



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

FULL COUNCIL MEETING

Thursday 15th October 2020 via videoconferencing

MINUTES

1: Opening Address	<p>a) The Mayor opened the meeting and advised people that the meeting would be recorded. He requested that Councillors will be limited to one comment per item; Councillors should mute their personal mobile telephones, and that questions should ideally not be asked during debates.</p> <p>Councillors attending: Bayliss, Beggerow, Gordon, Hinton, Knock, Minns (Chair), McLeod, Schleip, Talbot. Also in attendance: The Acting Town Council Manager, County Councillor Fraser and 33 members of the public.</p> <p>b) Apologies for absence were received from Councillor Gregg, District Councillor Dawson and Grandon, the latter due to internet issues.</p> <p>c) Councillor Gordon declared a pecuniary interest in item 5). on the agenda</p> <p>d) There were no considerations of requests for dispensations.</p>
2: Minutes	<p>Proposed by Councillor Beggerow, Seconded by Councillor Hinton, the minutes of the Full Council meeting on Thursday 17th September 2020 were accepted as a true record.</p> <p>Proposed by Councillor Minns, seconded by Councillor Gordon, the minutes of the Town Matters Committee Meeting held on Thursday 27th August 2020 were accepted as a true record by those on the Committee.</p> <p>Proposed by Councillor Minns, seconded by Councillor Knock, the minutes of the Full Council meeting on Thursday 29th September 2020 with amendments were accepted as a true record.</p>
3: Reports	<p>Suffolk County Councillor Mick Fraser presented his report. When questioned about businesses on Hadleigh High Street suffering from high rates, advised that Babergh District Council have sent funding to assist with business rates to businesses.</p> <p>District Councillor Kathryn Grandon was not available to present her report in person, but had supplied a written copy.</p>
4: Public Forum	<p>A member of the public asked for an update on Corks Lane and the swimming pool, but Councillor Fraser was unable to provide a response at this time.</p> <p>A member of the public asked the Mayor was Councillors were not being co-opted into the 5 vacant Town Councillor seats. It was advised that as more than 10 people had requested an election for each of the 5 vacancies, Councillors could not be co-opted. Central Government has banned all elections until May 2021, when new Town Councillors will be elected.</p>
5: Finance	<p>a) Clarification was requested on the lateness of the presentation for payment of two 2019 Iverde bills which could not be answered due to the</p>



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

	<p>change in Town Council staff. Clarification was also sought on the nature of the invoices.</p> <p>Proposed by Councillor Minns and Seconded by Councillor Beggerow it was resolved to approve the payment schedules with the exception of the two 2019 Iverde invoices.</p>
6: Grants	<p>a) Proposed by Councillor Beggerow, seconded by Councillor Schleip it was unanimously agreed to support the HEAT grant application request for £800 to provide swift bird boxes in Hadleigh.</p> <p>b) After the provision of further information it was proposed by Councillor Gordon, seconded by Councillor Knock it was agreed to support Sudbury and District Citizens Advice grant application request for £600 towards core costs of providing advice.</p>
7: Cemetery Road Update	<p>An objection was made to the resolution regarding the temporary cemetery road, in that Project Managers had signed off the cemetery extension works as complete and not the Town Council, and as such it was felt that the Town Council were due a rebate. A letter from the farmer indicated that he is content with the road and that further action from the Town Council would result in solicitors fees being incurred.</p> <p>Proposed by Councillor Minns, seconded by Councillor Beggerow the Town Council resolved that while the matter of the temporary road in part constructed from Coram Street to the rear of the cemetery extension has not been resolved to the full satisfaction of the Council, the point has now been reached where the financial risks of a failed action and the administrative load this continuing matter places on the Council and its staff outweigh any benefit that might be derived from initiating any legal action, such that the matter is now to be considered closed For: Councillors Bayliss, Beggerow, Gordon, Hinton, Minns, McLeod, Schleip, Talbot; Against Councillor Knock.</p>
8: Committee Updates	<p>There were no updates from either the Council Matters Committee meeting on 24th September 2020 or the two September 2020 Planning Committee meetings.</p>
9: Hadleigh Rugby Club	<p>Councillor Beggerow advised the meeting that Hadleigh Rugby Club has requested permission from Hadleigh Town Council to locate 2 metal storage containers at Layham Road Sports Ground. The containers would be separately located, one close to the pitch and the other located away from the sports pavilion. Any legal agreement would need to include a clause that the Town Council could request the removal of the storage containers at any time.</p> <p>Proposed by Councillor Beggerow, seconded by Councillor Schleip it was resolved to approve, subject to a new licence agreement, the use of land owned by Hadleigh Town Council for Hadleigh Rugby Club to site two temporary and moveable storage units at Layham Road sports ground.</p>
10: Angel Street	<p>Proposed by Councillor Minns, Seconded by Councillor Bayliss it was</p>



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

<p>Car Parking</p>	<p>agreed to support in principal the proposal for additional parking restrictions outside Nos. 44, 46a and 46b Angel Street.</p>
<p>11.TSB Hadleigh Branch Closure</p>	<p>The Town Council noted the announcement that the Hadleigh High Street Branch of TSB was due to close in May 2021, although specific reasons for its closure had not been provided. It was felt that bank was important for Hadleigh High Street and for the non-internet banking population of Hadleigh, providing the only night safe in the town, and the only place where local businesses could obtain coinage.</p> <p>Proposed by Councillor Minns, seconded by Councillor McLeod it was agreed that the Mayor should write to Babergh DC, Suffolk CC and James Cartlidge MP to seek their support in a joint objection to the proposed closure of the TSB Hadleigh branch in May 2021.</p>
<p>14: Confidential Agenda Items</p>	<p>The chair moved Item 2) and part of item 3) of item Confidential Agenda Item 14: To Consider Staffing Matters onto the main agenda, advising the meeting that item 3) of the agenda would be split with the section discussing finances being discussed in private.</p>
<p>14. Confidential Agenda Item 2: Town Council Offices Christmas 2020 Closure</p>	<p>Councillor Schleip advised that it was a quiet time of the year generally and that staff were given 2 days of annual leave in their employment contracts to be taken during this period. The Town Council would be providing an additional 1 ½ days leave to enable the offices to close fully.</p> <p>The meeting was notified that the Town Hall complex caretaker had agreed to be on standby for any emergencies which might occur over the festive period in the event of the office being closed, with back-up support from the Acting Town Council Manager.</p> <p>It was advised that other businesses carry on as usual during this time, and a quiet period may help staff catch up on any backlog of office tasks. However, it was felt that as staff had been working hard to maintain the office during a period of changing staff and staffing levels, staff efforts should be recognised.</p> <p>Proposed by Councillor Schleip, seconded by Councillor Hinton it was agreed that the Town Council offices should close at lunchtime on Thursday 24th December 2020 and reopen at 9am on Monday 4th January 2021 with a designated member of staff on call should any emergencies occur. For Councillors Bayliss, Beggerow, Gordon, Hinton, Minns, McLeod, Schleip, Talbot; Against Councillor Knock.</p>
<p>14. Confidential Agenda Item 3: Recruitment of Staff</p>	<p>Councillor Knock sought clarification on the roles of the Town Clerk and the Town Councillor Manager, suggesting the Town Council employ a Town Clerk and then reassess whether a manager is required. Supported by Councillor McLeod it was felt the Council should ensure the procedural foundations were in place, and possibly increase the Town Clerk salary to attract a higher calibre Clerk.</p> <p>Councillors Schleip and Beggerow agreed that time had been spent looking at Town and Parish Council structures. If the Town Council under-estimated the</p>



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

demands of the role and the democratic processes were not put in place, then the Town Council could trip itself up. A Town Clerk looks within the Council at the procedures and policies, whereas a Town Council Manager looks outside the Council working more closely with the Community and making Hadleigh a better place to live and work.

It was noted that the previous Town Council Manager had advised that the role was greater than one person could manage.

Proposed by Councillor Schleip, seconded by Councillor Talbot it agreed to approve the recruitment of a Town Council Manager and a Town Clerk based on amended job descriptions, using the indicative time scale of

- 19th October: Job adverts go out
- 9th November: Closing date for applications
- 10th November: Shortlisting by the staffing sub-committee
- w/c 16th November: Interviews
- 19th November (or through EGM if recommendation not ready for 19th): Full council confirm appointments

Job adverts to be placed through:

- National Association of Local Councils (NALC)
- Suffolk Association of Local Councils (SALC)
- SALC equivalent in Essex, Norfolk and Cambridgeshire
- Suffolk Jobs Direct
- Local Gov Jobs
- Jobs Go Public

For: Councillors Bayliss, Beggerow, Gordon, Hinton, Minns, Schleip, Talbot;
Against Councillors Knock and McLeod

12: Future Meetings

The next scheduled Full Council meeting was confirmed to be on Thursday 19th November 2020 at 7.00pm.