

**Present:** Councillors;

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

**In Attendance:** Nick Rees (Clerk), District and County Cllr Tony Goldson, Megan Goodwin (East Anglian Daily Times) and 8 members of the public

## **MINUTES**

1. **Apologies:** Cllr Tracy Gardner, Cllr Andrew Payne, District Cllr Letitia Smith
2. **Register of Interests:** It was noted that Cllrs; Dutton, Leverett and Took were still having difficulties in accessing the website to update their interests. The Clerk would investigate further.
3. **Declarations of interest:** Non-Pecuniary: Cllr Widdowson for 8, 10, 15 & 17, Cllr Leverett for 11, 12, 13, 14, 15 & 17, Cllr Lewis for 13 & 17, Cllr Fleming for 17, Cllr Wollweber for 11, 12, 13, 14, 16 & 17, Cllr Dutton for 9, 11, 12b, 14, 15, 16, 17 & 18, Cllr Took for 13, 14 & 17 and item 15 'Honours Board' which had an indirect pecuniary interest as it was a form of advertising. Cllr Wollweber for 11, 12, 13, 14, 16 & 17, Cllr Dutton for 9, 11, 12b, 14, 15, 16, 17 & 18.
4. **Minutes:** Cllr Thomas asked the Council to consider approving Part 1; Annual meeting of the Council at next year's Annual meeting. The Clerk advised this was not necessary but as the minutes were in two parts the Council could just approve Part 2; minutes of the monthly meeting if it wished. It was then RESOLVED that the minutes of the monthly meeting (Part 2) of the Council held on 8th May 2017 was accepted as a true record. Part 1; Minutes of the Annual meeting of the Council, would be considered at the next Annual meeting of the Council in 2018.
5. **Chair's Report:** To receive a report for May 2017: The Chair reported that he had attended a meeting with Carolyn Clarke of the Community News to discuss additional editorial space for HTC. Cllr Dutton chaired the inaugural meeting of the Urban Improvement Working Group. The Chair also attended a WDC Planning meeting where the application for the Car Hand Wash had been refused. The Chair met with the Green Flag judges in the town park in support of Halesworth in Bloom.
6. **Police Report:** To receive a monthly report on Police matters. Mr Alastair Macfarlane presented a report on Police matters. Mr Macfarlane was due to meet with the Area Commander on the 7<sup>th</sup> June and would be raising a number of issues. Mr Macfarlane also reported that he had met with the Manager of the Co-op, who had given permission for 'Street Meets' at the Co-op entrance. It was likely that these would be held on occasional Saturday mornings and the Clerk would advertise the dates and times on the Website, Noticeboard and Library Screen. Mr Macfarlane, concerned by the reduction of 20,000 officers and staff from the national police force, urged the Council and public to be vigilant in the wake of the recent terror attack and gave the Police's Anti-Terrorist phone number (0800

789321). Mr Macfarlane reported that there would be a Neighbourhood Watch meeting at the Apollo Youth Centre on the 22<sup>nd</sup> June between 2 – 4pm.

7. **Public Session:** [15 minutes on agenda items]: A resident expressed concerns over rumours that the Rayner Green was closing and that there were difficulties with some patients getting transport to the Centre. County Councillor Tony Goldson confirmed that there were no plans to close the Rayner Green Resource Centre. Cllr Thomas advised that the resident could contact the HACT bus service and the Clerk advised that the resident could also use the car service from Halesworth Volunteer Centre. The same resident had contacted BBC's Look East programme to try and promote the Hooker Trail event in September, however they would not consider this until nearer the time. Megan Goodwin of the East Anglian Daily Times offered to promote the event. Cllr Fleming also reported that Radio Suffolk had a list of events in Halesworth and it was hoped they would mention the Hooker Trail on their programme.
8. **Reports on meetings and events attended by Council representatives:** The Council received copies of the last two sets of minutes from the Rifle Hall Trustees meetings. Cllr noted that she was impressed by the recent increase in the Halls' bookings. Cllr Widdowson agreed it was encouraging that improvements were being made.
9. **Outside Bodies:** To review Council representation on outside bodies. The Chair wished to encourage more Council representation on groups which were currently not on the list which had been reviewed at the Annual meeting, for example; Halesworth Business Connections, Halesworth in Bloom and Millennium Green and others. Cllr Lewis proposed that all groups should be asked to send a regular report and/or be invited to attend Council meetings. There followed a discussion as whether to ask if these groups wished to have Council representation, however it was noted this would add considerably to Councillors commitments. It was then RESOLVED that the Clerk would contact the groups not currently on the list to ask if they would send a regular report of their activities and/or attend the Council meetings to give an update.
10. **District & County Reports:** There were no reports. The Chair congratulated Cllr Goldson on his re-election. The Chair then highlighted the importance of HTC and the County and District Councillors to work closely together as there were several developments planned for the town over the next few years which would have a major impact on the town. The Chair then asked Cllr Goldson to correct an accusation that he had made at the Council meeting in December 2016, regarding the Patrick Stead Hospital. The Chair stated that as a result of this accusation some members of the Council had been subjected to personal attacks on Social Media. The Chair referred to a letter received from WDC's monitoring officer which he said, stated that the CCG were responsible for the closing of the Patrick Stead Hospital not members of the Town Council. Cllr Goldson agreed with the need to work together but reported that as there was currently an ongoing Police enquiry he would not discuss the matter any further. However, Cllr Goldson reaffirmed his statement made in December and explained further that this referred to the group of Cllrs on the HPFA who, he said, had pulled the plug on the project and this could have had an impact on the decision to close the Patrick Stead Hospital. Cllr Thomas stated that it was not appropriate to discuss this matter at the monthly meeting and asked the Chair to consider discussing this outside of the meeting. The Chair agreed to move on but he had raised this matter as the accusation had been made at a Council meeting. Cllr Wollweber then asked why there were no County or District reports as he would have thought there should be something of interest to Halesworth residents. Cllr Goldson confirmed that he would only report on matters that directly involved Halesworth, he could provide a WDC Cabinet report for example, but this would take up considerable time. Cllr Goldson said that he arranged Divisional Parish meetings for the Chairs and Clerk to attend which gave further information on the local area. Cllr Thomas appreciated that Cllr Goldson may not necessarily have anything specific for Halesworth as most matters were dealt with globally by WDC and SCC.

11. **Communications:** To consider adopting the Communications Working Group as a working group of the Council rather than the Town Development Committee. To also consider revising its status from a working group to a committee. Cllr Wollweber explained that the purpose of this proposal was to speed up the process of decision making as currently the Working Group reported to the Town Development Committee, which in turn reported to the Council. Cllr Greenberg asked the Clerk if this would have an impact on the workload. The Clerk advised that whilst a Committee would need to give the statutory public notice period it would potentially speed up the process by bypassing the TDC. Presently agendas and minutes were produced for committees and working groups so it would not alter the workload significantly. The Clerk advised that it would also depend on the Terms of Reference for the Committee and that there would be provision to give this Committee limited powers to make decisions and perhaps to have a small budget for advertising, etc. It was then RESOLVED that the Communications Working Group be replaced with the Communications Committee and this committee would report directly to the Town Council and that this would be for a trial period of 12 months. The Terms of Reference is to be formally agreed by the Town Council.
12. **Town Development Committee:**
- a) The Council received and noted the report on the Town Development Committee meeting held on the 15<sup>th</sup> May
  - b) The Council received the report on the Urban Improvement Working Group held on the 18<sup>th</sup> May, 2017. It was noted that this was for information only and would be considered properly by the Town Development Committee.
13. **Financial Matters:** The Council received and noted the report on the meeting held on the 22<sup>nd</sup> May, 2017
- a) It was RESOLVED that the Council accepted the recommendation of the Finance Committee and approved the Audit submission; Section 1 Governance Statement
  - b) It was RESOLVED that the Council accepted the recommendation of the Finance Committee and approved the Audit submission: Section 2 Accounting Statement. The Chair signed Section 1 and Section 2.
14. **Planning:** Cllr Greenberg gave a report on the planning decisions made at the meeting held on the 19<sup>th</sup> May, 2017 and the meeting held earlier in the evening of the 5<sup>th</sup> June, 2017. Cllr Greenberg agreed with Cllr Wollweber's suggestions that the Town Forum meeting on the 14<sup>th</sup> September should concentrate on the impact of the proposed developments on the town and to gauge public reaction. Cllr Thomas expressed concerns that Halesworth might be becoming the new housing dumping ground as a result of failed WDC housing policy over the last ten years.
15. **Free 1<sup>ST</sup> hour parking honours board:** The Clerk advised the Council that the costs of the supply and installation of the Honours board in the paved island between the two ticket machines in the Thoroughfare car park was £548.00. It was then RESOLVED that the Council approved the order for the supply and installation of the Honours Board.
16. **Neighbourhood Plan:** To review the advice received for implementing a Neighbourhood Plan and to consider the next course of action. Cllr Leverett proposed and it was RESOLVED 'that the Neighbourhood Plan should use the Town Plan as a basis to formulate the Neighbourhood Plan to benefit the community of Halesworth. A Working Group should be set up consisting of four Councillors who will have powers to co-opt to enhance the skills base when required and report progress at each monthly meeting'. It was then RESOLVED that the Councillors on the Neighbourhood Plan Working Party would be Cllr Keith Forster, Cllr David Thomas, Cllr Sandra Leverett and Cllr Keith Greenberg. Cllr Lewis suggested that the Council uses the additional editorial to encourage residents to come forward and get involved. The Chair emphasised that whilst the Council would initially lead the project

Neighbourhood Plans would need to have substantial public support and involvement to succeed.

17. **London Rd Building:** To consider any updates. The Clerk confirmed that he had received notice from Mr Andrew Jarvis (Strategic Director for WDC) that the Cabinet would be meeting to consider the proposal on the 12<sup>th</sup> July, 2017 at 6.30pm. However, in accordance with normal WDC practice involving similar considerations, the public would be excluded from the meeting. Cllr Thomas proposed and it was RESOLVED that the Clerk writes to the new WDC leader, Cllr Mark Bee to explain the history of the negotiations and the details of HTC's proposal.

18. **CIL/106 Working Group:**

- a) To consider forming a CIL & 106 working group: In view of the concerns over the number of working groups and committees, Cllr Thomas proposed and it was RESOLVED that the Town Development Committee deals with all matters relating to CIL and Section 106/111 monies.
- b) To arrange to meet Chris Ames reference Play Audit: Cllr Fleming invited any interested Councillors to attend a meeting with Chris Ames of Sentinel Trust who would be carrying out an audit of the town's play equipment. The purpose of the audit was to identify any derelict areas that might be better used for other purposes and to look at duplication of equipment. The meeting would be held at the London Rd Building at 10am on the 20<sup>th</sup> July, 2017

19. **Correspondence:** To consider any correspondence

- a) Environment Agency: The Clerk confirmed that the EA had offered some dates for an informal discussion on the flood risk to Halesworth. This was in response to a suggestion made by a resident at the Annual Parish meeting. It was agreed that the Clerk would circulate the dates and ask Cllr Payne if he would take the lead on this matter. The Clerk would also invite Sir Patrick Bateson, the resident who raised the suggestion, to attend the meeting.
- b) Confirmation that the 2018 Day of Dance would be held on the 17<sup>th</sup> March 2017.
- c) Request for the Council to fly the Red Ensign Flag for Merchant Navy Day. This was agreed to be referred to the British Legion.

20. **Accounts for Payment:** The Council approved the following accounts for payment.

<b>3993.</b>	Viking – Paper (LGA1972 s111)	18.23 + vat
<b>3994.</b>	Day Centre Hire of Room - Jan 2016 – Dec 2016 (LGA1972 s133)	200.00

**DD/Standing Orders:**

<b>3995.</b>	Salaries (LGA1972 s111)	2213.04
<b>3996.</b>	N. Rees: Barclays failed to adjust Standing Orders for April & May	87.14
<b>3997.</b>	Nest Pension (LGA1972 s111)	118.39
<b>3998.</b>	Barclays Bank Charges (LGA1972 s111)	26.50

**Bank & Cash Balances at 2<sup>nd</sup> June 2017**

Current 728	£104,742.45
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£178.32 (22/05/17)

21. **Staff Matters:** Working Groups, Committees and informal meetings. During the meeting the Council had considered the number of Working Groups and Committees currently in place and how often some subjects were being discussed by more than one Working Group or Committee. It was noted that some decisions seemed to take a long time to process and there might be a way to rationalise the way the Council and its various Committees and Working Groups operated. It was agreed that the Clerk would consider this problem and put forward a proposal to streamline the process for the Council to consider at a later meeting.

The meeting was closed at 8.26pm