



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT

Tel: 01473 823884

EXTRAORDINARY MEETING OF FULL COUNCIL

Helen Allan (Chair), James Bayliss, Rolf Beggerow, Lisa Gordon, Angela Gregg, Richard Hinton, Andrew Knock, Gordon McLeod, Frank Minns, Carol Schleip, Gavin Talbot

Councillors are summoned and members of the public and press are warmly invited to attend a meeting of Hadleigh Town Council on **Thursday 27th August 2020 at 8.00pm** via videoconferencing.

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

<https://zoom.us/j/92793799497>
or telephone 01314601196

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.

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 minutes of the meetings held on a) Thursday 16 th July 2020, b) Thursday 23 rd July 2020, c) Thursday 3 rd August 2020.
3: Public Forum	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 Chair. 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.
4: Finance (TCM)	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.
5: Trees on Town Council Land	To consider granting delegated authority to the Town Council Manager to obtain quotes and select the contractor up to £5,000 to undertake a Comprehensive Tree Condition Survey in 2020 and a Basic Tree Condition Survey in 2021.



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6: Office Security	To consider the purchase of fire-proof storage units for the office for confidential and financial information.
7: Publicising Recordings of meetings (Cllr Knock)	To consider making recordings of The Town Council meetings available to the public on its website and/or social media.
8: Publishing Minutes (Cllr Knock)	To consider publishing the Town Council's approved meeting Minutes in the Hadleigh Community News magazine.
9: Cemetery extension temporary road	To consider the response from the Council's insurer regarding the cemetery extension temporary road.
10: Fees and Charges review	To consider the Council's fees and charges for a) Cemetery services b) Layham Road Sports Ground c) Allotments
11: Town Council Manager's report (Cllr Knock)	To consider publishing the Town Council Manager's report into operational efficiency and progress to date from Item 8a of the 23 July Full Council Meeting.
12: Council Actions (Cllr Gregg)	To note the compiling of a list of actions arising from Council meetings.
13: Christmas 2020 office closure	To consider whether Hadleigh Town Council offices will close over the Christmas period, and the arrangements for staff leave.
14. Hadleigh High Street Working Group (Cllr Knock)	To agree to set up a working group to look at the future for Hadleigh High Street.
15: Future Meetings	The next scheduled Full Council meeting will be on Thursday 17 th September 2020 at 7.00pm
16: Close of meeting	Not later than 10pm

Prepared by

A. McMillan

Andrew McMillan
Town Council Manager
21 August 2020



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FULL COUNCIL

Thursday 16th July 2020 at 7pm via videoconferencing.

Draft MINUTES

1: Welcome	<p>a) The Mayor welcomed Councillors and the public to this meeting undertaken via videoconferencing. Councillors attending: Allan (Chair), Allman, Beggerow, Cammack, Gordon, Gregg, Knock, Minns, Schleip, Talbot, Hinton. Also in attendance: District Councillors Fraser and Grandon, The Town Council Manager, Town Council Administrator and 7 members of the public.</p> <p>b) Apologies were received from Councillor Bayliss and Councillor Wright.</p> <p>c) Councillor Gordon declared a pecuniary interest in Wildwater Professional Services item 5a, 11 and 15.</p> <p>d) There were no requests for dispensation.</p>
2: Minutes	<p>As the minutes from the meetings on 4th and 18th June 2020 had not been attached to the agenda, the matter was deferred to the next Full Council Meeting on 20th August 2020.</p>
3: Reports	<p>No reports from the District or County Councillors were given.</p>
4: Public Forum	<p>A member of the public asked for clarity around abbreviations in the agenda and minutes, and asked if they could be explained.</p> <p>A member of the public asked that if the Town Council voted against items 5 b) and c) would council tax payers' be given a rebate since the Town Council precept had been raised to contribute towards the swimming pool redevelopment.</p> <p>A member of the public asked why items 19 c) and 19 d) were confidential.</p>
5: Finance	<p>Councillor Gordon left the meeting.</p> <p>a) Councillor Gregg requested clarity on the payment schedule for under £500 advising that she had recently authorised four BACS payments which were not on the schedule. It was advised that these payments may have arrived after the schedule was produced and would be included on the next Full Council meeting agenda. Payments under £500 can be authorised by the Town Council Manager as per Financial Regulations and are advised to Full Council at the next meeting. The schedule of payments under £500 was noted.</p> <p>Councillors considered the payment to Hugh Pearl for the remaining 5% of the retention fee for the cemetery extension. Councillor Knock stated that as the licence stated that the land must be restored including the temporary road, the works were not complete despite the licensor being happy with the road remaining across his land. It was heard that the fee for the cemetery extension work was a lump sum figure agreed with the previous Council. It was considered that as the licensor was happy with the road, and extra costs had</p>



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not been incurred, that a court would be unlikely to find in favour of the Town Council if it withheld the final payment. The next step would be to take legal action which would be at a cost to the taxpayer. A recorded vote was requested. **To approve the schedule of payments over £500: For: Councillors Allan, Allman, Beggerow, Cammack, Hinton, Minns, Schleip and Talbot. Against: Councillor Knock. Abstained: Councillor Gregg. The schedule of payments was approved.**

Councillor Gordon returned to the meeting.

- b) Councillor Knock advised the meeting that whilst he was not against the payment being made, he did not feel that the £200,000 for the swimming pool renovation had been properly authorised for release. Standing Orders were not being followed as the original resolution can't be found. Councillor Beggerow advised that paperwork supporting the funds being given to the swimming pool renovation had been found by the Town Council Manager in minutes and reports, although there was no indication as to when the funds should be released. It was felt that a resolution had been passed in 2005/2006 when the swimming pool fund was set up by an increase in the parish precept. It was felt that this was another historic issue the current Town Council were being asked to address, and ultimately do the current Town Council feel in a position to make a decision based on the information available, especially as the public are in favour of the project. **Proposed by Councillor Allan, Seconded by Councillor Hinton, it was proposed to agree the release of the £200,000 to Babergh District Council from earmarked funds towards the construction of Hadleigh Pool.** A recorded vote was then requested. For: Councillors Allan, Allman, Beggerow, Cammack, Gordon, Hinton, McLeod, Minns, Schleip and Talbot. Against: Councillor Gregg. Abstain: Councillor Knock. **The payment was approved.**
- c) Councillor Gregg asked if there were any clauses in the management contract to check company's financial stability and was advised of a clause that if the pool is shut or sold then the funds may be refunded to Hadleigh Town Council. The Leisure Centre Manager advised that South Suffolk Leisure and Abbeycroft Leisure and merged in October 2018, with Abbeycroft being a Trust and a Community Interest Company (CIC). Funds are due to be released on completion of the new pool. It was heard that the annual management fee payment can be reviewed after 10 years, (in 2021). Babergh District Council should be providing an annual report on how the funding is being spent, and the fee should be reducing over the years with any underspend being reimbursed to Hadleigh Town Council, none of which is understood to be taking place. A member of the public stated that although poorly-minuted, he was at the meetings where the £200,000 refurbishment monies were agreed to be released. He felt that the annual management fee was closer to £36,984, though this may have included VAT. **Proposed by Councillor Allan, Seconded by Councillor Schleip, and agreed by Councillors Allan, Allman, Beggerow, Cammack, Gordon, Gregg, Hinton, McLeod, Minns, Schleip and Talbot, the**



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	<p>payment of the annual management fee for Hadleigh Pool and Leisure Centre of £30,000 year to 2031 to Babergh District Council was DEFERRED until a signed copy of the original agreement could be found, and copies of the reviews provided. Councillors Gordon and Knock abstained.</p> <p>Babergh District Councillor Grandon was asked to provide this information to Hadleigh Town Council.</p>
6: Audit	<p>a) Councillor Gregg queried that as the Internal Audit Report mentioned that Financial Regulations had been breached at the Christmas event whether this had been investigated. Cash had been used to pay for the refreshments for the Christmas Tree ‘crew’ as the invoice stated ‘cash only’. There was also reference to former Councillors authorising payments at the start of the new Town Council administration year. Councillor Allman advised that that the cash handing issues had been discussed at the meeting on 6th March 2020, with further issues to be looked at by the Council Matters Committee. Overall, it was felt that the Internal Audit was a positive report given the situation that the Town Council had been in. Councillors agreed a vote of thanks to the office staff for their work in achieving the positive Audit outcome. Proposed by Councillor Allan, Seconded by Councillor Minns, and unanimously agreed, the Internal Audit Report was received.</p> <p>b) Proposed by Councillor Schleip, Seconded by Councillor Beggerow, it was unanimously agreed to the signing of the AGAR statement.</p> <p>c) Councillor Beggerow stated that he had examined the figures against records and was satisfied that they are accurate and align. Proposed by Councillor Allan, Seconded by Councillor Beggerow, it was unanimously agreed to the signing of the accounting statement.</p> <p>d) Proposed by Councillor Allan, Seconded by Councillor Cammack, the submission of the AGAR to the external auditor was unanimously agreed.</p> <p>e) Proposed by Councillor Allan, Seconded by Councillor Allman, it was unanimously agreed to publish the ‘Notice of electors right to inspect accounts’ on the website.</p>
	<p><i>Between 20.43 and 20.49 Councillor Allan lost internet connection and proposed by Councillor Allman, Seconded by Councillor Beggerow it was agreed that Councillor Hinton take over as chair of the meeting until Councillor Allan could return.</i></p>
7: Committee Terms of reference and Delegations	<p>Councillor Beggerow congratulated the office staff on the work undertaken to develop the Delegations and Terms of Reference which built on the work undertaken in 2019. It was questioned under the National Association of Local Councils guidance LTN1 and Para 102 of the 1972 Local Government Act, whether as working groups are informal and consist of both Councillors and members of the public, why they are not bound by Standing Orders. It was</p>



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	<p>heard that working groups are not so formal as established in The Good Councillor Guide. A question was raised as to whether the Neighbourhood Plan should be the remit of Town Matters Committee or Planning Advisory Committee, and it was agreed that it be moved into Planning Advisory Committee. Councillor Gregg felt that there were too many committees, and some should be amalgamated. Proposed by Councillor Allan, seconded by Councillor Hinton, it was agreed to approve the Hadleigh Town Council schedule of Delegations and Committee Terms of Reference subject to the remit of the Neighbourhood Plan to be moved to Planning Advisory Committee. For: Councillors Allan, Allman, Beggerow, Cammack, Gordon, Hinton, McLeod, Minns, Schleip and Talbot. Abstain: Councillors Gregg and Knock.</p>
8: Hadleigh Town Council Policies	<p>Proposed by Councillor Allan, seconded by Councillor Beggerow and unanimously agreed, Councillors would oversee the development of two or three policy documents and subsequently present them back at a future Council meeting for adoption over the course of the year.</p>
9. NALC Code of Conduct Consultation	<p>Councillor Gordon asked if all Councillor comments could be collated by the Town Council Manager and emailed round to Councillors, however as an individual link is provided Councillors can make individual comments, as can members of the public.</p> <p>Proposed by Councillor Allan, Seconded by Councillor Schleip it was agreed that Councillors' comments to be sent to the Town Council Manager by 31st July 2020, with an Extraordinary Meeting called if necessary to agree a response. For: Councillors Allan, Beggerow, Cammack, Gordon, Gregg, Hinton, Knock, McLeod, Minns, Schleip and Talbot in favour. Abstain: Councillor Allman.</p>
10. Cemetery Temporary Road Update	<p>Proposed by Councillor Knock, seconded by Councillor Gregg, and unanimously agreed, the Town Council Manager would examine the Town Council's insurance cover to ascertain if there was any redress through that approach.</p>
11: IT Support	<p>Councillor Gordon left the meeting.</p> <p>Proposed by Councillor Beggerow, Seconded by Councillor Cammack, it was agreed to confirm a 3-year service agreement with Wildwater Professional Systems. For: Councillors Allan, Allman, Beggerow, Cammack, Gregg, Hinton, McLeod, Minns, Schleip and Talbot. Abstain: Councillors Knock.</p>
12: Hadleigh Community News Article	<p>Proposed by Councillor Allan, seconded by Councillor Allman, it was agreed that the Town Council Manager would respond to District Councillor Sian Dawson establishing the correct circumstances and expressing the Town Council's disappointment.</p>
	<p>District Councillor Grandon apologised for arriving late to the meeting having experienced technical difficulties, and gave her report from Item 3. She noted CIFCO (the Babergh District Council investment company) would be having a public meeting to discuss recent investments. She thanked everyone working through the pandemic.</p>
13: Promotion of Tourism	<p>The Council NOTED Councillor Minns report that the East Anglian Daily Times, available across Norfolk and Suffolk would be featuring a 12-page article about Hadleigh with the potential for it to be published in 'sister' publications. The</p>



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	<p>Town Council had contributed £500+VAT to the special which would feature HTC branding throughout.</p> <p>Councillor Gordon returned to the meeting.</p>
14: Cycling Working Group	<p>Due to other commitments Councillor Gregg declined the offer to Chair the Working Group. As per standing orders a member of the public can chair a working group, and Cllr Talbot stated that Mr. Mike Motteram may wish to chair the group, however the chair can be elected at the first meeting. Proposed by Councillor Minns, seconded by Councillor Gordon and unanimously agreed, the remit for the group is to develop a costed plan to improve cycling facilities in Hadleigh and to promote its recreational and environmental benefits.</p>
15: IT Hardware	<p>Councillor Gordon left the meeting.</p> <p>Proposed by Councillor Gregg, seconded by Councillor McLeod and unanimously agreed the Council would procure a webcam to be made available to Councillors who do not have the necessary equipment to attend on-line meetings.</p> <p>Councillor Gordon returned to the meeting.</p>
16: Unauthorised Payments	<p>The response from the Suffolk Association of Local Councils (SALC) regarding the investigation into unauthorised payments at the start of the new Council year was felt to be inadequate. It was considered that SALC should be provided with a specific brief and a one-month timeline to fully investigate the matter. In the event that SALC does not come back within that time frame to the satisfaction of the Council will allow an alternative investigator is to be appointed. Proposed by Councillor Gregg, seconded by Councillor Allman, it was agreed that SALC should be asked to complete the investigation into unauthorised payments as originally requested. For: Councillors Allan, Allman, Cammack, Gordon, Gregg, Hinton, Knock, Minns, Schliep and Talbot. Abstain: Councillors Beggerow and McLeod.</p>
17: Future Meeting	<p>Due to timing, the remainder of the agenda could not be discussed. An Extraordinary Meeting to deal with the remaining items from the Agenda for 16th July 2020 would be arranged for 23rd July.</p> <p>The date of the next scheduled meeting was confirmed as Thursday 20th August 2020 at 7.00pm by video link.</p>
Close of meeting	<p>The meeting closed at 10.00pm.</p>

Prepared by
A.McMillan

Andrew McMillan Town Council Manager 21st July 2020



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Extraordinary FULL COUNCIL

Thursday 23rd July 2020 at 8pm via videoconferencing.

Draft MINUTES

1. Opening	a) The Mayor welcomed Councillors and the public. Councillors attending: Cammack, Beggerow, Gordon, Allan, Knock, Hinton, Talbot, Schleip, Minns, Allman. Also in attendance: The Town Council Manager and 6 members of the public. b) Apologies for absence were accepted from Councillor Gregg and Councillor McLeod. Councillor Bayliss was noted as absent from the meeting c) No declaration of pecuniary or non-pecuniary interest were received. d) No requests for dispensations were made.
2: Minutes	Proposed by Councillor Allan, Seconded by Councillor Minns and Unanimously agreed, the minutes of the Full Council meeting of 4 June 2020 were approved. Councillors considered the Minutes from the Full Council Meeting of 18 June 2020. Cllr Knock queried Item 12 that states Councillors should quote the Standing Order number if they believed one had been breached. The Town Council Manager confirmed that that was a requirement of SO 1P. Cllr Gordon stated that in Item 2 she had not abstained from the vote, so the wording was removed. Cllr Talbot stated that the wording of item 16 implied that the income from Christmas trees was included in the Christmas event budget – Cllr Beggerow confirmed it was not part of that budget. The wording was amended to make it clear it was a separate item. Proposed by Councillor Allan, Seconded by Councillor Minns and Unanimously agreed, the minutes of the Full Council meeting of 18 June 2020 amended as above were approved.
3: Public Forum	A member of the public stated that the signage for the Market Place closure was obstructing the highway and storage of cones/barriers stacked in the street was unsightly. The Town Council Manager confirmed that the closure was in place until 27 August, and also that the High Street one-way system was intended to be implemented from Monday 27 July to September 6 th 2020. Further publicity and consultation would be undertaken. A member stated that the new Council elected in May 2019 was seeking positive change and to work together in an open, transparent and inclusive manner but found itself in a situation where, amongst other matters, there appeared to a lack of appropriate information and documentation. That a significant improvement was evident in the Agendas and Minutes and clearly highlights the move to more openness and transparency, thanks to the staff and Councillors.
4: Finance	The Town Council Manager noted that the contracted staff salaries should be on the schedule of payments. Proposed by Councillor Schleip, Seconded by Councillor Beggerow and Unanimously agreed, the schedule of payments was approved.
5: Corporate Support Plan (TCM)	a) Councillors considered the recommendations in the Town Council Manager's report. It was confirmed that in part 4 a suitably qualified Clerk would be an asset to the organisation, but that a transformational specialist would be more beneficial to update office processes. The situation regarding availability of qualified clerks across Suffolk was noted, and the staff structure in comparison to other Parishes was lean. The additional staff would assist in resilience. Proposed by Councillor



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	<p>Allan, Seconded by Councillor Cammack, it was unanimously agreed to approve the TCM's recommendations as below:</p> <ol style="list-style-type: none"> 1. That the Council understands that recovery will be a long process between 12 and 18 months, as new staff cannot simply pick up where work was left off. There is much to discover, understand, rebuild and modernise. 2. To focus on essential day-to-day business and reduce the number of projects the TC undertakes. The Town Council is only one body and is not responsible for many services. To focus on a positive future. 3. To prioritise rebuilding of the office staff – in number of staff, but also in team dynamic, and improve interaction/role share through training and team building measures. 4. Obtain an additional member of staff to assist office modernisation (above the agreed/budgeted staff structure). A 3-year post at scale 24 to prioritise acquisition of office information to understand previous operational processes and organise filing, Establish calendar of office events and timelines to ensure procedural matters are achieved, and to develop proper practices and procedures to enable the TC to function effectively. 5. Obtain 3rd party support to deliver projects, including delegating existing and future commitments (including funding) to community groups and other organisations where appropriate. 6. To invest in Councillor training/workshops to build relationships. <p>b) Councillors heard the recommendation to undertake a public engagement programme to develop the Town Council's strategy in order to establish its role, function and direction and engage with the public to reestablish itself. It was confirmed that such action would be time well spent to assist the Town Council going forward. The options for consultation may be limited due to lockdown but that should not slow progress. Proposed by Councillor Allan, Seconded by Councillor Minns, it was unanimously agreed to accept the TCM's recommendations as below:</p> <ol style="list-style-type: none"> 1) To prepare and deliver a public engagement event to <ul style="list-style-type: none"> ○ reaffirm the TC role and remit in the public conscience, ○ convey the Councillors' <ul style="list-style-type: none"> ▪ individual values/motivations and understand what they stood for in election ▪ key project ambitions ○ understand what the public wants from the TC, then refine key projects list to focus resources. 2) Develop and publish the Town Council Strategy that encapsulates the above. 3) Re-establish regular communications <ol style="list-style-type: none"> a. Develop the comms plan. b. Expedite establishment of monthly "surgeries" to engage with the public to build stronger relationships. c. Bring web page in-house to support more information exchange.
<p>6: Future Meetings</p>	<p>The next scheduled meeting of Full Council was confirmed to be Thursday 20th August 2020 at 7.00pm by videoconference.</p>
<p>7: Exclusion of the press and public</p>	<p>Councillors considered the exclusion of the press and public In pursuance of Section 1)2 of the Public Bodies (Admission to Meetings) Act 1960 the Press and the Public shall be</p>



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	<p>excluded for the next items 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. A separate vote was requested for parts a) and b). A recorded vote was requested.</p> <p>Item 8a): FOR going it to private session: Cammack, Beggerow, Gordon, Allan, Hinton, Talbot, Schleip, Minns, Allman. AGAINST Knock.</p> <p>Item 8b): FOR going it to private session: Cammack, Beggerow, Gordon, Allan, Hinton, Talbot, Schleip, Minns, Allman, Knock. AGAINST – none.</p> <p>The press and public left the meeting.</p>
8: Organisational review	<p>a) Councillors NOTED the Town Council Manager's report into operational efficiency and his progress to date, and the frustrations around acquisition of additional staff and the effects of the Corona Virus lockdown on workload and priorities. It was agreed that the HR Panel would assist the appointment of additional member of staff as agreed in Item 5a).</p> <p>b) Proposed by Councillor Allan, Seconded by Councillor Hinton and Unanimously agreed, the Town Council Manager's appointment was made permanent. It was confirmed that the HR Panel would confirm the appointment in writing.</p>
10: Close of meeting	<p>The meeting closed at 9.16pm.</p>

Prepared by

A. McMillan

Andrew McMillan
Town Council Manager
23 July 2020



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Extraordinary FULL COUNCIL

Monday 3rd August 2020 at 7pm via videoconferencing.

Draft MINUTES

1. Opening	<p>a) The Mayor welcomed Councillors and the public. Councillors attending: Cammack, Beggerow, Baylis, Gordon, Gregg, Allan, Knock, McLeod, Hinton, Allman Talbot, Schleip, Minns. Also in attendance: Cllr Mick Fraser, The Town Council Manager, and 26 members of the public.</p> <p>b) No apologies for absence.</p> <p>c) No declarations of interest were made.</p> <p>d) No requests for dispensations were made.</p>
2: Public Forum	<p>A member of the public stated that a Town Councillor had stated in the press that businesses had been consulted about the road closure but that this was not accurate. Councillor Minns responded that he resented the accusation and had said in a radio interview that a consultation was underway.</p> <p>A member of the public asked in a robust manner how the Town Council had done this to the High Street without consultation. He opined that the truth was a plan to pedestrianise the High Street and that this was the early stages, and was the worst thing that could befall the High Street. Councillor Allan clarified that this was not a plan to pedestrianise the High Street in any way, that the delay since the original request and the subsequent barrier use was not planned for. Councillor Gordon stated that the confused roles/responsibilities between the 3 tiers of Councils at the beginning was unhelpful, but that we should look forward not backward.</p> <p>Proposed by Councillor Allan, seconded by Councillor McLeod it was agreed to suspend Standing Order 3F to enable further public comment. A recorded vote was requested. For: Cammack, Beggerow, Baylis, Gordon, Allan, McLeod, Hinton, Allman Talbot, Schleip, Minns. Against: none. Abstain: Knock, Gregg.</p> <p>A Member of the Public asked what power Hadleigh Town Council had to make changes to the scheme, whether businesses were truly consulted, and whether the safety risk remains. It was confirmed that the powers to enact the closure are the Highway Authority's (Suffolk County Council), and as the Town Council's scheme had been rejected as impractical, the suggested one way scheme had been suggested by SCC. Cllr Fraser confirmed that HTC was under no obligation to do anything, and the one way scheme was amended to run the opposite way for safety, and then subsequently agreed by Hadleigh Town Council as the applicant. Councillor Allman stated that there was no point in debating the previous decision, but to look at the future. He continued that having been canvassing public opinion on Friday morning that there was clearly a need for some interventions, and whilst nobody had expected the unattractive barriers it must be remembered that they are only temporary to ensure the safety during the Covid19 pandemic. Councillor Minns added that a lot of the opinions expressed were anecdotal.</p> <p>A member of the public stated an overarching concern about accountability, and the original purpose – Covid 2m distancing or because people were stepping into the road. The issue of the pavement café society was also raised as it appears to conflict with the wider footway initiative which asks whether the measures are still needed.</p>



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Councillor Allan confirmed that it was a democratic decision to implement the measures. The pavement café license scheme is a Central Government measure managed by the District Council licensing team, and HTC was not notified prior to implementation in the High Street. Councillor Gregg sympathised with businesses that have experienced reduction in footfall and had noted abuse of disabled parking bays. Councillor Fraser confirmed that SCC is responsible for Highways, and that the Town Council “owns” the one-way scheme, but that this is the result of liaison between Councils to establish a scenario for Safer Space in Hadleigh. He confirmed that HTC may make requests to SCC for “tweaks”. Cllr Gregg stated that the roadworks in Magdalen Road that delayed the implementation of the works should have been notified to HTC, and Councillor Fraser stated that there are different departments within the Highways team, and due to covid19 communications had been slowed between them too. Councillor Beggerow noted that the liaison between SCC and HTC had resulted in the implemented scheme running North-South having considered the local emergency vehicle routes.

A member of the public recognised that the measures are temporary but could be amended to make them more effective, particularly around the café culture aspects that have emerged that appear to conflict with the social distancing aims of the wider footpaths. It was confirmed that that is not within the control of Hadleigh Town Council. It was suggested that the barriers were needed in the narrower parts of the street but that more loading bays would be helpful in the wider part. Councillor Gregg noted the refuse vehicle had caused some delays during its round, and Councillor Knock noted the abuse of existing bays which required more monitoring/enforcement.

A Member of the public stated that the decision making and ownership of the scheme is academic, and that it was clear the measures are for social distancing. Covid19 is not going away so the measures are likely to be needed for longer than 3 weeks. Pre-existing issues in the High Street were being mixed with the impacts of the barriers exacerbating them, but not causing them. As a local business owner he was not of the opinion that there was an overall negative outcome of the measures, and with some tweaks could be welcomed.

A member of the public stated that loading bays were insufficient, poorly located and too small, and that the barriers should all be taken away. Councillor Schleip observed that some premises with rear access were not using it and needed to be flexible.

A member of the public stated that he had seen abuses of the measures including vehicles and cycles going the wrong way, and poor parking. However, the scheme was working.

A Member of the public asked whether the driver for the scheme was – Covid 2m distancing or because people were stepping into the road which were different things. The measures may not be encouraging people back in to the High Street, which again is another matter. He noted the lack of consultation with businesses and expressed concern around the management and roles of authorities in the implementation. He noted the need for data such as footfall and traffic counts with further public consultation as it appears that measures assisting footfall are not offsetting losses from limiting access.

Councillor Allman thanked the members of the public in attendance for participating, and thanked those who took the time to respond to the consultation.



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3: Covid19 Road Restrictions	<p>a) And b) Councillor Beggerow thanked the staff for the work to deliver the feedback report to assist decision making.</p> <p>Councillors noted that something had to be done to assist social distancing, but that the measures need amendments to reduce the public division. This included:</p> <ul style="list-style-type: none">- Signage to surgery and its exit route- Signage at Benton Street end- More crossing points and ramps at kerbs- More delivery bays- Enforcement- Signage drawing through-traffic to use Magdalen Road- 20mph speed limit in Magdalen Road- Additional extension of Market Place closure on 28th August as the Notice ends on the 27th. <p>The use of planters instead of barriers was discussed but it was considered that the scheme should be seen to be working and agreed to extend before planters are installed. It was felt that as public opinion was confused over the permanence of the measures, that an extension beyond 6 weeks at this stage was premature.</p> <p>Councillor Allman enquired whether SCC would agree to the requests and Councillor Fraser confirmed that the officers would have to consider them and act appropriately. As applicants HTC should make the recommendations it considers necessary.</p> <p>The motion for items a) and b) were considered as one.</p> <p>Proposed by Councillor Minns and Seconded by Councillor Beggerow, it was agreed that the existing trials in Market Place and High St should continue to the end of their six-week period, accepting that both schemes require adjustment and that the authority to achieve these adjustments should be delegated to the Town Council Manager in liaison with Suffolk County Council, in consultation with businesses, residents and Babergh District Council (especially in respect if pavement licences). The adjustments should include promoting the use of Magdalen Road for through traffic and investigating with BDC remitting parking charges in the Bridge St car park for workers in the High St. A recorded vote was requested. For: Cammack, Beggerow, Baylis, Gordon, Allan, McLeod, Hinton, Allman Talbot, Schleip, Minns. Against: none. Abstain: Knock, Gregg.</p> <p>The Chair moved to Item 4 on the Agenda which means that consideration of public feedback regarding the temporary road restriction schemes in the High Street and the Market Place, and to decide whether to:</p> <p>C) Apply to extend High Street works for 18 months. D) Apply to extend Market Place works for 18 months. Will be considered at the next meeting.</p>
4: Future Meetings	It was confirmed that the next scheduled meeting of Full Council will be held at 7pm on Thursday 20 August 2020 by videoconference.
5: Close of meeting	The meeting closed at 9.28pm.

Prepared by *A. McMillan* Andrew McMillan Town Council Manager

04 August 2020



Information in support of Agenda items

6. Trees on Town Council Land

The Council's insurance company have advised that the trees should be inspected annually, visually inspected after every high wind where a weather warning is put in place, and a more thorough inspection completed every 2 years. It is recommended that the Town Council commissions a comprehensive tree survey to ascertain the risks of trees on its land using a LANTRA (National Training Organisation for the Land Based Industries) accredited Professional Tree Inspector (accredited by the British Standards Institution (BSI) for ISO 9001:2015). Delegated authority should be granted to the Town Council Manager to obtain quotes and select the contractor where the fee is up to £5,000.

7: Office Security

At Hadleigh Town Council's Full Council meeting in February 2020 the Town Council Manager was tasked with investigating fire-proof storage for important documentation. This would include storage for financial documentation and contracts / leases / licences etc which are important to the everyday running of the Town Council. Two cabinet are required; one cabinet is required to house existing documentation with a second cabinet required for future documentation. The table below shows a range of fire-proof locking cabinets suited to the needs of the Town Council. Each of the cabinets listed below provides 30 minutes of fire protection for paper records.

	Internal dimensions	File Capacity	Weight	Cost	Delivery and Placement cost	Total	Vat	Total Cost per Cabinet
Chubb safes Archive Cabinet Series	1780 x 844 x 430mm	55	150kg	£1,207.50	£45.00	£1,252.50	£250.50	£1,503.00
De Raat DRS Combi-Paper Series	1729 x 815 x 348mm	50	315kg	£1,912.80	£45.00	£1,957.80	£391.56	£2,349.36
Phoenix Fire Ranger FS1513 - Key Lock Series	1810 x 815 x 410mm	50	152kg	£807.00	£45.00	£852.00	£170.40	£1,022.40

10: Cemetery extension temporary road

Following the resolution of 16 July to investigate insurance cover for redress regarding the removal of the temporary road, the Council's insurer has responded: *"To be quite honest there would not be cover under your Council Guard Policy, an insured peril would have to occur and damage sustained, this is more financial. Looking at this you could insist on the Contractor returning it back as per contract conditions but it does feel a shame as it would benefit the farmer to leave as is. Only other way might be to see if the council could make an arrangement with the farmer to see what he would be prepared to pay to leave it in place. Other than that can only suggest that if it is potentially a claim against the Contractor you would need to take legal advice taking into account the contract conditions / wording. In terms of advice there is the Legal Expenses section which provides cover for contract disputes."*

11: Fees and charges

The Council periodically reviews its fees and charges.

a) Cemetery



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Prices have historically increased 5% every 2 years, with a review now due. It is recommended to raise the prices by 5% and round up to the nearest £5 increment for existing cemetery services (as in the table below), and that pricing for the new cemetery extension (including new style of burials) to be considered later this year following the visit from the Federation of Burials and Cremations Authority.

BURIAL FEES	Current fee	5% increase	Rounded	10% increase	Rounded
<u>Burials</u>					
Exclusive Rights					
Parishioner	£289.00	£303.45	£305.00	£317.90	£320.00
Non-parishioner	£578.00	£606.90	£610.00	£635.80	£640.00
Interments					
Under 18's	No fee				
Parishioner	£173.00	£181.65	£185.00	£190.30	£195.00
Non-parishioner	£346.00	£363.30	£365.00	£380.60	£385.00
Weekend fee	No additional fee				
<u>Cremations</u>					
Exclusive Rights					
Parishioner	£208.00	£218.40	£220.00	£228.80	£230.00
Non-parishioner	£416.00	£436.80	£440.00	£457.60	£460.00
Interments					
Under 18's	No fee				
Parishioner	£110.00	£115.50	£120.00	£121.00	£125.00
Non-parishioner	£220.00	£231.00	£235.00	£242.00	£245.00
Weekend fee	No additional fee				
Weekend emergency call out fee	£60.00	£63.00	£65.00	£66.00	£70.00



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MEMORIALS	Current fee	5% increase		10% increase	
<u>Burials</u>			Rounded		Rounded
A headstone not exceeding 1070mm (42 inches) high x 760mm (30 inches) wide and 100mm (4 inches) max/75mm (3 inches) min thickness	£214.00	£224.70	£225.00	£235.40	£240.00
A wedge/book not exceeding 600mm (24 inches) wide x 380mm (15 inches) deep	£150.00	£157.50	£160.00	£165.00	£165.00
A flat stone not exceeding 600mm (24 inches) wide x 380mm (15 inches) deep	£150.00	£157.50	£160.00	£165.00	£165.00
A stone vase not exceeding 300mm (12 inches) in height	£121.00	£127.05	£130.00	£133.10	£135.00
For each additional inscription	£11.50	£12.08	£15.00	£12.65	£15.00
<u>Cremations</u>					
A headstone not exceeding 600mm (24 inches) in height 450mm (18 inches) wide and 100mm (4 inches) max/75mm (3 inches) min thickness	£185.00	£194.25	£195.00	£203.50	£205.00
A wedge/book not exceeding 450mm (18 inches) wide x 380mm (15 inches) depth	£121.00	£127.05	£130.00	£133.10	£135.00
A flat stone not exceeding 450mm (18 inches) wide x 380mm (15 inches) deep	£121.00	£127.05	£130.00	£133.10	£135.00
A stone vase not exceeding 300mm (12 inches) in height	£121.00	£127.05	£130.00	£133.10	£135.00
For each additional inscription	£11.50	£12.08	£15.00	£12.65	£15.00

b) LRS

Fees have historically risen 5% every 2 years, and a review is now due. However, it is recommended to freeze prices pending the outcome of insurance claim and future plans for the site following the arson attack earlier in the year.

Possible Price Increases from 01/01/2021



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	Current fees 1/10/2018	2.5% increase	5% increase	7.5% increase	10% increase
Tennis Courts (Charges per hour)					
All players tennis club members	£ 3.65	£ 3.74	£ 3.83	£ 3.92	£ 4.02
Non tennis club members	£ 7.30	£ 7.48	£ 7.67	£ 7.85	£ 8.03
Mix of members/non members	£ 7.30	£ 7.48	£ 7.67	£ 7.85	£ 8.03
Other Sports Areas (per session)					
Multi Sports Area	£ 20.75	£ 21.27	£ 21.79	£ 22.31	£ 22.83
Match Play (per session where a session = either morning, afternoon or evening)					
Rugby Pitch	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
Soccer Pitch	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
Cricket Wicket	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
Pavilion (per changing room)	£ 18.15	£ 18.60	£ 19.06	£ 19.51	£ 19.97
Cost of pitch inclusive of one changing room	£ 48.50	£ 49.71	£ 50.93	£ 52.14	£ 53.35
Cost of pitch inclusive of two changing rooms	£ 63.40	£ 64.99	£ 66.57	£ 68.16	£ 69.74
Training Sessions					
Training sessions inclusive of changing room	£ 32.80	£ 33.62	£ 34.44	£ 35.26	£ 36.08
Other Costs					
Floodlight Tokens (30 minutes)	£ 1.35	£ 1.38	£ 1.42	£ 1.45	£ 1.49
Use of Car Park (other than for Parking) per day	£ 60.65	£ 62.17	£ 63.68	£ 65.20	£ 66.72
Block Booking Benefits					
10 or more bookings	10% discount				
20 or more bookings	20% discount				
Youth Charges					
13 – 18 year olds pay 50% of above costs for Tennis Courts/Pitches/ multi sport area					
Under 13s play free					



c) Allotments

Prices are historically increased 5% every 2 years, with a review now due. Hirers are notified one year in advance, so any changes now will take effect from September 2021. It is recommended that the price rises by 5%, and rounded to £17.50 for a half allotment and £29.00 for a full allotment per annum.

		<u>Possible Price Increases</u>			
	Current 1/10/2018	2.5% increase	5% increase	7.5% increase	10% increase
1/2 allotment per annum	£16.50	£16.91	£17.33	£17.74	£18.15
Full allotment per annum	£27.50	£28.19	£28.88	£29.56	£30.25

13. Council Actions Schedule

The Administrator has resumed monitoring of Council decisions to ensure they are actioned. It is a living document to be kept up to date, and be published in due course on the website. Councillors are invited to add commentary when decisions are enacted. It is notable that a number of decisions have not been enacted highlighting the recent staff shortage. This also cements the Town Council Manager's recent advice that Hadleigh Town Council should focus on its core duties while it addresses processes and procedures and seeks to rebuild services.

15: Christmas closure

Hadleigh Town Council Christmas Closure 2020

In previous years, Hadleigh Town Council offices have closed for the same duration as Babergh District Council over the Christmas period, with staff being given the time off rather than it being taken as part of their annual leave allocation. An excerpt from the December 2018 Full Council meeting minutes (below) suggests the arrangement would be reviewed when staff contracts were updated. *'And agreed to close the offices from the 21st December 2018 to 2nd January 2019. Councillor Knock asked if the office closure hours came out of the staff holiday entitlement or was it additional time off. The Clerk advised that this had always been given as additional time. Councillor Knock was not happy with this arrangement as he felt public money was being badly spent. Councillor Monks advised that the staff contracts were due to be updated and this matter would be addressed'*.

A longer-serving member of staff has stated that their contract has not been updated since 2015, and it is silent regarding arrangements for Christmas leave, but the offices have always been closed and staff given the time outside the annual leave allowance. Newer employment contracts from 2019 are also silent regarding arrangements for Christmas leave, but have an annual leave allocation and two extra days leave which is to be taken at a time agreed with the Town Council.

'In addition you are entitled to take the usual public holidays in England and Wales and 2 extra statutory days to be taken on days to be determined by mutual agreement between you and the Council and taken at a time convenient to the Council. You will be paid your normal basic remuneration during such holidays'.

It is recommended that for consistency the Town Council Office closes at the same time and duration as Babergh District Council offices. It is recommended that the Christmas leave



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arrangements are regularised for all staff, including whether the two extra statutory days should be part of any closure.