

**Present:** Councillors;

Tony Allen, Peter Dutton (Chair), 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, 5 members of the public.

## **Minutes**

1. **Apologies:** Cllr A Fleming, Cllr S Leverett, Cllr D Thomas, Dist. & County Cllr T Goldson
2. **Declarations of interest:** Non-pecuniary interests; Cllr P Widdowson for 8, 10 & 12 (Clerk for Bramfield & Thorington and Cookley & Walpole)
3. **Minutes:** The minutes of the monthly meeting held on the 2<sup>nd</sup> July 2018 were accepted as a true record.
4. **Matters arising from the Minutes:** The Chair asked if the Clerk had received any refund for the free parking spaces taken by the Lloyds Mobile banking vehicle. The Clerk confirmed that there had not been any refund so far but Cllr Goldson had indicated it was on its way. It was RESOLVED to also write to Dist. Cllr L Smith to ask the same question. It was noted that Highways had agreed to install the VAS speed sign posts along Saxon Way but they had not been installed as yet. The Clerk confirmed that the Rat prevention programme had been undertaken.
5. **Chair's Report:** To receive a report for July and August 2018. The Chair reported on the Halesworth Dementia Carer's Fund AGM and their struggle to continue without adequate funding. The Chair and other Cllrs had met with Daniel Fiske and Matt Brenon of Network Rail to discuss the Barrow Crossing, The Chair attended the wake of Alan Holzer. The Chair accompanied by Cllr Wollweber attended the Halesworth & District Community Transport's AGM. The Chair, Cllr Wollweber and the Clerk also met with the new Police Engagement office, PC Simon Green and PCSO Jamie Newson.
6. **Police Report:** The Council received and noted the SNT Newsletter. Cllr Prime reported that a Halesworth resident had just qualified as a Police Special.
7. **Public Session:** [15 minutes on agenda items] A resident asked whether Dist. Cllr Letitia Smith had resigned, it was confirmed that this was not the case. Mr Doug Gray, representing Halesworth & District Community Transport explained the difficulties facing the service and the possibility it would need to close due to the financial implications imposed on it by the Government for training drivers to PSV qualification. Louise Thomas reported on a very successful 'Summer Activities' at the old Middle School (Campus) grounds, partially funded by the Town Council.
8. **Reports on meetings and events attended by Council representatives:** The Council received reports on the Network Rail meeting, HDCF AGM, Rifle Hall Trust (four reports),

HACT AGM and the meeting with the British Legion to discuss ideas to commemorate the 100<sup>th</sup> anniversary of the end of WW1. On the latter, Cllr Wollweber proposed that the Council could consider purchasing a 6ft Aluminium WW1 silhouette for placing near the war memorial. It was noted that the cost was £750 plus delivery, total £776.30. The Clerk confirmed that the statue can be bolted to the ground and reused every year or left in place. Proceeds from the purchase will be used by the charity 'Remembered' to help those injured in conflicts. It was then RESOLVED that the Council approved the purchase of the '6ft Tommy' silhouette. The Chair reported that at the recent meeting about the Barrow Crossing, Network Rail had taken away a list of actions but HTC had not received a response so far. The Clerk would chase them up. It was noted that ESTA was fully in support of HTC's position and it was also noted that a resident had made a further very good point asking Network Rail how they should advise passengers how to cross to the opposite platform if the train arrived early.

9. **To consider any amendments to the list of 'Committees and Working Groups and Reps on outside bodies'.** The Council received the latest list and the following additions and amendments were agreed:-
  - a) Campus observer; Cllr Lewis would be added.
  - b) Cllr Allen to join the Planning Committee. It was accepted that the Planning meetings were ad-hoc and often were held early in the day, the Chair understood that it was not always possible for members to attend every meeting but increasing the membership would allow a greater chance for the meeting to be quorate.
  - c) Cllr Took offered to try and organise a final GAPP meeting.
10. **District & County Reports:** There were no reports to consider, Cllr Goldson had another meeting on the same night and was unable to attend.
11. **Communications Committee:** The Council received and accepted the report on the meeting held on the 9<sup>th</sup> July.
12. **Town Development Committee:** The Council received and accepted the report on the meeting held on the 9<sup>th</sup> July. Cllr Forster, Vice Chair, explained that the Committee had discussed the option of making the TDC an ad-hoc committee, in other words it would meet when required and not at a set time every month. The TDC Chair, Cllr Thomas was present at the meeting when this was discussed and agreed. It was then proposed and RESOLVED that the TDC would hence forth become the Town Development Committee – Ad-hoc and would meet as and when required.

Cllr Widdowson reported that Bramfield & Thorington and Cookley & Walpole parish councils all agreed with the Town Council's response to the proposed changes to the Local Government Boundary Commission in that these parishes are intrinsically linked to Halesworth and should be included in the same 'Blything' district. The Clerk confirmed that the response had been sent and that it included these suggestions.

Community Infrastructure Working Group: Cllr Greenberg asked the Council to consider transferring the working group (formerly known as the s106/s111 CIL WG) to the Council as many of the decisions needed to be made quickly. It was then RESOLVED that the Community Infrastructure Working Group would hence forth report directly to the Council. There were three recommendations by the group that WDC had confirmed was acceptable use of s106/s111 monies and the Council agreed the following:-

- a) To investigate costs for gates to be added to the Skateboard Park and put this forward for the necessary funding.
- b) To investigate costs for the Mural/Graffiti board and put this forward for the necessary funding.
- c) To order two benches for placement at the Gainsborough Drive Play Area as soon as possible.

13. **Financial Matters:** The Council received and noted the report on the meeting held on the 16<sup>th</sup> July, 2018. The Chair Cllr Lewis reported on the grants awarded to the Halesworth Dementia Carer's Fund and the Halesworth & District Museum. The Clerk would circulate the current balance of the council's grant's budget to the Council.
14. **Planning Committee:**
- a) The Council received reports on the Planning Committee meetings held on the 16<sup>th</sup> July and the 6<sup>th</sup> August, 2018.
  - b) The Council received and noted the reports on the CCWG (Community Centre Working Group) meetings held on the 25<sup>th</sup> July, 1<sup>st</sup> August and the 14<sup>th</sup> August, 2018.
  - c) To approve the Terms of Reference'. It was RESOLVED that the Terms of Reference for the CCWG was approved.
  - d) The Council considered the proposed 'Development Brief' produced on behalf of the CCWG by Cllr Forster. The document was entitled 'Community Centre Proposal' and was intended for submission to the Inspector of WDC's Local Plan. It was then RESOLVED that the Council approved the document, with the amendment that a duplicated paragraph was omitted (originally numbered 3.1) and this would be sent to the relevant authorities.
  - e) The Council considered that it was more efficient that the CCWG should report directly to the Council rather than to the Planning Committee and it was then RESOLVED to transfer the CCWG from a working group of the Planning Committee to a working group of the Town Council.
15. **Play Areas Review:** The Council received and noted the report on the Play areas undertaken by Cllr Dutton, Cllr Fleming and Simon Walker of Waveney Norse. It was recognised that there were areas that were underused and consideration should be given to the best use of these spaces. Many were owned by WDC with the exception of Swan Lane, Dairy Hill and the Basley Ground. Cllr Allen commented that he hoped that there would be adequate public consultation by HCSL before deciding to sell the Basley Ground. Some of the play areas, although maintained and checked by Waveney Norse had dated equipment and were underused. It was noted that the play area at Gainsborough Drive was in need of benches which might encourage more visitors. The site of Chichester Road was not well known and not often used but it was probably not suitable for any other purpose such as allotments. It was agreed that the residents might have other ideas for these areas and it was agreed to include this as a subject for the Forum meeting on the 13<sup>th</sup> September, it was also agreed to try Facebook and other means to ask for feedback and ideas.
16. **Summer Activities event:** The Council received and noted a report on the two day event at the Apollo Centre. Louise Thomas (WDC) provided further details on a very successful two days and how well the event had been supported by parents and around sixty young people, despite the weather. The Chair thanked Louise Thomas for organising the activities and asked her to consider organising similar events for next year.
17. **Neighbourhood Plan Steering Group:** Cllr Greenberg reported on the group's progress to date and arrangements for the first consultation at the Edgar Sewter School on the 27<sup>th</sup> September. Cllr Greenberg also reported that the group had discussed a community energy initiative project that he would circulate details to the Council for their information.
18. **Forum Meeting:** The Council received and noted the subjects listed for the forth coming Forum meeting on the 13<sup>th</sup> September, 2018. It was agreed to add the Play Sites to the agenda.
19. **Halesworth Community Award:** The Chair explained his idea of taking over the responsibility of organising the community award scheme from Mr Imison, unlike many towns, Halesworth had no official award programme. The Council then granted permission for the Chair to speak to Mr Imison with the idea of the Council assisting Mr Imison with the

organising the award scheme with the possibility that in the future the Town Council taking over responsibility for the award scheme.

20. **Maintenance:** White paint lines in the Thoroughfare: The Clerk reported that he had been in contact with the organisers of the Halesworth Antiques Fair and they had made assurances that they would be cleaning the Thoroughfare of the white paint lines by the end of the week. It had been an unfortunate mistake that the organisers had used a white line paint to mark out where the stalls were to be positioned but had not realised it would not wash off. The Clerk had advised the organisers to be careful that chemicals were not washed down the surface water drains as the Council had recently adopted the Yellowfish scheme which sought to raise awareness of water pollution. It was also noted that here had been a previous attempt by Halesworth & Blyth Valley Partnership to get studs installed in the Thoroughfare which would have avoided the need for paint. The Clerk confirmed that Highways had issued a licence for the studs but Cllr Lewis reported that Highways had not agreed to H&BVP paying for the studs upfront with the labour cost to be paid after the work was completed. Highways required full payment upfront but there was no indication of when the work would take place. This was the reason the project had not progressed any further. The Council would look at whether this idea could be resurrected.

21. **Correspondence:**

- a) Black Dog Antiques – Access to the Market Place. The points were noted regarding access to the Market Place and the Clerk had circulated comments made by Peter Langford of SCC who organised the Halesworth Recovery Team meetings. SCC Highways had, since receiving the letter, made some adjustments to the barriers and signage which would hopefully improve the situation. It was noted that Black Dog Antiques had been invited to the Recovery Team’s meetings but had so far not attended, the Clerk would encourage them to do so as this was the organisation dealing with this problem. The Council was sympathetic to all the businesses that had been affected by the fire and it had also contributed towards advertising the Market Place as open for business as usual.
- b) Letter from Halesworth Community Sport and Leisure in response to the Clerk’s letter agreed at the last meeting (July). It was noted that the HCSL saw no need to amend their Constitution but it was recognised that the Council’s agreed policy was to only appoint two trustees to an outside body until agreed otherwise. Cllr Allen wished it noted that he expressed disappointment that the letter appeared to be unnecessarily defensive on this matter.
- c) Letter from a resident regarding a disturbance in the Town Park. The Clerk had previously circulated the letter and was currently awaiting a response from the Police to verify exactly what had happened. It was also noted in the letter about concerns over the significant amount of litter around the Teen Shelter. The Clerk reported that he had received other complaints on this matter from other residents. After some debate and suggestions, it was agreed that Cllr Allen would take the lead in exploring other ideas to encourage the users of the Teen Shelter and the Park to use the litter bins provided, this may involve innovative designs of bins, signage, etc.

22. **Items for the Website/Noticeboard/Newsletters/Library.** There were no suggested items.

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

|              |   |              |
|--------------|---|--------------|
| <b>4175.</b> | SLCC CiLCA registration fee (LGA1972 s112)      | 250.00       |
| <b>4176.</b> | Van Dijk Payroll services (LGA1972 s112)        | 60.00 + vat  |
| <b>4177.</b> | EPS Transfers Car Park Sign (LGA1972 s144)      | 160.00 + vat |
| <b>4178.</b> | Viking – Stationary (LGA1972 s111)              | 26.71 + vat  |
| <b>4179.</b> | Edgar Sewter Primary School (Localism Act 2011) | 52.00        |

**DD/Standing Orders:**

|              |                                 |          |
|--------------|---------------------------------|----------|
| <b>4180.</b> | Salaries - (LGA1972 s112)       | 2,382.35 |
| <b>4181.</b> | Nest – Pension - (LGA1972 s112) | 130.96   |

|              |   |            |
|--------------|---|------------|
| <b>4182.</b> | BT Phone and Broadband (LGA1972 s111)   | 172.18+vat |
| <b>4183.</b> | Wave (NWG Business)- Saxon Allotment Water (6 months)   | 6.61       |
| <b>4184.</b> | Wave (NWG Business)- Swan Lane Allotment Water (6 months)   | -2.35      |
| <b>4185.</b> | Wave (NWG Business)- Bedingfield Crescent Allotment Water (6 months)<br>(Small Holdings and Allotment Act 1908 s23) | 12.73      |
| <b>4186.</b> | EDF Market Place No1 (Jan to July) (Food Act 1984 s50)  | -18.25     |
| <b>4187.</b> | Barclays Bank Charges (LGA1972 s111)  | 11.70      |
| <b>4188.</b> | Barclays Bank Charges (LGA1972 s111)  | 16.96      |

**Bank & Cash Balances at 3<sup>rd</sup> September, 2018**

|                       |             |
|-----------------------|-------------|
| Current 728           | £105,379.23 |
| Community A/c         | £5,278.89   |
| Business Reserves 017 | £92,396.86  |
| Petty Cash (13/07/18) | £84.57      |

24. **Staff Matters:** Mobile Phone. It was noted that some members of the Council had been unable to contact the Clerk on the emergency mobile phone which defeated the object of having one. The Clerk wished to confirm whether it was intended for Cllrs to contact the Clerk in emergencies or the general public. It was agreed that the purpose was for Cllrs to be able to contact the Clerk. In this case, the Clerk had previously provided his own mobile phone number and was willing for Cllrs to use this instead. The Clerk would also consider, when next upgrading his mobile phone, to look at dual sim versions which would solve the problem.

The meeting was closed at 9.17pm (after two 10 minute extensions to the meeting had been approved).