

Present: Councillors;

Peter Dutton (Chair), Rosemary Lewis, Keith Greenberg, Sandra Leverett, David Thomas, Maureen Took, David Wollweber (Vice Chair).

In Attendance: Nick Rees (Clerk), District and County Cllr Tony Goldson, Ben Carter (SCC) Nicki China (Environment Agency), 5 members of the public.

MINUTES

1. **Apologies:** Cllrs; A Fleming, K Forster, T Gardner, A Payne, P Widdowson. The Clerk advised the Council that it would need to consider the absences for Cllr A Payne and Cllr K Forster at the January meeting as they both would have been absent for the last 6 months of monthly meetings.
2. **Declarations of interest:** Non-pecuniary interests; Cllr Leverett for 9a, 17 & 20, Cllr Thomas for 9a & 20, Cllr Lewis for 17 & 20, Cllr Took for 17 & 20, Cllr Dutton for 9a.
3. **Community Flood Project:** Ben Carter of Suffolk County Council accompanied by Nicki China of the Environment Agency. Mr Carter explained that the project involved community involvement to investigate and plot the various smaller water courses and tributaries in the parish. The idea was to accumulate knowledge on how the various water courses impacted on the flood risk to the town. Volunteers were needed to walk the area, primarily via footpaths, to record locations, take photographic evidence and identify possible problems. The Volunteers would be provided with training packs, clipboards and maps to use in the field. Nicki China explained that the River Blyth and the main tributaries were already mapped but the Environment Agency and Suffolk County Council did not have real time information on smaller water courses, culverts, ditches, and the like which all affected the overall flood risk. The EA would contact any landowners where permission was needed to access private land. This was a pilot scheme and it was hoped that the Council would support the idea and encourage volunteers to sign up. It was noted that many of the tributaries originated in surrounding parishes but the scheme if successful would be expanded to include other parishes. Mr Carter had already approached Wissett Parish Council and it was hoped they would also participate. It was then **RESOLVED** that the Council supported the project, Cllr Thomas would take the lead and the Clerk's office would liaise with Cllr Thomas to promote the project via newsletters and the website.
4. **Minutes:** The minutes of the monthly meeting of the Council held on the 6th November, 2017 was accepted as a true record with the amendment that the word 'youths' would be replaced as it was not known what age group had set fire to the Teen Shelter.
5. **Matters Arising:** Cllr Took, referring to the Teen Shelter, asked whether the £414 costs was also for storage. The Clerk confirmed that the cost was for removal but at the moment WDC were not charging for storage.
6. **Chair's Report:** To receive a report for November, 2017. The Chair reported on a very positive and constructive meeting with traders regarding the Free parking contributions. It was noted one of the suggestions was to ask for contributions from the Landlords. The Chair reported on an informal meeting with Michael Imison and friends of the late Tamsyn Imison to progress her wish to have an annual award for a project by voluntary co-operation that

had the most important effect on the quality of life for the residents of Halesworth. The Chair also attended Cllr Goldson's divisional parish meeting where Inspector Carter made a presentation which featured the need to employ Special Constables to help support the Police. The Chair hoped the Council would consider ideas to promote this idea for Halesworth. The Council should also consider, alongside other parishes, ideas and projects that could be funded from Cllr Goldson's Locality budget. Cllr Dutton and Cllr Greenberg met with representatives for Millennium Green Trust to explore possible ideas for s106 monies. The Chair attended a meeting with the CCG on the future plans for out of Hospital service in the South Waveney area and admitted that this particular area had been neglected. It was therefore hoped that Halesworth would see some significant improvements in the future.

7. **Police Report:** To receive a monthly report on Police related matters. Mr Alistair Macfarlane read out a written report on police related matters. Mr MacFarlane also reported that he had patrolled the park in the evening recently and it appeared that the recent problems were not in evidence. Mr Macfarlane reported that the Crime Prevention team would be in the Market place and/or the Thoroughfare on the 9th and 10th of December.
8. **Public Session:** [15 minutes on agenda items] The Chair announced that the format would be changed to allow questions to be taken forward to the relevant agenda item. Mr Malcolm Smith had questions but did not agree with the Chair's change as members of the public may not wish to wait until the agenda item came up. Mr Smith then asked about the Teen Shelter, he noted that the Council had no confidence in the Police to maintain public order and this was worrying. Mr Smith was also concerned that the Teen Shelter had been removed before identifying an alternative site. Mr Smith believed the Teen Shelter was located in the park as a result of problems elsewhere. It was therefore a problem moved rather than solved. Mr Smith also asked whether other bodies had contributed to the free parking. The Clerk confirmed that traders and parish councils had pledged contributions and Cllr Leverett confirmed that Halesworth & Blyth Valley Partnership had pledged £300. The Clerk would not reveal the amounts pledged by individual contributors but a new Honours Board would be erected next year with the names of all those who had made payments.
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 September minutes from the Rifle Hall

Cllr Wollweber reported on the November meeting of the Unappropriated Estates. This organisation consisted of two charities and they currently had funds available for 'one off' grant payments. It was noted that many people may not be aware of this and the Council or the Charity could consider contacting the schools and other organisations to promote this source of funding.

Cllr Greenberg reported on a positive meeting with Campus representatives that he had attended with Cllr Wollweber which was intended to understand how the Council might be able to assist the Apollo Youth Centre with securing its future.

Cllr Took and Cllr Greenberg had attended the launch of Halesworth Volunteer Centre's Isolation Buster project, it was very early days but it was clear there was a need in Halesworth for this important project which would reach out to lonely and isolated people in the town.

a) **HPFA:** To receive an update

Cllr Thomas, Chair of the HPFA, read out an extract from NALC Legal Topic 28 which he said all Council appointed trustees should be aware of, as follows; 'Trustees appointed by a local authority, have exactly the same duties and responsibilities as other trustees. However, they must act independently of the organisation which appointed them and act only in the best interests of the charity. If there are ever any situations where a trustee has a conflict of interest with the organisation that appointed them, the interests of the charity overrides all other considerations'. Cllr Thomas had provided the minutes from the Management Committee meeting held on the 30th October, 2017 and also updated the Council on the HPFA latest news. Cllr Thomas reported that he would be providing regular reports on a monthly basis to the Council in the future. Cllr Thomas had also written to the Council to request up to five Council appointed trustees to the new Charitable Incorporated Organisation (CIO) which would be known as Halesworth Community Sport and Leisure (HCSL). The Council had also received a copy of the Constitution earlier in the day. The formation of a new CIO, which would in the future replace the HPFA, was he said, for the purpose of protecting the trustees, land and the clubs. Cllr Leverett then made a proposal to appoint the current Council appointed trustees to the HPFA on to the new HCSL for the purposes of maintaining continuity. Cllr Thomas explained that the Charity Commission effectively appointed all the listed trustees during the application process, so all the founding trustees were listed in the HCSL constitution, this included the current council appointed trustees to the HPFA. The Chair (Cllr Dutton) confirmed with Cllr Thomas that as the HCSL trustees were already appointed there was no haste for the Council to appoint any new trustees, whether they were already on the list or not. It was noted that the Council had an invitation to appoint but not an obligation, so it could decide not to nominate any trustees if it wished. It became apparent that some of the Council members were not sure of the exact meaning and so this would need clarifying.

Cllr Greenberg expressed concerns over the timing of this request, this new CIO had not been reported to the Council previously by any of the HPFA council appointed trustees yet it was already on the Charities Commission web page and the constitution had been circulated on Facebook. Cllr Greenberg also expressed concerns that the new constitution now included a clause that allowed the founding trustees (where appointed by the Council) to remain for a period of five years even if the Council no longer wished to nominate those particular Councillors. He said that if the Council then wanted to nominate five new Councillors, technically, this could result in ten Councillors on the CIO board in the first five years of its existence and this was unacceptable. Cllr. Greenberg said that there was no justification for having five Councillors on the new CIO board. He also thought that having five nominations on the existing HPFA board has already had an unwanted and undesirable impact, blurring the boundaries between the HPFA and the Council and even creating conflicts of interest. Cllr. Greenberg added that, as a matter of principle, he was concerned about the Council nominating non-Councillor trustees to any organisation, and that the Council had to be seen as being beyond reproach on this matter. Cllr Greenberg said the matters concerning the HPFA and its new CIO raised a general issues about HTC-nominated Trustees. Was the Council's involvement with an organisation clearly justifiable, and were the numbers of trustees nominated always appropriate?

There were general concerns that there might already be too many trustees on the Council (which included other charities not just the HPFA/HCSL) and taking into consideration Cllr Thomas' advice on conflict of interests, Cllr Greenberg requested that the Council conducts a review of all the Council appointed trustees at the next meeting. Cllr Took asked about the history of the land which residents believed had been given to the HPFA. Cllr Thomas explained that the land had actually been sold for £175 to two individuals (Mr Ballard and Mr Sago) who then, together with representatives of the Urban District Council and the sports clubs, formed the HPFA. Cllr Leverett's earlier proposal was not seconded and the Chair then deferred the matter to the January 2018 or later meeting as there was no

immediate urgency and this would allow more time for clarification on the appointment of trustees.

10. **District & County Reports:** District & County Councillor Tony Goldson had provided a written report to the Council. Cllr Goldson also reported that the Rayner Green Resource Centre was safe for the time being. Minor injuries and Phlebotomy would be staying at the Patrick Stead Hospital but the long term future was uncertain.
11. **Teen Shelter:** Cllr Wollweber reported that he and Cllrs; Dutton and Took had attended the meeting at the Apollo Centre held on the 23rd November 2017 with representatives from WDC, Social workers, the Police, the Apollo Youth Centre, Parents and approximately 10 youths. The Council regretted the need to remove the teen shelter but it would consider any reasonable suggestions for a new location. Mr Eric Sewell (Youth Leader for the Apollo Centre) and WDC representatives would be looking at new locations with some of the youths. Mr Sewell also intended to open the Apollo on some Saturday nights and would be looking at offering the Council alternative youth working services in the near future.
12. **Communications Committee:** The Council received and noted a report on the Communications Committee meeting held on the 13th November, 2017. The Chair proposed and it was agreed that the Clerk Office would in future highlight any actions for Councillors in the draft minutes for each meeting.
13. **Barrow Crossing:** The Council received and noted a report on the meeting with Network Rail held on the 27th November, 2017. Cllr Wollweber reported that the crossing was not in any imminent danger of closing but Network Rail would continue to monitor the use. It was hoped that crossing users, particularly commuters who were the most likely to cross behind a train, would comply with the rules and the next Network Rail survey would show an improvement.
14. **Town Development Committee:** The Council received and noted a report on the Town Development Committee meeting held on the 13th November, 2017.
15. **Urban Improvement Working Group:** The Chair reported that there had been delays in the plans for the group to hold a presentation of suggested improvements to the town at the Library but this would now be scheduled for mid-January. It was noted that several 'A' boards had been positioned around the Christmas tree and ideally these should be removed. District Cllr Goldson advised the Council that technically the Thoroughfare was still a highway but neither WDC nor SCC would get involved with licencing 'A' boards anymore. Councillor Leverett had informed the Clerk that the Solicitors, Cross Ram & Co had also raised the issue of 'A' boards outside their property. The Clerk was however unable to take any direct action as the Town Council had no jurisdiction either but it could contact the A board owners and asked them to move them. Mrs Huckle had recently produced a list of all the A boards in the town and the Urban Improvement Working Group would be looking at this matter at the next meeting.
16. **Financial Matters:** The Council received and noted the report on the meeting held on the 20th November, 2017. Cllr Lewis (Chair of Finance) reported that the Committee would be reviewing grant applications in January 2018. The Budget for 2017-2018 had not been set as there were currently many unknown factors such as the London Rd Building and the Free Parking to consider.
17. **Free Parking:** The Council received and noted a report on the meeting with WDC held on the 23rd November, 2017. The Clerk reported that the suggestion by HTC to increase the revenue on other parking tariffs in the town to compensate for the free parking had been rejected by WDC. This was because WDC had already agreed at a Cabinet Meeting in November not to increase parking fees in the District. The Council thanked Cllr Took and asked her to pass

on the Council's thanks to Mrs Prime for organising a very positive meeting with the Traders and for also organising requests for contributions to the businesses in the town.

18. **Planning:** To receive an update and to consider the following applications:-
- a) DC/17/4812/FUL Single storey side and rear extension, 5 The Paddocks, Halesworth. It was RESOLVED that the application was **recommended for approval**.
19. **Neighbourhood Plan Steering Group:** To receive an update on when the first meeting will take place and to consider any proposals for the 'Terms of reference' and 'Code of conduct'. Cllr Greenberg reported that the first meeting would be held on the 20th December at 6.30pm in the Day Centre. Cllr Greenberg, Dutton and Lewis had met with Jo McCallum (WDC Communities officer) on the 30th November, 2017 and had received guidance on HTC's involvement in the process. The Clerk would circulate the minutes to the Council. Cllr Thomas asked to join the group as there was only one Town Councillor on the group and it was RESOLVED that Cllr Thomas joined the Neighbourhood Plan Steering Group.
20. **London Rd Building:** To receive any update on HTC's proposals for the transfer of the building. The Clerk reported that earlier in the day he had received correspondence from Simon Eades (WDC). The Clerk had circulated the email to the Council but summarised that there were still not at a point of agreement. WDC were willing to pay legal fees up to £1,200 for the transfer but WDC were unwilling to agree to the full five years maintenance and furthermore any future sale of the building and the site would be restricted to community use only for both the purchaser and the vendor. This would severely limit the potential to market the site if HTC ever wished to so in the future. [No action agreed but this matter needs discussing]

It was RESOLVED to extend the meeting by 10 minutes.

21. **Correspondence:** To consider any correspondence:
- a) Day Centre/London Rd Building outside improvements: The Clerk reported that the Day Centre had undertaken a series of improvements to the outside of the London Rd Building which included removing brambles, clearing the rear court yard and installing several large outside pot plants to improve the appearance.
- b) Lloyds Bank Closure: The Council were already aware of the closure planned in May and asked the Clerk to write to Lloyds expressing the Council's concerns. The Clerk wished the Council to consider where the defibrillator would now be located as it was currently in Lloyds Cash point kiosk.
22. **Accounts for Payment:** The following list of accounts was approved for payment.

4056.	Millennium Pest Control Ltd – 8 week riddance programme (Public Health Act 1875 s164)	800.00 + vat
4057.	Community News (LGA1972 s142 Powers to publicise)	100.00 + vat
4058.	Barclays – Bank Charges (LGA1972 s111)	20.45
4059.	Salaries - (LGA1972 s112)	2216.24

Bank & Cash Balances at 4th December, 2017

Current 728	£120,584.14
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£178.32

The meeting was closed at 9.07pm