



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DN

Tel: 01473 823884

COUNCIL MATTERS COMMITTEE

Councillors Rolf Beggerow (Chair),
Angela Gregg, Andrew Knock, Gordon McLeod, Carol Schleip

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 26th November 2020 at 7pm** via video conference.

Members of the public and press who wish to “attend” the meeting may follow this link:

<https://zoom.us/j/97484704611>

or telephone: +44 131 460 1196

You will be held in a “virtual waiting room” and admitted at the appropriate time to start the meeting. The normal rules about conduct and participation in a Council meeting still apply.

The Council, members of the public and press may record/film or broadcast this meeting, when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording. The Town Council will record the meeting.

AGENDA

1: Opening	a) Welcome and opening remarks from the Chair b) Apologies for absence c) Members’ declarations of pecuniary and non-pecuniary interest d) Consideration of requests for dispensations.
2: Minutes	To approve the minutes of the previous Council Matters Committee meeting held on Thursday 24 th September 2020.
3: Public Forum	15-minute session. Maximum 3 minutes per person. If members of the public wish to speak they are advised to inform the Town Council Manager in advance to ensure that they are given the opportunity within the teleconference platform. The “raise hand” icon should be used to notify the chair that you wish to speak.
4: Finance	a) To note the Town Council Bank Reconciliation Report as at 30th September 2020. b) To receive the Actual Income and Expenditure Statement for the 6 months to 30th September 2020 and Forecast for 20/21. c) To receive the Forecast Reserves Statement as at 31st March 2021 d) To consider the Draft Budget for 2021/22 including the Precept for 2021/22.
5: Quiet Lane Initiative	To elect a Quiet Lanes Champion who will lead and co-ordinate volunteers through the local process.



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6: Working Groups (Cllr Knock)	To agree working group agendas to be included on the Calendar page of the HTC website
7. Code of Conduct Complaint	Under Point 98 of Hadleigh Town Council's Standing Orders (updated 6 th April 2020) the Town Council Proper Officer is required to advise Hadleigh Town Council that Babergh District Council is dealing with a complaint that a Councillor with voting rights has breached the Council's Code of Conduct.
7: Future Meetings	The date of the next meeting will be Thursday 28 th January 2021 at 7.00pm.
8: Close of meeting	Not later than 9.00pm

Signed

Cheryl Tye

Cheryl Tye
Acting Town Council Manager
20th November 2020



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COUNCIL MATTERS COMMITTEE

Held on Thursday 24th September 2020 at 7pm via video conference.

Draft MINUTES

1: Opening	<p>In attendance: Councillors Beggerow (chair), Knock, Schleip, and McLeod. Also, in attendance: Town Council Manager and 8 members of the public.</p> <p>e) The Chair welcomed people to the meeting and stated that the meeting was being recorded. f) Apologies were accepted from Cllr Gregg and Councillor Bayliss. g) No declarations of pecuniary and non-pecuniary interest were made. h) No requests for dispensations were received.</p>
2: Minutes	<p>Proposed by Councillor Schleip, Seconded by Councillor Kock and unanimously agreed the Minutes of Council Matters Committee meeting held on 23rd July 2020 were approved.</p>
3: Public Forum	<p>No members of the public wished to speak.</p>
4: Finance matters	<p>a) The committee noted the outstanding AGAR report from 2018/19 was hampering office processes for 2020/21. b) It was noted that the procedural problems brought about by the outstanding AGAR report means that mid-year financial reports are delayed, but it is hoped that they should be available for the next meeting.</p>
5: Layham Road Sports Ground	<p>a) Councillors noted that the Insurance Claim for the Sports Pavilion has not been resolved, as the Town Council is still waiting for the insurer to deliver the required Schedule of works to enable the TC to obtain quotes for repairs. It was further noted that the Office staff will pursue the insurance company, loss adjuster and broker separately for movement on this matter. b) Proposed by Councillor Beggerow, Seconded by Councillor McLeod it was unanimously agreed to instruct the cleaning and inspection of the Car Park Gullies and outlets to the Soakaways at LRSG, and to obtain quotes for repairs if required. c) Proposed by Councillor Beggerow, Seconded by Councillor Schleip it was unanimously agreed to consult with UK Power Networks regarding the long term planning of electricity supplies for Layham Road Site in conjunction with S Cowle Electrical Ltd who have agreed to act as our advisors, and to obtain quotations for the options UKPN offer.</p>
6. Fees and Charges	<p>a) Proposed by Councillor Beggerow, Seconded by Councillor Schleip it was unanimously agreed that from 1 October 2020 to raise Cemetery fees by 5% and round up to the nearest £5 increment for existing cemetery services as a temporary measure until further review, and to agree that pricing for the new cemetery extension (including new style of burials) will be considered later this year following the visit from the Federation of Burials and Cremations Authority.</p>



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	b) Proposed by Councillor Knock, Seconded by Councillor McLeod it was unanimously agreed to raise fees at Layham Road Sports Ground by 5% from 1 October 2020.
7: HTC Policies	<p>Councillors considered the updated policies.</p> <p>a) Financial Reserves Policy. Proposed by Councillor Knock, Seconded by Councillor McLeod it was unanimously agreed to adopt the policy.</p> <p>b) Data Protection and Information Management Policy. It was requested that the first in-text reference to an acronym is followed by the acronym itself written in capital letters and enclosed by parentheses. It was further proposed that the paragraphs about Social Media use are removed as there will be a Social Media policy, and that text is added to state that passwords should be changed regularly and that the Council may access individual staff computers if there is good reason with the permission of two Members of the HR Panel. Proposed by Councillor Knock, Seconded by Councillor Schleip it was unanimously agreed to adopt the policy as amended.</p> <p>c) Data Breach Policy. Proposed by Councillor McLeod, Seconded by Councillor Knock it was unanimously agreed to adopt the policy.</p>
8: Future Meetings	The date of the next meeting was confirmed to be Thursday 26 th November 2020 at 7.00pm.
9: Close of meeting	The meeting closed at 7.47pm

Signed
A.McMillan
Andrew McMillan
Town Council Manager
25 September 2020



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Great news: - following the successful bid for [Grant funding from SCC](#), we are now in a position to help Parishes and Towns throughout Suffolk to designate Quiet Lanes.

The main purposes of Quiet Lanes are that they offer a safer environment for non-motorised travellers and can help to protect our rural environment. They are not intended to be used as a traffic calming measure.

General criteria for Quiet Lanes is that they are single track lanes (i.e. with passing places, no line markings) typically carrying less than 1,000 vehicle trips per day (either direction) with average speeds of less than 35 mph, and ideally below 30 mph.

In order to qualify for help through the SCC grant, the council must have a 'champion' who will lead and co-ordinate volunteers through the local process.

Further details are available from our website: www.QuietLanesSuffolk.co.uk. We suggest you view the [parish presentation](#) first for more details and then complete the [registration form](#) if you are interested.

Parishes in East Suffolk have additional grant funding available to cover any related costs for traffic surveys and additional signage if necessary - this is to encourage greater take- up as part of the Greenprint Forum Active Travel Campaign, with support from East Suffolk Community Partnerships.

Initial Registration of Expression of Interest must be received by the 30 November 2020, with specific lanes identified by the end of 30 December 2020. There is no up-front cost nor obligation to proceed at this stage but registration will help us to manage the expected high demand.

Initial validation will take place by the end of December for those lanes to go forward with any required traffic surveys and public consultation. All work leading up to a successful designation needs to be completed within 12 months from now.

Those parishes who have already registered interest will be contacted separately with further details on the process.

If required, we would be happy to have a remote meeting with you to discuss your proposals.

We look forward to hearing from you.

The Quiet Lanes Team

Quiet Lanes Suffolk
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www.facebook.com/QLSP2
www.quietlanessuffolk.co.uk

