



Hadleigh Town Council

FULL COUNCIL

Thursday 16th January 2020 at 7pm in The Dining Room at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN.

MINUTES

1: Opening	<p>a) Welcome and opening remarks from the Chair</p> <p>b) Apologies for absence were accepted from Councillor Talbot and Councillor Twyman, and Babergh District Councillor (BDC) Kathryn Grandon</p> <p>c) No members' declarations of pecuniary and non-pecuniary interest were made</p> <p>d) No consideration of requests for dispensations.</p> <p>Also in attendance: Councillor Mick Fraser (SCC/BDC) and Councillor Sian Dawson (BDC), John Snell – Deputy Monitoring Officer BDC, The Town Council Manager, and 11 members of the public.</p> <p>The Chair stated that in accordance with the changes in legislation, the public and Councillors were allowed to film, record, photograph and use social media to report on the proceedings of the meeting. A member of the public stated that they would film the meeting, and the Chairman stated that he would record the audio at the meeting. The Chair asked if anybody objected to being filmed. No objections were raised.</p>
2: Minutes	<p>To approve minutes of previous Full Council meeting held on 19 December 2019</p> <p>The minutes were not available at the time of the meeting.</p> <p>It was agreed to bring the minutes to a future meeting for approval.</p>
3: Reports	<p>To receive reports from County and District Councillors. Councillor Mick Fraser and Councillor Dawson presented their reports, and Councillor Grandon submitted a report in her absence.</p> <p>Councillor Fraser presented his report including the following matters:</p> <ul style="list-style-type: none">- an ongoing planning issue with HGV movements at Hadleigh Quarry and that more information had been requested for the applicant.- Civil parking Enforcement would begin from 6 April 2020 where parking enforcement would be managed by the District Council rather than by the Police. Babergh has appointed Ipswich Borough Council to undertake enforcement on its behalf.- Requests for the Councillor's "locality budget" had been received from Hadleigh Library, Community Transport and The Rockets netball team.- There will be a review of children's and community centres to consider



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	<p>funding arrangements.</p> <ul style="list-style-type: none"> - SCC budget will be increased this year through Council Tax rise. - Trading Standards have prosecuted a rogue trader who received 2yrs 8 months in prison. <p>Councillor Dawson presented her report including the following matters:</p> <ul style="list-style-type: none"> - BDC is introducing new measures regarding Council Tax fraud, particularly around reducing debt. - The Stuart Morris exhibition at Endeavour House - The Hadleigh Vision and potential for the one-way system in Hadleigh. <p>Councillor Grandon's report included the following matters:</p> <ul style="list-style-type: none"> - Babergh and Mid Suffolk District Councils gave the go ahead to support Citizens Advice (CA) with more than £420k. - Suffolk-based artist Jo Chapman has been commissioned to work with community groups in Hadleigh to design a sunshade for the Hadleigh new pool - BDC's Tree for Life scheme means families across Babergh can claim a free tree to mark the arrival of a child, enhancing biodiversity in the district. - Suffolk Recycling has launched a new guide called Christmas Wrap Up. The guide has tips on how to reduce waste and improve recycling habits, and is available via the BDC website. <p>The Chairman thanked the Councillors for their reports.</p>
<p>4: Public Forum</p>	<p>15 minute session. Maximum 3 minutes per person. Members of the public should not be involved in the decision-making of the Council in subsequent agenda items unless expressly invited to do so by the Chairman.</p> <ul style="list-style-type: none"> - A member of the public queried when his expenses would be paid from December 2019. It was confirmed that processing is under way. - A member of the public asked Cllr Fraser about the financial independence of the Citizen's Advice Bureau after the SCC 3-year funding ends.
<p>5: Finance</p>	<p>a) To approve the attached schedule of payments over £500, whilst noting that the Town Council Manager will approve any payments under £500, in accordance with Financial Regulations.</p> <p>The Salary payment was queried as it was not broken down into separate amounts. It was requested that in the future the schedule should show the separate components and not a single figure.</p> <p>It was discussed that the schedules of payments did not clearly show the separation of costs between HTC and HMFC. The Chair clarified that the payment schedule was compiled by external accountants who were not fully appraised of the relationship between the HMFC and HTC, and had produced a combined payment schedule, but that the payments would be paid from the appropriate account. It was noted that the Charity Committee should approve</p>



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	<p>the payment schedule.</p> <p>A Councillor acknowledged the hard work of the volunteers putting up Christmas Trees, but queried the breakdown of costs for the works undertaken. A breakdown of costs was requested. The chair asked if any Councillor would volunteer to look at the programme for 2020 to ensure it is well managed. No volunteers were forthcoming so the Town Council Manager was requested to review the programme and report back on the costs.</p> <p>Moved by Councillor Hinton and Seconded by Councillor Schleip, It was unanimously agreed to approve the payment schedules.</p> <p>b) To approve the draft Budget for 2020/21</p> <p>Cllr Beggerow presented the draft budget that had been debated and recommended for approval at Council Matters committee.</p> <p>Moved by Councillor Bayliss and Seconded by Councillor Wright. 10 For 1 Against It was resolved to approve the budget for 2020/21.</p> <p>c) To approve the Parish Precept.</p> <p>Cllr Beggerow presented a proposed Parish Precept increase of 5% that had been debated and recommended for approval at Council Matters committee.</p> <p>Moved by Councillor Cammack and Seconded by Councillor Allan. 10 For 1 Against It was resolved to raise the parish precept by 5%.</p>
<p>6: Council Matters Committee</p>	<p>To consider the recommendations of the Council Matters Committee from 9 January 2020</p> <p>It was noted that the budget item from the Council Matters committee has already been debated as a separate on this agenda at Item 5 and did not require further consideration.</p> <p>The Council Matters Committee also recommended the refusal of planning permission for application reference DC/19/05419: Phase 2 of Hadleigh East urban extension area.</p> <p>Moved by Councillor Schleip and Seconded by Councillor Allan. 10 For 0 Against 1 Abstention It was resolved to agree the recommendation to refuse planning permission.</p>



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7: Charity Committee	<p>To consider the recommendations of the Charity Committee from 14 January 2020</p> <p>There were no recommendations that require Council approval as the decisions made at that committee were within the powers of that committee to effect.</p>
8: Town Matters Committee	<p>To note that Minutes of the Town Matters Committee from 14 November have not been prepared and will be considered at a subsequent meeting.</p> <p>It was agreed to bring the minutes to a future meeting for approval.</p>
9: Planning	<p>To consider a response to the following planning applications and to direct the Town Council Manager to convey the Town Council's views to the Local Planning Authority:</p> <p>a) DC/19/04128 - 11 The Green Hadleigh Ipswich IP7 6AE.</p> <p>Councillor Hinton stated a potential conflict of interest as a neighbour to the development site and left the meeting at 8.06pm without taking part in the debate or vote.</p> <p>It was proposed to recommend refusal of the application on the grounds of the site is too small to accommodate the number of houses proposed. The Council is concerned about the lack of emergency access to the site, vulnerable people and school children on the footpath route to school and the conflict with traffic generated by the development, and insufficient parking.</p> <p>Moved by Councillor Schleip and Seconded by Councillor Gordon 9 For 1 Abstention It was resolved to recommend refusal of the application.</p> <p>Councillor Hinton returned to the meeting at 8.09pm.</p> <p>b) DC/20/00088 - Lion House, Market Place, Hadleigh, Ipswich Suffolk IP7 5DN</p> <p>It was proposed to raise no objection to the proposed development.</p> <p>Moved by Councillor Schleip and Seconded by Councillor Beggerow 9 For 0 Against 2 Abstention It was resolved to raise no objection to the proposed development.</p> <p>c) DC/19/05783 - The Ironworks, Unit A And B, Lady Lane Industrial Estate, Hadleigh, Suffolk IP7 6BQ</p>



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	<p>It was proposed to raise no objection to the proposed development.</p> <p>Moved by Councillor Schleip and Seconded by Councillor Bayliss 7 For 0 Against 4 Abstentions</p> <p>It was resolved to raise no objection to the proposed development.</p>
<p>10: Hadleigh North By Election</p>	<p>To note that a poll for the election of Town Councillors for Hadleigh North will be held on Thursday 6 February 2020, between the hours of 7:00 am and 10:00 pm, and to consider the request from Babergh District Council for a decision regarding the printing of Poll Cards.</p> <p>It was noted that a By-Election would take place.</p> <p>The Chairman reminded Councillors of the current pre-election period. The Chairman requested that Minutes record that the discussion around the decision not to issue Poll Cards was due to the timing of the decision. The Town Council Manager confirmed that if the cards were issued there was a likelihood of them not being delivered in sufficient time for people to register to vote. The lively discussion continued observing the importance of informing people of the poll must be balanced against the cost to the public purse – estimated to be around £2500. It was noted that those standing for election could notify people of the poll through their campaign material. It was proposed to not issue Poll Cards for the forthcoming by-election.</p> <p>Moved by Councillor Allan and Seconded by Councillor Wright 8 For 2 Against 1 Abstention</p> <p>It was resolved to inform Babergh District Council that the Town Council did not wish to issue Poll Cards for this election.</p>
<p>11: Hadleigh Town Council Development</p>	<p>To request that the Town Council Manager prepares</p> <ol style="list-style-type: none"> a) a <i>Corporate Support Plan</i> to modernise and develop the Office processes to support the Town Council. b) a <i>Review of Standing Orders</i> to ensure the smooth and efficient running of the Council c) a new <i>Town Council Strategy</i> to organise the delivery of key projects. <p>Considered as a single item, it was Moved by Councillor Allman and Seconded by Councillor Allan Unanimously agreed</p> <p>It was resolved to request the Town Council Manager to undertake the Corporate Support Plan, Review of Standing Orders and the Town Council Strategy.</p>
<p>12: Town Council Manager - Matters</p>	<p>To consider the following items and direct the Town Council Manager to convey the Council's views accordingly.</p> <ol style="list-style-type: none"> a) SALC support for the Town Council with development of a short-term



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	<p>action plan, work towards the LCAS framework, and to secure temporary office assistance until staff are recruited.</p> <p>Moved by Councillor Allman and Seconded by Councillor Schleip Unanimously agreed It was resolved to accept the SALC support and seek to employ temporary office staff.</p> <p>b) Nomination of former Mayors for SALC's Buckingham Palace Garden Party 2020</p> <p>No nominations were offered.</p> <p>c) Participation in the <i>Wattisham Airbase 25 years of Hangars</i> celebration.</p> <p>Moved by Councillor Allman and Seconded by Councillor Cammack It was resolved that the Town Council Manager would liaise with organisers of the military parades (including Wattisham Airbase and Babergh District Council) to deliver the events.</p> <p>d) A request to join the <i>Rural Market Towns Group</i></p> <p>Moved by Councillor Beggerow and Seconded by Councillor Wright It was resolved that Hadleigh Town Council would join the Rural Market Towns Group for a year.</p> <p>e) Whether to participate in the Hadleigh Show in May with a Town Council Stall.</p> <p>Moved by Councillor Allman and Seconded by Councillor Wright It was resolved that Hadleigh Town Council would hold a stall at the Hadleigh Show and develop the display.</p> <p>f) Donation to the "<i>Crucial Crew</i>"</p> <p>The Chair withdrew the item from the Agenda as the Town Council has a process for the submission of grant applications. The Crucial Crew would be directed to apply using the proper process.</p> <p>g) A letter from Babergh DC Licensing Depart in respect of a complaint regarding the Temporary Event Notice (TENS) for the Christmas Light Up event.</p> <p>Councillor Gregg referred to a letter received from the Licensing Authority that set out a number of failings regarding a Temporary Event Notice (TEN) for the Christmas event, and stated her dissatisfaction at the letter being addressed to her rather than it being directed to the Town Council. It was noted that the TEN must be in a person's name not an organisation, and would normally be the Town Council Manager. It was discussed whether to respond to the</p>
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	<p>letter, but noted that the letter did not invite a response. Councillors noted that the letter did not deliver any sanctions but welcomed the invitation to work with the Licensing Authority to increase our understanding of licensing issues to assist us in future events. Councillor Gregg read an emotive statement expressing her disappointment in the lack of support from the Town Council in organising the event, that it had been delivered within budget and was a success with lots of support from the public. Councillor Beggerow responded that the Town Council was supportive and thankful for the work involved, including several Councillors helping on the day. Because of an existing complaint to the Monitoring Officer about the event, it was suggested that no further discussion should take place until that matter had been resolved. It was requested that a review of the event was undertaken by the Town Council Manager to consider what could be done to help the 2020 Christmas event be organised.</p> <p>Moved by Councillor Allman and Seconded by Councillor Schleip Unanimously agreed It was resolved that the Town Council Manager would review the 2019 Christmas Event and present recommendations for future event planning.</p>
13: Town Council Manager - Information	<p>To note correspondence and other information that does not require a decision.</p> <ul style="list-style-type: none">a) Footpath repair adjacent to the Guildhall completed <p>It was noted that the invoice should be paid by the Charity not Hadleigh Town Council.</p> <ul style="list-style-type: none">b) Staffing update<ul style="list-style-type: none">a. Town Council Managerb. Cleanerc. Deputy Clerk/Finance Manager <p>Noted</p> <ul style="list-style-type: none">c) Babergh District Council: costs of Corks Lane and Angel Court <p>Councillor Grandon's email was noted. The Town Council Manager was asked to seek clarification with Councillor Grandon on the costs as they are different to those obtained through a Freedom of Information Request.</p> <ul style="list-style-type: none">d) HTC response to the Charity Commission <p>It was noted that the Charity Commission had not yet responded, and that the issue would be considered at a future Charity Committee meeting.</p> <ul style="list-style-type: none">e) SALC Planning survey



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	<p>The survey was Noted.</p> <p>f) Babergh District Council Spring Litter Picks</p> <p>The opportunity to take part in the BDC litter picks was Noted</p> <p>g) Babergh District Council is considering a review of CCTV in Hadleigh</p> <p>Noted</p>
14: Future Meetings	The next Full Council meeting will be on the 20 th of February 2020 at 7.00pm.
Close of meeting	The meeting closed at 9.05pm

Prepared by

A. McMillan

Andrew McMillan
Town Council Manager
17 February 2020