

# Haverhill Town Council



HAVERHILL  
TOWN COUNCIL

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

### FULL COUNCIL

Held on Monday 16<sup>th</sup> October 2017 at 7.00pm at the Haverhill Arts Centre,  
Haverhill, CB9 8AR

**Present:** Mayor Councillor D Roach  
Deputy Mayor Councillor A Brown  
Councillor A Bramwell  
Councillor J Burns  
Councillor J Crooks  
Councillor P Fox  
Councillor Q Fox  
Councillor P Hanlon  
Councillor B McLatchy  
Councillor B Robbins  
Councillor L Smith  
Councillor C Turner  
Councillor A Williams

**Apologies:** Councillor M Byrne  
Councillor I McLatchy

**Absent:** Councillor W Yang

**In Attendance:** Cllr M Marks, St Edmundsbury Borough Councillor  
Colin Poole (Town Clerk)

3 members of the public were present.

### Welcome:

Mayor D Roach welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

### MINUTES

**C17**      **Apologies for Absence**  
**/129**      The above apologies were noted. Rev Ian Finn also sent his apologies.

**C17**      **Declaration of Interests and requests for dispensation**  
**/130**      None.

**C17**      **The minutes of the Full Council meetings held 25<sup>th</sup> September 2017**  
**/131**      It was proposed by Councillor J Burns, seconded by Councillor P Hanlon that the minutes of the meetings held 25<sup>th</sup> September 2017 be adopted as a true record.

**RESOLVED**

**ACTION**

- C17**      **Matters arising not on the agenda**  
**/132**      a) C17/101 Household Waste Recycling Centre: A meeting had taken place with the Portfolio Holder for Waste with regard to improving the HWRC provision for Haverhill. The meeting was very constructive and Councillors looked forward to proposals coming forward in due course.

**C17**      **Reports from the Police, borough and County Councillors and the**  
**/133**      **PUBLIC FORUM**

- a) The Council considered the latest SNT Report and data from the Police UK Website. Councillors expressed concern for the officer run over in Withersfield Road whilst directing traffic at an earlier accident.  
b) The meeting received reports from County Councillors on issues pertinent to Haverhill. See Appendix 1 for details.  
c) The meeting received reports from Borough Councillors on issues pertinent to Haverhill. See Appendix 1 for details.  
d) Public Forum – See Appendix 1 for details.

**C17**      **Mayor's Report**  
**/134**      See Appendix 2.

- C17**      **ONE Haverhill Partnership**  
**/135**      1 – The Board has not met since the last meeting of the Council.

**C17**      **Adoption of Committee Reports**  
**/136**

**a) Appeals Committee**

The Appeals Committee had not met since the last meeting of Full Council.

**b) Finance Committee**

The Finance Committee had not met since the last meeting of Full Council.

**c) Leisure and Community Committee**

It was proposed by Councillor J Burns, seconded by Councillor T Brown, that the minutes of the meeting held 12<sup>th</sup> September be adopted.

**RESOLVED**

**d) Personnel Committee**

The Personnel Committee had not met since the last meeting of Full Council.

**e) Planning Committee**

It was proposed by Councillor B Robbins, seconded by Councillor L Smith, that the minutes of the meetings held 8<sup>th</sup>, 29<sup>th</sup> August and 12<sup>th</sup> September be adopted.

**RESOLVED**

**C17**      **Authorisation of payments**  
**/137**

It was proposed by Councillor B McLatchy, seconded by Councillor C Turner, that the listed payments totalling £9,717.00 be authorised.

**RESOLVED**

**C17**      **General Data Protection Regulations**  
**/138**

The Clerk provided a briefing for the Council on the introduction of the new regulations. This will require the Council to appoint a Data Protection Officer. The Council is mapping the data held by the Council and Arts Centre – Customer data, staff data, payroll, councillor data, electoral register. We need to destroy data we do not need to hold. If we do need to hold data we must establish the power under which it is held – either statutory duty or

evidenced informed, active consent. We also need to consider how we deal with subject data access – what do records contain and should we clean records of data we do not need.

This applies to individual Councillors holding information for casework. It also impacts on how data is transferred and stored, such as use of ‘Dropbox’ type facilities and cloud-based storage. These third parties must contract with us that they comply with the GDPR.

Councillor C Turner suggested that a move to town council email addresses and server may be advisable. Councillor M Marks also raised the issue of obtaining permission from residents to pass on information on their behalf.

Clear policies must be set on data handling and informed consent. A policy will come forward in due course, but the Clerk advised Councillors to bear in mind this is coming and to consider whether they retain data they collect between now and May, to get into that mindset.

The Clerk confirmed that at present the law does not require us to appoint a Data Protection Officer, but will do from May 2018, by which time we hope to have clear guidance on that role.

**C17**            **Local Government Act 1894**

**/139**            It was proposed by Councillor B McLatchy, seconded by Councillor C Turner, that the Council proposes at the SALC AGM the following motion:

*“That the National Association of Local Councils accepts the interpretation by Marcus Jones, Minister for Local Government at the DCLG, that LGA1894 section 8(1)(i) does not constitute an absolute restriction upon Parish Councils providing funding for works on church buildings.”*

**RESOLVED**

**C17**            **Social Media Policy**

**/140**            The Meeting considered the revised draft policy on social media. It was proposed by Councillor B McLatchy, seconded by Councillor Q Fox, that the policy be adopted, with a review in one year.

**RESOLVED**

**C17**            **Urgent Correspondence**

**/141**            None.

**C17**            **Date of Next Meeting**

**/142**            Monday 27<sup>th</sup> November 2017.

**C17**            **Exclusion of press and Public**

**/143**            It was proposed by Councillor A Williams, seconded by Councillor P Fox, that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted – Commercial Matters.

**RESOLVED**

**C17**            **Report from Corn Exchange Working Party**

**/144**            The Clerk reported that, in accordance with the resolution as at minute C17/126, he had notified the vendor’s agent that the Council were withdrawing the offer made in September 2016 to purchase the Corn Exchange.

The Meeting considered the other opportunities for major investment in the Town Council/Community Trust portfolio:

Bevan House – Disposal or development of the site, either alone or in partnership.

Leiston Centre – Redevelopment of the site to create a modern, new Community Centre providing at least the same amount of internal meeting space and potentially some social housing.

Arts Centre – Extension to provide enhanced facilities for the town.

The Clerk was asked to draw up an options paper setting out these proposals in more detail.

**CLERK**

**C17**        **Staffing Matters**  
**/145**        No matters were raised.

**C17**        **Closure**  
**/146**        The Chairman declared the meeting closed at 20:35pm.

Signed .....  
**Chairman**

Date.....

## Appendix 1

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

### **C17/133b) County Councillors' reports:**

- a) Councillor P Fox had reported her concerns about the surface of the pavement along Chimswell Road and Greenfields Way to Highways.

### **C17/133c) Borough Councillors' reports:**

Councillor A Brown gave the following report:

- a) West Suffolk had added the long-term maintenance of the roundabout outside Culina to their schedule. The roundabout looked a lot better as a result. The Clerk advised that the Parish Handyman had cut the verges down Bumpstead Road, whilst West Suffolk did the roundabout and the verges toward Steeple Bumpstead.
- b) The Conservation Officer is contacting the contractor to address the issues with the Corn exchange deterioration.

Councillor J Burns gave the following report:

- a) As noted in the minutes of the last meeting, the merger of St Edmundsbury Borough and Forest Heath District Councils was formally voted through by Councillors on 26<sup>th</sup> September with 29 votes for and 7 against. The proposal now goes to government for consideration with a plan the councils merge in May 2019 (if approved) following a formal government consultation with residents.
- b) Sturmer Arches. The Borough Council still cannot decide who owns the structure. In meantime the Town Clerk is working on arrangements to remove the graffiti with the plan the ultimate owner pays for it (eventually).
- c) KFC Car Park. Town Clerk will be writing to the franchisee managers to suggest that they may want to consider the timings allowed for their customers who wish to eat in their restaurant.
- d) I attended two days of the planning appeals on the 2 x Camps Road development proposals in Clare on 3<sup>rd</sup> October. The appellants brought along a number of high-powered planning & legal people whereas the Borough mainly relied on the planning officer without any legal representation. A decision is expected on both appeals before the end of November.
- e) A reminder that SCC Leader Colin Noble will be attending Haverhill as part of their "We Are Listening" event between 11am to 1pm on Friday 24<sup>th</sup> November.
- f) Stonewater Housing residents, and house owners who purchased their house from the provider & predecessor, in/around Pipers Close, Millfields Way & Chalkstone Way (around 96 households) have just been landed with massive uplift in their service charges of 150%+ and only given 5 months in which to pay. I have been discussing with Housing Options team in Bury who are in contact with Stonewater for an explanation. Amongst other items, it would seem they have allegedly invested in a new lighting scheme but did not discuss first with residents and now expecting them to pay for it.
- g) The 2 x VAS are still out of action (at time of writing) whilst cleaning efforts continue. The historical VAS records are now available on the TC website.
- h) Following a recent injury to a local resident in the High Street, I contacted SCC Highways and they eventually reacted fixing not only the offending paving slabs but also some others nearby. However, they again failed to repair those that have had yellow (defect) markers on them for several months; especially in way of Holland & Barrett. Members & residents are requested to ensure that any found are promptly reported to SCC Highways.

Haverhill Town Council adopted the General Power of Competence on May 18<sup>th</sup> 2015. All decisions are taken using that power unless otherwise stated.

- i) I have been in contact with Borough Parks Maintenance about clearing the area behind Clements Surgery (next to the Boxing Club/Changing Rooms) of vegetation, and to remove unused gates leading onto Puddlebrook, following an informal request from a member of the Fire Brigade.
- j) Despite the efforts of several Haverhill members speaking and objecting against, the development at Francis Close was approved by other members; many of whom failed to attend the site visit.

Councillor D Roach gave the following report:

- a) He has given a tour of Haverhill to Julie Baird, Assistant Director (Growth) and David Collinson, Assistant Director (Planning) both at West Suffolk Council, to familiarise them with Haverhill.

#### **C17/133d) Public Forum:**

A member of the public reported that

- a) Dementia Group: The group has met at the Arts Centre for the last two weeks, under the arrangements provided by the Town Council..
- b) Suffolk Family Carers: The support for the group at the burton Centre will end in October, an alternative plan for support is being worked upon.
- c) Wednesdays 4 Women: Concern was expressed at this closing. Councillor M Marks advised that West Suffolk are looking at a support package.

## **Appendix 2**

### **C17/134 Mayors report for October 2017.**

Mayor Roach advised that it had been another busy month and highlighted some of the events he had attended:

“With a number of other town’s civic services being held this month I have, along with Sue, gotten around the county from one side to the other.

We have attended Mid Suffolk’s DC at Thurston, Stowmarket Sudbury, Needham Market, Woodbridge. Tony has deputized for me where there have been clashes so a busy time for him as well. My thanks to him for doing so and representing the town.

We had our own Harvest Festival at St Mary’s church.

I have also visited Stepping Stones nursery for grandparents’ day.

I was asked to give a talk about Mayors to a group of Chinese exchange students at Samuel Ward Academy, although I am not sure how much of it went in but their English is better than my Chinese! The robes and chain though went down a treat along with cream cakes as the school put on a traditional English tea.

I also have been to U3A open day and was fascinated by all the different groups and activities there.

I have opened the new Pets at Home store on our new retail park.

We also attended the launch of the family history groups new exhibition here at the Arts Centre on Haverhill people.

We have also been to the concert given by the Haverhill Choral Society in the Old Independent. They had a visiting choir from our twin town of Pont Saint Esprit.”