

HADLEIGH TOWN COUNCIL

Minutes of the Meeting of the Council
held on the 15th June 2017

Present: Councillors: Free (Town Mayor), Byrne, Cook, Fraser, Haylock, Matthews, Monks, Shearly-Sanders, Whiting, Wilson, Wiltshire and Young

In attendance: Babergh District Councillors Campbell, Dawson and Grandon

20. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Angland who is on holiday, Haines for personal reasons and Sheldrick due to work commitments. These apologies were accepted.

21. DECLARATIONS OF INTEREST

Councillors Free and Wilson declared a pecuniary interest in Minute No: 27 – Accounts for Payment - as they were payees.

Councillors Byrne and Cook declared a non-pecuniary interest in Minute No: 30 - Finance & Personnel Committee as the Beaumont School were receiving a grant and they are both Governors of the school.

22. MINUTES

The Minutes of the Meeting of the Council held on the 18th May 2017, a copy of which is included in the Minute Book, were taken as read and confirmed and signed.

MATTERS ARISING

Minute No: 12 – Election 2017

Councillor Cook asked for clarification on the use of Beaumont Primary School as a polling station and residents unable to gain access. She advised that this was not the school's fault but that Babergh District Council had not met the requirements laid down by the school over access whilst the children were in attendance.

23. POLICE

The Clerk advised that she had met recently with Sergeant Miah but there had been no issues raised to bring to Council.

24. REPORTS OF THE COUNTY & DISTRICT COUNCILLORS

Written reports had been received from Suffolk County Councillor Fraser, Babergh District Councillors Campbell, Dawson and Grandon.

Councillor Fraser clarified that his locality budget had been reduced by 20% (this figure was missing from the report).

Councillor Grandon added to her report that a problem with grass cutting, as raised on social media, had been resolved. She updated her report by advising Council that there is going to be a charge made for pre-application advice given from the first of July starting at £84.00. A full schedule of costs would be available on the website. She went on to advise that other Councils charged for this service and Babergh District Council were bringing it in to cover the £40,000 it was costing them to provide the service. Hadleigh Town Councillors were concerned about this introduction as they felt it would reduce the number of people using the service and could end up with it costing them more money when planning applications have to be resubmitted. It was agreed to carry out an investigation by looking at the last twelve months planning applications to ascertain how many had used the pre-application advice against how many will use it over the following twelve months after the charges are imposed. Although this information was received unfavourably Councillor Grandon was thanked for providing the information.

Councillor Campbell updated her report by advising Council that the trunk roads in the County, the A12 and A14, would be provided with electric car charging points every 20 miles. The Clerk was asked to find out who was paying for these points.

Councillor Dawson updated her report by providing details on the Weavers Meadow development and the issues with Persimmon Homes on the wetland side where the balancing tank is sited. Until the issues are sorted out phases 2 and 3 cannot go ahead. She answered questions on the Boundary Commission Review.

The Chair asked Councillor Dawson to clarify the last paragraph of her report in which she spoke of the Hadleigh Chamber being retained as an area for public art, lectures and exhibitions. She confirmed that this is the Babergh District Council Chamber which she is working to keep as a useable space for the town which should help bring in tourists and visitors.

25. **MAYOR'S COMMUNICATIONS**

The Clerk reported:

- i) Letter received from the Local Government Boundary Commission on the Electoral Review of Babergh: Warding Arrangements which would be discussed at the next Town Council Meeting.
- ii) Pond Hall Road Closure from the 19th to the 21st June for road repairs and surface dressing.

Councillor Matthews in his capacity as President of the Hadleigh Twinning Association thanked the Mayor for accompanying the association on their recent visit to France and making the gift presentation. The Mayor had been presented with a book which she donated to Hadleigh Archives for safe keeping.

26. **STANDING ORDER NO. 40**

There were no questions raised.

At this point Councillors Free and Wilson left the room.

Councillor Byrne took the chair for this item.

27. **ACCOUNTS FOR PAYMENT**

It was **RESOLVED** that accounts amounting to £26,767.83 including HMRC, Utilities, SCC Pension Fund and staff salaries, details of which are listed in the Schedule contained in the Minute Book, be approved for payment.

Councillors Free and Wilson returned to the meeting.

28. **PLANNING COMMITTEE**

The Minutes of the Meeting of the Committee held on the 8th June 2017, a copy of which is included in the Minute Book, were noted.

29. SPORTS & OPEN SPACES COMMITTEE

The Report of the Meeting of the Committee held on the 18th May 2017, a copy of which is included in the Minute Book, was received and accepted.

Councillors Byrne and Cook left the room for the next item.

30. FINANCE & PERSONNEL COMMITTEE – PART 1

The Report of the Meeting of the Committee held on the 1st June 2017, a copy of which is included in the Minute Book, was received and accepted including the recommendation to make grants of:

- i) £500 to Hadleigh Baptist Church
- ii) £500 to Beaumont Community Primary School
- iii) £250 to the Kernos Centre
- iv) £500 to Lighthouse Women's Aid
- v) £100 to Ken Oliver
- vi) £500 to Hadleigh Dementia Awareness Alliance

And a 2018/19 budget bid for the 'Battle Over – A Nation's Tribute 11 November 2018 – 100 Years of Remembrance event.

31. ENVIRONMENT & GENERAL PURPOSES COMMITTEE

The Report of the Meeting of the Committee held on the 18th May and 1st June 2017, a copy of which is included in the Minute Book, was received and accepted.

32. FINAL ACCOUNTS 2017/18

The Town Clerk reported that the internal auditor's report had been completed. These accounts were proposed as a correct account by Councillor Whiting and seconded by Councillor Cook and unanimously approved.

The Local Councils in England Annual Return was also presented and items in the Annual Governance Statement were proposed and approved as follows:-

Item 1 – We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements:

Proposed by Councillor Cook and seconded by Councillor Byrne

Voting: Unanimous

Item 2 – We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness:

Proposed by Councillor Byrne and seconded by Councillor Haylock

Voting: Unanimous

Item 3 – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances:

Proposed by Councillor Haylock and seconded by Councillor Matthews

Voting: Unanimous

Item 4 – We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit regulations:

Proposed by Councillor Matthews and seconded by Councillor Fraser

Voting: Unanimous

Item 5 – We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required:

Proposed by Councillor Fraser and seconded by Councillor Monks

Voting: Unanimous

Item 6 – We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems:

Proposed by Councillor Monks and seconded by Councillor Young

Voting: Unanimous

Item 7 – We took appropriate action on all matters raised in reports from internal and external audit:

Proposed by Councillor Young and seconded by Councillor Wiltshire

Voting: Unanimous

Item 8 – We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements:

Proposed by Councillor Wiltshire and seconded by Councillor Shearly-Sanders

Voting: Unanimous

Item 9 – (for local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit:

Proposed by Councillor Shearly-Sanders and seconded by Councillor Wilson

Voting: Unanimous

The Chair thanked the Clerk on behalf of the Council for the work carried out on the Accounts. She also thanked the Internal Auditor for the work he carried out which was much appreciated by the Council

33. REPRESENTATIVES

Councillor Haylock reported that she had attended a Wool Town Association Meeting. The business plan and website are almost complete and there will be a launch at Kentwell Hall in September. She reported that Sudbury have now joined the Association and explained the funding required to obtain the leader funding.

The Clerk had provided a written report following her attendance at the SALC meeting held on Monday 12th June 2017.

Councillor Free had attended a Hadleigh Elderly People's Welfare Committee Meeting on the 5th June and advised that there are now 27 members of the Friendly Club. The Club have visited Chelmsford Market and plan in the future to visit Great Yarmouth, Clacton, Felixstowe Hut and a mystery tour. Work is being carried out for the Christmas Party being held on the 13th December.

Councillor Wilson reported that he had attended a Chamber of Commerce Meeting. They are re-arranging the meeting with Tim Passmore for the 27th September. Specialists on cyber-crime and physical crime will be providing presentations. The next business breakfast will be held on the 12th July where solicitors will be speaking on the new data protection regulations coming into force next year. There are concerns over the CCTV coverage in the town. He asked if Hadleigh Town Council would support a recycling scheme for businesses as Babergh District Council are not reaching their target.

34. ALABASTER CHARITY

The Clerk explained that a co-opted trustee has resigned from the Charity and Councillor Cook had proposed that she take over this position in order that a new Town Council trustee could be nominated.

Councillor Matthews, seconded by Councillor Wilson, nominated Councillor Shearly-Sanders to act as a trustee for the next four years. This was unanimously agreed.

35. **TOWN MATTERS**

The Clerk reported that The Great Get Together was planned for the weekend of the 17th/18th June and there may be events held in the town.

Councillor Haylock advised that the wildflowers planted in the flower beds in Magdalen Road were looking spectacular.

Councillor Byrne requested that the Councillors and their partners who had been involved in the preparation of material and who attended the May Show be thanked for the time and effort they had put into the event. Although the pitch was initially for the Neighbourhood Plan it was also used to provide information on the Town Council and Hadleigh Market Feoffment Charity. Councillor Byrne had spoken to four Parish Clerks asking for information on the plan. Councillor Monks advised that she had received an email from the Hadleigh Farmers Association saying how thrilled they were to have Hadleigh Town Council attend the Show. Councillor Wilson requested a vote of thanks for those Councillors involved.

There was a discussion concerning mayoral invites including the May Show and it was agreed that these remain for the current Mayor to decide upon.

36. **CIRCULARS AND REPORTS**

The following were received:-

- a) Hadleigh Community News – June 2017
- b) In Touch Magazine (May 2017)
- c) The Clerk Magazine (May 2017)
- d) Field Notes Magazine (Spring/Summer 2017)
- e) Clerks & Councils Direct Magazine (May 2017, Issue 111)
- f) Local Councils Update (May 2017)

37. Confidential Item – In pursuance of Section 2 of the Public Bodies (Admission to Meetings) Act 1960 the Press and the Public shall be excluded for the next item of business on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

38. FINANCE & PERSONNEL COMMITTEE – PART 2

The Report of the Meeting of the Committee held on the 1st June 2017, a copy of which is included in the Minute Book, was received and accepted

There being no further business the meeting closed at 8.50pm

CONFIRMED

TOWN MAYOR

Tcm170615