

Present: Councillors;

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

In Attendance: Nick Rees (Clerk), District and County Cllr Tony Goldson and 10 members of the public

Vice Chair, Cllr David Thomas chaired the meeting in the absence of Cllr Anne Fleming. Cllr Thomas relayed the very sad news of Jane Kircher's recent death (Clerk's note; Jane's recently married name was Ringwood) and acknowledged all she had accomplished for Halesworth and the great loss that this was to the whole community.

As a mark of respect and at the Chair's request there followed a one minute silence.

Minutes

1. **Apologies:** Cllr A Fleming, Cllr A Payne, Cllr P Widdowson, District Cllr Letitia Smith
2. **Declarations of interest:** Non-pecuniary interests; Cllr Dutton for 9, 10, 12 & 15, Cllr Took for 9, 13, 15 & 16, Cllr Gardner for 10, 11, 13 & 17, Cllr Wollweber for 8, 9, 14 & 15, Cllr Greenberg for 8, 9, 10, 11 & 15, Cllr Leverett for 8, 10, 13, 14, 15 & 16, Cllr Lewis for 10, 12, 13, 14 & 15, Cllr Thomas for 10, 13, 14, 15 & 18
3. **Minutes:** The minutes of the meeting held on 6th February, 2017 were accepted as a true record.
4. **Matters arising from the minutes:** There were no matters arising.
5. **Chair's Report:** The Chair of the Council, Cllr Anne Fleming, was unable to attend the meeting due to illness and the report would instead be presented at the next monthly meeting.
6. **Police:** To receive a report from Alastair Macfarlane and to consider any Police matters. Mr Alastair Macfarlane presented a report on Police matters. Mr Macfarlane asked the Council to consider requesting traffic calming measures on Norwich Rd on the approach to the Quay Street Roundabout and also along Saxons Way. County Cllr Tony Goldson confirmed that he would follow it up if HTC decided to make the request. Cllr Goldson also confirmed that there would be speed cameras in use to record vehicle registration numbers and offenders would receive warning letters from the Police. Halesworth was one of the areas that would be targeted along with other neighbouring parishes, this scheme (Community Speed Watch) had been discussed at the Divisional Parish meetings.

The meeting was closed to consider the suggestion made by Mr Macfarlane and it was RESOLVED that the Clerk would request from Suffolk County Council, traffic calming measures on Norwich Rd, on the approach to the Quay Street roundabout and also along Saxons Way.

7. **Public Session:** [15 minutes on agenda items] A member of the public asked whether 999 calls were ever sent to a recorded message. Mr Macfarlane confirmed that this would not be the case, there had been reports of delays on 101 calls but this (as confirmed in his report)

was currently being addressed. A member of the public asked whether the Council could look at the problem of cars parking in front of the slope outside the Boarding house. This made it very difficult for mobility scooters to enter and exit the Market Place. It was agreed that the Clerk would ask SCC to look at this problem and either repaint the lines and make it clearer that there was no parking in this area or to look at alternative ways to prevent cars parking in this position. Cllr Dutton reported that the Working Party set up to look at all aspects of vehicle, pedestrian, mobility scooters and cyclists access through the town, had previously identified that this was a problem. Similarly, the point made in Mr Macfarlane's report on parked vehicles overhanging the narrow pavement area between Rosedale and the Wine Shop, had also been noted as a problem that needed resolving. In the latest Community News, Cllr Dutton had asked members of the public to come forward if they were interested in becoming involved with the Working Group. The Clerk confirmed that he had only received one reply so far by email.

8. **Communications:** To receive a report of the meeting held on the 27th February, 2017. Cllr Wollweber reported on the Saxon Way Bridge notices to regulate fly posting, which were due to be placed on the Bridge shortly. There would be a further explanation of these guideline rules in the next Community News. The Working Group were also considering asking the Library if the screen could be moved as it was sometimes difficult to see in direct sunlight. Cllr Wollweber also reported that there would be a meeting set up shortly, of interested parties, to coordinate the various notices and signage for the various existing trails and proposed trails in the town. The Group were currently waiting to hear if the owners of the proposed free parking graphic would allow the Council to use it on the business stickers. If the Council did not receive permission another design would need to be agreed.
9. **Planning Committee:**
 - a) The minutes of the meeting held on the 27th February, 2017 were accepted as a true record. Cllr Dutton reported that one of the applications had been for the replacement of timber windows with PVCu windows. Although the guidelines for a window replacement in a Conservation area suggested that this would not be acceptable, the Committee felt that the replacement windows were actually more in keeping than the existing windows and would improve the building and furthermore the building was set well back from the street. It was quite common that property owners were not aware of the rules and as there were a considerable number of properties in the Conservation area, the Clerk would look at producing a guide and would put this on the website.
 - b) To consider any other Planning matters. Cllr Dutton reported that the application for a Hand Car Wash in the Angel Link South car park was being considered by WDC's Planning Committee on the 14th March. Notification to residents would be sent via Mailchimp. Cllr Goldson was asked if he would be able to attend and support HTC's decision to recommend refusal.
10. **Town Development Committee:** The minutes of the meeting held on the 13th February, 2017 were accepted as a true record. Cllr Dutton gave a brief report of the meeting
11. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors. Cllrs received, noted and accepted Cllr Dutton's report on the meeting with WDC Strategic Planners held on the 16th February, 2017, that he had attended with Cllr Lewis and Cllr Greenberg. The purpose of the meeting was to obtain some advice on how to deal with the recent large scale planning applications that had been received, and were likely to be received, over the next couple of years. It was encouraging that the planners were quite knowledgeable about the town and the report detailed the exchange of information and the concerns that HTC had with these larger developments. This meeting had been helpful and Cllr Dutton planned to set up 2 or 3 similar meetings per year.

12. **District & County Reports:** To receive any reports from the District & County Councillors. County Cllr Goldson explained the Speedwatch programme in more detail, mentioned under item 6, and asked the Clerk to forward the latest data from the VAS speed signs.
13. **London Rd Building:** The Clerk confirmed that he still had not had any response from WDC over when the Cabinet would consider the proposal for the London Rd building. District Cllr Goldson offered to chase up this up but said that he had not been copied in to all the emails, so was not aware that HTC were still waiting for a reply. The Clerk would forward a copy of the latest emails. It was hoped that the Cabinet would consider the proposal at the next Cabinet meeting on the 16th March, because if not there was not another Cabinet meeting planned until June, 2017.
14. **Station Building:** To consider any updates. The Clerk reported that the Solicitors were currently looking at the Lease to determine who was responsible for solving the problem with the damp in the building. The Clerk also reported that he had received an invoice for the rent from Abellio East Anglia and asked the Council to consider if this should be paid now or after the Solicitors had replied. It was RESOLVED that the invoice should be paid now.
15. **Barrow Crossing:** To consider any updates. It was noted that one of the gates (on the Lowestoft platform side) was very stiff, the Clerk had reported this to Network Rail. Cllr Fleming, Cllr Dutton, Cllr Wollweber and a resident had conducted research into whether the new gates were reasonably accessible for mobility scooters. The resident demonstrated that it was possible to open and travel through either gate whilst in a mobility scooter but it was far from easy. It was clear from this exercise that this would be a significant challenge to other less skilful or experienced drivers. It was agreed that initially complaining to Network Rail might not be in the best interests of keeping the crossing open. Cllr Wollweber had a contact name for the Suffolk Disability Rights Forum and it was RESOLVED that the Clerk would contact him to ask for an independent assessment.
16. **GAPPA:** To consider the proposed additional equipment for the play area. The Clerk had sent the Council members the details of the proposed new equipment but the Chair asked whether the group wished to proceed in the light of the recent sad news about Jane. Clare Spindler said that the Group needed to reassess the situation, it was just not possible to consider having a meeting for a while but later on they would look at a suitable commemorative bench and may therefore decide to alter the proposed new equipment. The Clerk would organise another meeting at an appropriate time.
17. **Financial Matters:** The report of the Finance Committee meeting held on the 20th February, 2017 was accepted as a true record. Cllr Lewis reported that the Committee had awarded a grant to the Halesworth & District Museum for £2,430 and a grant to the Friends of Halesworth County Library for £3,000.
18. **Standing Orders:** To approve the amended Standing orders. The Chair, Cllr Thomas, explained that the Standing orders needed updating in line with legislation for recording public meetings. The Clerk had also amended item 27(g) in line with the Model Standing Orders, so that a quorum of any committee was a minimum of three members instead of half the members. The Clerk explained that he had proposed this to simplify matters so each committee would easily know whether it was quorate. There were currently a host of committees, many of which had different numbers of members. The Clerk had also highlighted the proposed changes to item 35 and provided a model policy document on recording & filming public meetings. The Chair proposed and it was RESOLVED that these amendments to item 27g and item 35 were accepted and that the policy document on recording meetings would be then be an annexe to the Standing Orders. Cllr Leverett asked why the Council had not continued with the agreement to write out all proposals made at Council meetings. It was noted that many of the proposals were verbal and Cllr Leverett was advised that a written record should be kept to avoid any possible misunderstanding when the minutes were recorded. It was RESOLVED that the Clerk would present clarification of when to use a written proposal and the definition of a proposal and this would be brought to

the next meeting for Council approval. It could then be considered as an amendment to the Standing Orders.

19. **Correspondence:** To consider any correspondence. The Clerk reported that he had received notification from SCC about the 'Lorry Watch' scheme. County Cllr Tony Goldson provided more background information and confirmed that Holton were part of the scheme. The idea was for a volunteer (s) to observe and identify lorries which were not using the specified routes. The Clerk would circulate the email.

20. **Accounts for Payment:** The following list of accounts were approved for payment: -

3951.	Halesworth in Bloom – Graffiti cleaning mat. (Misc. Prov. Act 1976 19(3) (Agreed Finance Committee 20/02/17)	29.97
3952.	Community Action Suffolk – Council Insurance (LGA1972 s111) (Business Services at CAS Ltd)	1636.76
3953.	Viking – Stationary (LGA1972 s111)	9.27

DD/Standing Orders:

3954.	Salaries (LGA1972 s112)	2,127.29
3955.	Barclays Bank Charges (LGA1972 s111)	23.23
3956.	EDF Energy – Market Place Electricity no3 (Food Act 1984 s 50)	26.67

Approved at the Finance Committee meeting on the 20th February, 2017

3957.	Halesworth & District Museum (LGA1972 s144)	£2,430
3958.	Friends of Halesworth Library (LGA (Misc. Prov.) 1976 s19(3)).	£3,000

To be considered separately under item 14.

3959.	Greater Anglia – Station Building rent (LGA 1972 s137)	465.14
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Bank & Cash Balances at 2nd March, 2017

Current 728	£80,398.99
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£61.18 (16/1/16)

The meeting was closed at 8.07pm