area. The Chair will be hoping to set up a meeting with PC Green in the near future. The Police reported that there had been a positive response to the 'Local Policing Volunteers project', the idea was to attract volunteers to act as a conduit between the Police and the community.

It was RESOLVED that the Clerk would sign up all councillors for the Police Connect information service to enable them to receive information by email. A link to this service would be added to HTC's Facebook page.

7. **Public Session:** [15 minutes on agenda items]: A resident drew attention to the amount of out of date posters and those posters advertising events in other towns that were in various locations around the town. It was noted that HTC managed the posters on the Saxon Way Bridge but not anywhere else such as lamp posts and the like. It was noted that HTC's policy on posters for the Saxon Way Bridge was sometimes difficult to define as to whether it was strictly commercial and/or whether it was an event that brought visitors to the town, such as the Brocante. It was agreed that the Communications Committee would review this again at the next meeting.
8. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors.

Cllr Lewis provided a report on a recent meeting with Campus (HCL). Cllr Lewis would continue as the Link Cllr and hoped to receive quarterly reports from HCL. One of the subjects raised was the decision in May by the Council to limit the number of Council appointed trustees and how this related to Halesworth Community Sport and Leisure's constitution. It was RESOLVED that the Clerk is given permission to write to HCSL and formally asked them if they could forward to HTC, an up-to-date copy of their constitution to reflect these changes, and a copy of the Companies house / Charities commission register of Trustees for the HCSL.

Cllr Lewis also reported on two other matters; the recent successful visit of representatives from Eitorf and the AGM of Halesworth & Blyth Valley Partnership. Cllr Lewis said that H&BVP were currently looking for an accountant to audit the accounts and asked if anyone had any recommendations to contact her.

Cllr Greenberg reported that the Museum was considering changing to a Charity Incorporated Organisation (CIO). He had obtained a copy of the 'Deed of Trust' from the Clerk and explained that this document had been written in such a way as to give the trustees sufficient freedom to manage the Museum's affairs in any way it deemed necessary. However due to the Council's involvement in setting up the charity in the first place it was only considerate to inform the Council and request its approval, although technically it didn't need it. It was then RESOLVED that the Council would be in favour, subject to receiving the necessary details, of the Museum to changing its constitution to a CIO.

Cllr Prime reported on the consultation meeting at Lowestoft regarding proposed changes by the Local Government Boundary Commission. It was noted that there had been some misunderstanding by some of those attending the meeting, the proposed changes were to the wards not parish boundary changes. The wards were designated electoral areas relating to District and County Cllrs and the proposals were a cost cutting exercise to enlarge the areas and reduce the number of Cllrs. It was noted that this did not affect Halesworth but Cllrs

and residents alike could register their comments up until August 27<sup>th</sup> 2018. It was agreed this could be considered further by the Town Development Committee.

9. **District & County Reports:** To receive any reports. Cllr Goldson reported that he had been in contact with WDC regarding the use of spaces in the Thoroughfare car park by the Lloyds Mobile bank service and had requested a refund on behalf of all those who had contributed. On the recent fire in the town; Cllr Goldson reported that all businesses had been temporarily relocated except Hunky Dory, who wished to remain close to the centre of town but there were no suitable premises available at this time. The Fire Recovery and Emergency Planning Team were continuing to assist those affected and met regularly at the Council offices. Cllr Goldson also reported that he was supporting the proposal for a Park Run event every week in Halesworth, he had recommended that this was held on a Saturday to help increase business to the town. Some members of the Council were however concerned with the number of cars taking up spaces in the Thoroughfare car park on the busiest day of the week, and whether there was evidence that participating runners actually spent money on the day of the run, or whether they just went straight home afterwards. Cllr Goldson said that park runs were held successfully on Saturdays elsewhere, for example in Lowestoft, and some runners would bring family members who would spend money in the town. Cllr Wollweber asked about the proposed changes to the school bus arrangements. Cllr Goldson confirmed that for Halesworth pupils attending Bungay High School there was no change and transport would continue to be provided free, however if parents wished to send their children elsewhere there would be cost involved.

Cllr Allen asked whether WDC had received any payment for the use of the Thoroughfare car park during the recent filming, Cllr Goldson was not aware of any payment. Cllr Allen also felt that SCC should have a policy to cover these types of events and asked if this could be considered. Cllr Goldson noted the suggestion but as these events were very rare it was unlikely SCC would produce a specific policy for it.

10. **Communications Committee:** To consider any matters for the next meeting on the 9<sup>th</sup> July. Cllr Wollweber ask the Council members to submit any items for the next meeting.
11. **Town Development Committee:** The Council received and noted the draft minutes on the meeting held on the 11<sup>th</sup> June, 2018. It was noted that the committee had considered its own future relevance at the last meeting but had deferred any decision to the next meeting. On the matter of s106 and CIL monies, it was agreed that the Clerk would chase WDC on getting the surface of the Arboretum repaired.
12. **Financial Matters:** The Council received and noted the report on the meeting held on the 18<sup>th</sup> June, 2018.
13. **Planning Committee:** The Council received and noted the draft minutes of the meeting held on the 25<sup>th</sup> June 2018. The Chair reported that the Committee had concerns over the trend to deal with very important planning considerations by way of 'Reserved Matters' rather than under the original application. Recently the Committee had to consider an application under 'Reserved Matters' for surface water containment for the Old Station Rd development. The Committee had received pages of graphs and calculations but without any explanation as to how the system actually worked. District Cllr Tony Goldson noted that the application had been referred to WDC's Planning Committee and reported that there were currently proposals to allow Parish and Town Councils the option to 'call in' or refer applications to WDC Planning Committee in the future without having to request this through the District Councillors.
14. **Neighbourhood Plan Steering Group:** Cllr Greenberg reported on the progress so far and the core objectives for the forth coming meeting on the 4<sup>th</sup> July, 2018. Cllr Greenberg also reported that their current secretary was standing down for personal reasons but fortunately

the Assistant Clerk was willing to cover for a trial period of three months, approved by Finance & Personnel Committee and funded from the Neighbourhood Plan Steering Group's own budget. The Committee were now at the stage where it needed to concentrate on public consultation.

15. **Teen shelter/Youth workers:** The Council had received Eric Sewell's reports and needed to consider whether to engage further youth services for the next two months. The Council were not aware of any reports of anti-social behaviour since the shelter had been relocated which was encouraging. Cllr Wollaber proposed and it was RESOLVED that the Council retains the services of Eric Sewell for the next two months. The Clerk would organise the necessary purchase order. The Council also wished to purchase two additional litter bins, one for placement near the Teen Shelter and one for another location to be agreed, possibly by the Skateboard Park. It was RESOLVED that the Clerk would order the two bins as soon as possible to be funded from the maintenance budget.
16. **Urban Improvement Work Group.** To consider and propose possible next steps. The Chair reported that the Working Group would be bringing key items from their research and consultation for consideration at the next Town Development Committee to agree a course of action for Council approval in September.
17. **The Great British High Street.** To review how the entry can be compiled and who will coordinate its submission. The Council were in favour of applying for this competition but were concerned as to how it would be co-ordinated as it would need the majority of businesses involved. Cllr Prime offered to co-ordinate the application. It was then RESOLVED that the Council would register an interest in the competition. Cllr Prime would liaise with the Clerk's office and would be the contact point between the Council and the businesses. It was understood that the Council would not have any direct financial or physical involvement but the Clerk's office would provide support in making the application by HTC on behalf of the businesses.
18. **Maintenance:** To consider re-engaging the services of the pest control programme following recent reports in the town. It was accepted that this was a necessary expense that was needed annually to control the rat population. It was then RESOLVED that the Clerk would reorder an 8 week riddance programme at the cost of £800. The Clerk suggested that the Council could consider applying for a licence from SCC Highways to install posts to position Vehicle activated speed signs either side of the Swan Lane/Saxon Way crossing. This crossing had been identified as a potential danger point and the speed signs may help to calm traffic and provide data on the speed of vehicles along this road. It was RESOLVED that the Council agreed for the Clerk to apply for the relevant licences. Following reports of vandalism of some of the Flower tubs in the town the Council agreed to review the idea of CCTV again and this would be discussed at the next Town Development Committee meeting.
19. **Correspondence:** Suffolk Constabulary PCSO Funding enquiry. The Clerk had previously circulated comments from Southwold Town Council who were currently funding a PCSO for controlling parking in the town. Kessingland on the other hand had decided not to continue with their PCSO as it had been unsuccessful in controlling anti-social behaviour. It was noted that there was no longer any match funding available and the full £32k per annum would need to be found from the Precept. The Council didn't think residents would be in favour for this option but it was agreed that the Clerk's office would investigate a means of conducting a survey of this question via Facebook.
20. **Items for the Website/Noticeboard/Newsletters/Library.** The Communications Committee would consider any items at the next meeting on Monday 9<sup>th</sup> July.
21. **Accounts for Payment:** The following accounts were approved for payment.

<b>4162.</b>	Sharprint - Photocopier copying charges (LGA1972 s111) 6,550.40	131.56 + vat
<b>4163.</b>	HMRC payroll liabilities - (LGA1972 s112)	2125.14
<b>DD/Standing Orders:</b>		
<b>4164.</b>	Salaries - (LGA1972 s112)	2,339.52
<b>4165.</b>	Barclays Bank – Bank Charges (LGA1972 s111)	26.03
<b>4166.</b>	Nest Pensions - (LGA1972 s112)	130.96

**Bank & Cash Balances at 29<sup>th</sup> June, 2018**

Current 728	£125,025.65
Community A/c	£5,273.63
Business Reserves 017	£92,350.81
Petty Cash	£52.38

The meeting was closed at 8.51pm