

Present: Councillors;

Peter Dutton (Chair), Anne Fleming, Rosemary Lewis, David Thomas, Maureen Took, Paul Widdowson, David Wollweber (Vice Chair).

In Attendance: Nick Rees (Clerk), 7 members of the public.

MINUTES

1. **Apologies:** Cllr K Forster, Cllr K Greenberg, Cllr S Leverett.
2. **Declarations of interest:** Non-pecuniary interests; Cllr Thomas for 16, Cllr Fleming for 16, Cllr Lewis for 16 & 19, Cllr Took for 16 & 19, Cllr Widdowson for 9, 10, 11, 15 7 16, Cllr Dutton for 10
3. **Election:** The Clerk confirmed that the election would take place on the 1st March, 2018 and that there were four candidates. There followed a discussion on how the public might learn about the candidates in order to make a decision. The Clerk advised that normally it would be up to each candidate to promote themselves. Reference was made to a hustings event in the past and whether this would be appropriate. It was RESOLVED that the Clerk would seek advice from WDC's Monitoring Officer and if it was acceptable, the Clerk would then contact the candidates to see if they were agreeable to attending a hustings event.
4. **Minutes:** The minutes of the monthly meeting of the Council held on the 8th January 2018 was accepted as a true record.
5. **Matters Arising:** Cllr Thomas confirmed that he would send in a report of the meeting held on the 16th January with Ben Carter of Suffolk County Council regarding the flood project. The group, which included members from the Millennium Green Trust, would be undertaking surveys and photographic evidence of the smaller river courses and waterways around the town over the next few weeks.
6. **Chair's Report:** The Chair reported on the recent HPFA meeting for Town Councillors which outlined the reasons for changing the constitution and also the recent meeting at the Apollo Centre to discuss potential new sites for the Teen Shelter.
7. **Police Report:** Mr Alistair Macfarlane gave a monthly report on Police related matters which included parking issues in the town, burglaries, continuing problems with the 101 service, poor driving and antisocial behaviour.
8. **Public Session:** [15 minutes on agenda items] Mr Malcolm Ballantine reported on recent meetings of the Cutlers Hill Patients Participation Group with Melanie Craig, Chief Officer for the Gt Yarmouth and Waveney CCG. The CCG would be making a decision about the future of the Patrick Stead Hospital site after a four week public engagement starting on the 5th February. Phlebotomy and services like diabetic retinopathy screening and minor injuries would be moved to the Rayner Green building. It was proposed that the existing Rayner Green day services would cease but this would be replaced to some extent by home support services which had already been in operation since January. The Rayner Green had previously been funded by Health Care Services but in fact it was actually providing Social Care. It was possible that the PSH building could be registered as Asset of Community value

in a similar way to how Southwold secured their Hospital building. According to Mr Ballantine, Melanie Craig had indicated that the CCG would support such a proposal. It was noted by County Cllr Tony Goldson that the building belonged to NHS Propco and that the CCG would have very little say on the matter. Cllr Thomas explained that the process to register the building was relatively straight forward but it would be necessary to persuade WDC of its community value. The Clerk advised that WDC may not necessarily accept the application as the Council had already registered the London Rd Building as an Asset of Community value. Cllr Thomas agreed that there would be complications as HTC had outlined the specific uses of the London Road building in the application and therefore consideration should be given as to what purposes the building could provide for the town. Cllr Fleming advised that the Council had received some very valuable advice from Southwold and that this information should be revisited. It was RESOLVED that a meeting be held only on this subject before the next Council meeting on the 5th March. This would allow time to consider options before the CCG meeting on the 22nd March, 2018.

Mrs Janet Huckle invited Councillors to the Halesworth Tourism Group meeting at the Stables on Wednesday 7th February at 6.30pm where Mr Alan Deering would be giving a talk on two of the town's historic buildings.

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 minutes of the Rifle Hall Trust held on the 29th November, 2017. Cllr Lewis reported on the forthcoming events of the Halesworth & District Twinning Association in 2018. This included a bus trip to Bouchain on the 19th & 20th of May at cost of £50 per head. The organisers hoped that more people would come forward to support the events and help with the manning of the stalls. The Clerk's office would put the dates on the website.
10. **Council appointed Trustees and reps on outside bodies:** To consider any updates on the current review of all the current Council appointed trustees and reps on outside bodies. It was noted that Cllr Paul Widdowson had been elected Vice Chair of the Finance & Personnel Committee. Cllr David Thomas and Mr Ezra Leverett both resigned their positions as Council appointed trustees of the Halesworth Playing Fields Association.
11. **District & County Reports:** Cllr Goldson had no reports this month as they were involved with the budget. Cllr Wollweber asked about the closure of the Record Office in Lowestoft. Cllr Goldson explained that the County unusually had three Record offices where most counties only had one. The decision had been made to move the records to a safe place and digitise as many as possible.

The Chair asked Cllr Goldson to inform the Council of any planning applications that are due to be considered by WDC's Planning Committee as he was now a member of the Committee. The Council were particularly interested in the recent proposed development off Roman Way/Chediston Street.

12. **Communications Committee:** The Council received and noted the report on the Communications Committee meeting held on the 22nd January 2018. Cllr Wollweber reported that the TDC would be considering the out of hours emergency contact numbers and that the Clerk's office would be progressing the "information only" Facebook page as soon as possible.
13. **Urban Improvement Working Group:** The Chair reported on the recent Library presentation. The group would be meeting to review the responses to the questionnaire and this would then be presented to the Town Development Committee, County & District Cllr Tony Goldson and the Council in due course.
14. **Town Development Committee:** The Council received and noted the report on the Town Development Committee meeting held on the 15th January, 2018

15. **Financial Matters:**

The Chair of Finance reported on the grants awarded at the last Finance Committee meeting and explained that many of the grant applications had to be reduced because the Council had experienced a higher demand this year due to cut backs from Central Government. For example, the Council had supported the Dementia Carers Fund and other organisations that had not applied previously. The Council's budget for grants for the financial year 2017 – 2018 had to be spread out over an increasing number of charities, organisations and voluntary groups.

- a) The Council received and noted the report on the meeting held on the 29th January, 2018.
 - b) To consider the appointment of outsourced Data Protection Services. The Council agreed to consider this in more detail at the next Finance meeting.
 - c) The Council accepted the recommendation of the Finance and Personnel Committee to approve the current Financial Regulations (no amendments), the Asset Register (updated to include the new Saxon Way bench) and Risk Assessment (amended to include General Data Protection regulations).
16. **Free Parking:** The Clerk reported that contributions had amounted to £6,675 so far but this figure was expected to increase. It was noted that Cllr Goldson was attempting to persuade WDC to offset some of the parking fines to reduce the cost of the free parking for Year Three, April 2018 – March 2019. There was uncertainty over Year Four due to the recent sale of part of the car park on the Horse and Garden side.
17. **Forum Meeting:** It was agreed that the Forum meeting should be put back due to the clash with the third Neighbourhood Plan meeting. Final date adjusted after the Clerk later advised that the proposed date would coincide with the election. It was provisionally agreed to hold the Forum meeting on the 20th February.
18. **Neighbourhood Plan Steering Group:** Cllr Greenberg was not present at the meeting to give an update. Cllr Thomas wished it noted that Cllr Greenberg's advice for minimal Council input into the Working Group was, in his opinion, at odds with the appointment of Cllr Greenberg as Chair of the Neighbourhood Plan Steering Group.
19. **London Rd Building:** To review the financial projections and to consider the condition surveys on the public toilets. The Clerk would arrange a meeting with the whole Council once WDC had responded in full to the Council's proposals. The Clerk had previously provided information by email on the toilets and the cleaning services and Cllr Fleming proposed and it was agreed that the Clerk writes a letter of commendation to Mr David the current cleaner for the town's toilets. Mr.... travelled everyday (including all the bank holidays) on his bicycle from Westhall in all weathers and had done so for the last twenty years.
20. **Correspondence:** To consider correspondence (The names of individuals writing in are not recorded in the minutes).
- a) A resident's concerns over antisocial behaviour in Arboretum. The Council recommended that the resident reports any incidents to the Police. The Clerk reported that he was currently looking into options to increase the lighting in that area.
 - b) A residents concerns over the financial viability of the Council taking over the London Rd building and associated costs. It was noted that the Council would be addressing these concerns at the next forum meeting but the details of the transfer had not as yet been concluded and therefore the final costs were not known at this stage.
 - c) A resident's concerns over the possible relocation of the Teen Shelter. The Chair advised the Council that all interested parties would be involved with any proposed relocation. It should be understood that if the Teen Shelter was relocated it would have to be on the understanding that if the antisocial behaviour returned, it would be removed permanently.

- d) Millennium Green Trust: Explanation as to why the Trust had not agreed to a proposed site for the Teen Shelter on the Millennium Green.
- e) A resident had provided details of an online survey which was based on the recent Urban Improvement Working Group's questionnaire. The Clerk had passed on the information to the Chair for consideration by the Urban Improvement Working Group. The Chair was not sure at this stage whether it was possible to incorporate the figures in his summary but he would look at it in more detail.
- f) Yellowfish Project. The Clerk explained that this was a new initiative to help educate the public on the dangers of putting anything except water down the storm water drains as it eventually all ends up in our rivers. The organiser would be invited to make a presentation at the March Town Development Committee meeting.

21. **Standing Orders:** To consider the amendments to the Standing Orders as recommended in the internal audit. The Clerk reported that he had not completed the task of comparing the Model Standing Orders with the Council's Standing Orders but this would be completed by the next meeting.

22. **Accounts for Payment:** The following list of accounts was approved for payment.

4089.	Mustard Creative website hosting and upgrade (LGA 1972 s111)	210.00 +vat
4090.	Day Centre - Hire of Day Centre for Council meetings during 2017	250.00

DD/Standing Orders:

4091.	Salaries - (LGA1972 s112)	2216.24
4092.	Nest Pensions - (LGA1972 s112)	118.39
4093.	EDF Energy – Market Place No 1 Electricity (Food Act 1984 s 50)	10.00
4094.	EDF Energy – Market Place No 2 Electricity (Food Act 1984 s 50)	34.11
4095.	EDF Energy – Market Place No 3 Electricity (Food Act 1984 s 50) [corrected]	27.99

Grants approved at the Finance Committee meeting 29th January, 2018

4096.	Waveney Food Bank Grant – (LGA 1972 S137)	300.00
4097.	Ink Festival Grant – (LGA 1972 S144 Tourism)	750.00
4098.	Halesworth in Bloom Grant – (LGA 1972 S144 Tourism)	3,000.00
4099.	Halesworth Volunteer Centre Grant – (LGA 1972 S137)	2,000.00
4100.	Friends of Halesworth County Library Grant (LGA 1972 S133 Community)	3,000.00
4101.	Halesworth & District Museum Grant – (LGA 1972 S144 Tourism)	2,000.00

23. **Staff Reviews:** To consider the proposals of the Finance and Personnel Committee. This item was held *in camera*. The members of public and the Clerk left the room.

In the Clerk's absence the Council approved the following from April 1st 2018; the Clerk's salary to be increased by one annual increment to LC2 32 (NALC National Salary Scale 2016 – 2018) and the Assistant Clerk's salary to be increased by one annual increment to LC1 22. The Clerk's hours to be increased by 2 hours per week to 37 hours primarily for the purpose of completing the CiLCA qualification. The Assistant Clerk hours to be increased by 2 hours per month, from 52 to 54 hours per month to assist with covering the evening meetings. The Office hours would be reduced to 9am to 12 noon on Mondays, Wednesdays and Fridays - TBC.

The meeting was closed at 8.40 pm