

# Haverhill Town Council

## Minutes of a Meeting of Haverhill Town Council's

### FULL COUNCIL

Held on Tuesday 23<sup>rd</sup> September at 7.00pm at Haverhill Arts Centre, High Street, Haverhill



**HAVERHILL**  
TOWN COUNCIL

**Present:** Mayor Councillor R André

Councillor E Goody  
Councillor P Hanlon  
Councillor B McLatchy  
Councillor D Roach  
Councillor B Robbins  
Councillor G Stroud

**Apologies:** Deputy Mayor Councillor M Byrne  
Councillor P Firman  
Councillor J Stroud  
Councillor C Turner

**Absent:** Councillor L Carr  
Councillor P French  
Councillor M Martin  
Councillor D Russo  
Councillor A Samuels

**In Attendance:** Colin Poole (Town Clerk)

6 members of the public were present.

### Welcome:

Mayor R André welcomed everyone to the meeting.

### MINUTES

**C14 /058** Apologies for Absence  
The above apologies were noted.

**C14 /059** Declaration of Interests and requests for dispensation  
None.

**C14 /060** The minutes of the Full Council meeting held 29th July 2014  
The meeting agreed these were a true record with no matters arising.

**ACTION**

**C14** **Matters arising not on the agenda**

**/061** **a) C14/030a Listing assets of community value**

The Clerk had received advice from Locality, an organisation that specialises in supporting communities use the Localism Act, that they were unaware of any footpath being listed before; it would be down to the listing authority to decide whether they would list a footpath and, as a footpath is only part of a parcel of land, any listing would be exempt from the standstill regulations that give a community time to prepare a bid to purchase a community asset.

The Clerk had subsequently written to St Edmundsbury asking whether they would list a footpath. If they agree in principle, an application will be made.

Clerk

**b) C14/030b Haverhill Clock**

The Clerk reported that the trial hole had been dug and the design for the foundations confirmed as suitable for the structure envisaged at the time the foundations were designed. However, the size of the structure was now larger and he would need to have the foundations confirmed as still suitable.

The fabricators of the main structure planned to start actual construction in October.

Contrary to what Councillors had understood to be the case, it appears the clocks themselves were never commissioned, or the actual design agreed. Whilst this is a setback, it does allow time to consider how to power the clocks as this had also not been finalised.

One option was solar power, subject to assurances on reliability.

The Chairman expressed concern that the project had been due to be completed by March 2014 but was only at this stage. The Clerk was urged to press on with getting the project resolved.

Clerk

**c) C14/049 Town Twinning Signs**

The Clerk has received a quote for £85.80 per sign. The Council noted that the sign was an additional plate for the three "CB9" type Haverhill signs and that there were two other boundary signs in Haverhill that were of an older design. It was agreed to approach the Borough to see if they would partner us in getting all the signs the same and do the installation for us.

Clerk

The matter could then be referred to the Finance Committee.

**C14** **Adjournment**

**/062**

The meeting was adjourned for reports from the Police, District/County Councillors on issues pertinent to Haverhill and the Public Forum. See Appendix 1 for Details.

The meeting was reconvened

**C14** **Haverhill Parish Boundary**

**/063**

Councillor P Hanlon referred to the 2000 houses and Science Park within the Haverhill 2031 vision document. None of these are actually in Haverhill Parish, but will depend upon all the facilities of the town. They should be in the same parish and contributing through the precept.

Councillor Goody suggested that any change should take into account those areas likely to be zoned for future expansion as well as those already zoned. The Essex boundary, which passes through the town, also needs to be moved.

The meeting further noted that for health and other strategic planning the current situation would cause Haverhill's need to be greatly underestimated.

It was proposed by Councillor P Hanlon, seconded by Councillor E Goody, that the Clerk requests that St Edmundsbury Borough Council carries out a boundary review of the parish boundaries and approaches the Boundary Commission regarding the county boundary. The meeting voted unanimously in favour of this proposal.

**RESOLVED**

Clerk

**C14** **Annual Return and Audit**

**/064**

a) The Council noted the content of the letter from the External Auditor and section 3 of the Annual Return for 2013/14, confirming the annual return is in accordance with proper practices and that there were no additional matters of concern. The Clerk confirmed the Notice of Conclusion of Audit had been on display on the noticeboard for more than the required minimum.

The Chairman thanked the Clerk and all concerned in the preparation of the documentation.

b) The Council considered the draft terms of reference and specification for the Internal Audit.

It was proposed by Councillor E Goody, seconded by Councillor P Hanlon, that both the draft terms of reference and specification be approved.

**RESOLVED**

**C14** **Review of Constitutional Documentation**

**/065**

**a) New Standing Orders**

The Clerk drew the attention of the meeting to particular clauses within the document that required individual consideration above and beyond the general document. It was also noted that SO 15b(i) permitted the Clerk to issue the summons by email. With the exception of draft SO 24a(iii) restricting Councillor access to documentation, which was deleted, it was proposed by Councillor G Stroud, seconded by Councillor D Roach, that the Standing Orders be approved for adoption.

**RESOLVED**

Clerk

**b) New Financial Regulations**

The meeting noted that this allowed electronic payments of bills.

It was proposed by Councillor E goody, seconded by Councillor P Hanlon, that the Financial Regulations be approved for adoption

**RESOLVED**

**c) Suffolk Model Code of Conduct**

The Clerk reminded Members of the need to keep their register of interests up-to-date and declare hospitality worth approximately £25 and over.

It was proposed by Councillor D Roach, seconded by Councillor G Stroud, that the Suffolk Model Code of Conduct be approved for adoption.

**RESOLVED**

**C14/  
066** **Policy Development**

**a) Policy on recording and broadcasting Council meetings**

It was proposed by Councillor B Robbins, seconded by Councillor P Hanlon, that the policy be approved for adoption.

**RESOLVED**

**b) Policy on computer usage**

The Chairman thanked Mr J Burns for his useful contribution on this item during the Public Forum. Councillor E Goody proposed, seconded by Councillor B McLatchy, that the policy be approved for adoption.

**RESOLVED**

**C14  
/067** **One Haverhill**

The Mayor and Clerk reported that they had attended the One Haverhill Board. Of particular note:

Menta presented a draft business plan to the One Haverhill board for the provision of a Youth Hub at the Old Magistrates Court. Members noted that this was a One Haverhill project led and funded by the Town Council. This was in line with the request from Town Councillors that a clear business plan setting out the case for the project is drawn up before approval for the significant expenditure would be forthcoming from them. The next stage the Clerk was proposing was for Menta to scope the potential funding streams for the project.

The Clerk had also provided the One Haverhill Board with a financial report and undertaken to produce these for each Board meeting. As banker, the Town Council had both a duty and self-interest in ensuring that One Haverhill did not overspend their funds.

The One Haverhill Public Forum was to be filmed and streamed on the Internet. However, the Board and other committees of One Haverhill would continue to meet in private.

**C14  
/068** **Adoption of Committee Reports**

**Appeals Committee**

The meeting noted that the Appeals Committee had not met since the previous meeting of the full Town Council.

**Finance Committee**

The meeting noted that the Finance Committee meets on 30<sup>th</sup> September.

**Leisure and Community Committee 16th September 2014**

The draft minutes were due for distribution.

**Personnel Committee 22nd July 2014**

The meeting noted that the Personnel Committee had not met since the previous meeting of the full Town Council

**Planning Committee 12<sup>th</sup> August and 9<sup>th</sup> September 2014**

It was proposed by Councillor P Hanlon, seconded by Councillor E Goody that the minutes be adopted. **AGREED**

**CLERK**

**C14** Minute Books

**/069** The Clerk advised that some 14 years' worth of minutes from 1997 to 2011 remained in loose-leaf folders. These provide little protection to historical documents that the Council is legally obliged to retain indefinitely. Although not normally expensive, to bind this quantity adds up. The meeting noted that digital records should be available to the public through the Suffolk Records Office.

It was proposed by Councillor P Hanlon, seconded by Councillor D Roach, that a budget of £500 be agreed to have the minutes professionally bound and then presented to the Local History Group for safekeeping. The meeting voted unanimously in favour.

**RESOLVED**

**C14** Authorisation of payments

**/070** It was proposed by Councillor R André, seconded by Councillor M Byrne, that payments for cheques 9852 - 9960 totalling £95,431.98 be authorised.

**RESOLVED**

**C14** Urgent Correspondence

**/071** None

**C14** To Exclude the Press and Public

**/072** It was resolved under the Public Bodies (admission to meetings) Act 1960 that the press and public be excluded from the meeting for the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of business to be transacted, namely staffing issues.

Proposed Councillor P Hanlon, seconded by Councillor E Goody.

**RESOLVED**

**C14** Staffing Matters

**/073** The meeting considered a report on staff matters. It agreed the Personnel Committee should meet and prepare a report for full council to consider.

**C14** Date of next Meeting:

**/074** 28<sup>th</sup> October 2014. Councillor D Roach gave his apologies for that meeting.

**C14** Closure

**/075** The Chairman declared the meeting closed at 8:20pm

Signed .....  
**Chairman**

Date.....

## Appendix 1

Reports from the Police, District/County Councillors on issues pertinent to Haverhill and the Public Forum.

### **County Councillor Julian Flood submitted a written report:**

My apologies for not being able to attend: I'm walking on Exmoor.

I had no luck with the bats on Cambridge Way -- I found them with a bat detector but Suffolk Wildlife are certain that there are none in the garages.

At a full SCC meeting I raised the matter of brownfield land release in the answer to a motion -- we'll keep hammering away at this point. I've also pointed the appropriate cabinet member to a scheme in Birmingham which is providing more social housing.

The business of social/affordable housing is a long term project but worth persisting with.

I've started looking for my next accessibility project and Camps Road has been suggested as a priority, but I need to talk to Mrs Wendell first.

The Parkway residents association have suggested a barrier at the bottom of the path that runs down to the crossing by School Lane, and I've had no news of the work on School Lane itself.

I'm happy to take input on the former from interested parties,

The drainage problem in Orford Close -- I'm having trouble finding out who is responsible for the section of road which is at fault, so that will take a bit of time to resolve.

### **County Councillor Tony Brown 's report was read out by Mr J Burns:**

My apologies for not being able to attend this evening due to having to attend the Borough full Council meeting.

Since the last TC meeting, I have been working with other Borough councillors from Haverhill on providing alternative ideas for next year's Borough Council Budget as part of the budget consultation.

I have been working with SCC highways to have clearer traffic signs put in place at the junction of Camps Road, High Street, Queens Street, as part of the High St match-funded PCSO initiative, including replacing those missing or ambiguous in the High Street itself. More information on the PCSO initiative will be released soon.

I have been investigating with SCC Highways about the possibility of a Traffic Restriction Order for the walkway between Tesco's behind the Police Station, across to Queens Street. It looks quite hopeful that this will be progressed.

I have submitted the joint response of the three town County Councillors to the children's centre review.

### **Mr J Burns made the following comments in his own right:**

**Item 6.** I would like to fully support moves to bring those areas, currently in Essex and Withersfield Parish, i.e. everything inside the line of the southern Haverhill Bypass, into the Haverhill Parish area. Apart from the obvious financial benefits it will solve a lot of confusion by residents and others as to what actually constitutes Haverhill. At the same time I would like to see the northern boundary increased to include those residences and areas along Wrattling Road beyond Anne Suckling Way up to but excluding the Old Haverhill Road leading to Little Wrattling Church. This to include the entire North East and North West proposed developments. I would also like to suggest, in line with the increased population explosion planned, that moves should be made to make Haverhill a District Authority in its own right.

**Item 8(b).** Although I am not party to what is proposed here I would like to suggest that the use of PayPal is a very good choice when it comes to payment options. I would also suggest, based on investigations I have personally done for my own business, that cheaper alternatives to the

standard credit card schemes are available resulting in considerably less charges for each transaction.

I have already been in email conversation with the Town Clerk as regards Items 9 & 12.

**Item 9.** In respect of 9(a) I personally have no problem with the proposed policy. I have however suggested the TC may want to consider installing permanent audio-visual technology and I have offered my help both technically and financially in view it could save a lot of time & effort for us all.

As for 9(b) I have suggested further security enhancements to be considered at a later date when the policy next comes up for review.

**Item 12.** I do not agree that it is necessary to bind the meeting minutes professionally and present them to the History Group. It is well known that many of the documents and artefacts they hold on behalf of the people are not readily available due to lack of space nor is there any readily available online index such that persons searching for such a document know where to find it.

By all means give them a copy in normal A4 binders but more importantly, for the sake of the nation's heritage (and to meet statutory obligations) I recommend a copy is placed in the care of Suffolk Record Office. At the same time they will included in the National Archives 'Discovery' catalogue system which is designed to ensure that documents from all record offices, and other such repositories, are readily found and accessible. A separate online copy of all the meeting minutes, plus any supporting documents, should be made available over a period of time, either on the TC website and/or a comprehensive History Group website if ever that should materialise.