

# Haverhill Town Council



**HAVERHILL**  
TOWN COUNCIL

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

### FULL COUNCIL

Held on Tuesday 21<sup>st</sup> July 2015 at 7.15pm at Haverhill Arts Centre, High Street, Haverhill

**Present:** Mayor Councillor B McLatchy  
Deputy Mayor Councillor D Roach  
Councillor A Bramwell  
Councillor A Brown  
Councillor J Burns  
Councillor M Byrne  
Councillor T Chivers  
Councillor J Crooks  
Councillor P Fox  
Councillor Q Fox  
Councillor I McLatchy  
Councillor B Robbins  
Councillor C Turner  
Councillor A Williams  
Councillor W Yang

**Apologies:** Councillor P Hanlon

**Absent:** None

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

8 members of the public were present.

Before the meeting, Mr Roger André, previous Mayor of Haverhill, presented cheques from his Mayor's charity fund to recipients:  
1451 (Haverhill) Squadron Air Training Corps; St John Ambulance; 1<sup>st</sup> Haverhill Scout Group.

### Welcome:

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

### MINUTES

**C15 /101** Apologies for Absence  
The above apologies were noted. Inspector Ferrie also gave his apologies.

**C15 /102** Declaration of Interests and requests for dispensation

Name	Item	Reason	Declaration
Cllr M Byrne	C15/105	Relative plays a role within club	Local Non-Pecuniary Interest
Cllr C Turner	C15/105	Relative attends club	Local Non-Pecuniary Interest
Cllr A Brown	C15/108	Board Member One Haverhill	Local Non-Pecuniary Interest
Cllr B McLatchy	C15/108	Board Member One Haverhill	Local Non-Pecuniary Interest

### ACTION

The Clerk confirmed that those members named above were able to stay and take part in the discussion and any vote.

**C15**      **The minutes of the Full Council meeting held 23<sup>rd</sup> June 2015**

**/103**      The meeting agreed these were a true record.

**C15**      **Matters arising not on the agenda**

**/104**      **a) C14/030b Haverhill Clock**

The clock structure is complete. The interpretive panel is being fabricated to match the style of the clock and the draft wording will be finalised over the summer. A meeting is being arranged with SEBC to get the clock structure installed over August, with the clock unveiling in September.

**C15**      **Haverhill Gymnastics Club**

**/105**

The Council considered the release of £25,000 funding originally agreed on 25<sup>th</sup> June 2013 as a contribution towards the creation of a new home for the club. Mr Kevin Woolcott from the club explained that their capacity at the moment was 260 children and the project was to enable the club to accommodate the current additional 420 on their waiting list. The total cost of the project was £52,599 and therefore the contribution from the Town Council was pivotal.

It was proposed by Councillor M Byrne, seconded by Councillor D Roach, that £25,000 be released to the club, once the lease is signed.

**RESOLVED**

**C15**      **Internal Audit Report 2014/15**

**/106**

The Clerk drew the meeting's attention to the report from the internal Auditor dated 6<sup>th</sup> May 2015. The only action required was to amend the tendering threshold in the Standing Orders and Financial Regulations so they read the same. This was completed under minute C15/069 on 18<sup>th</sup> May 2015.

**NOTED**

The replacement Standing Orders will be published.

**C15**      **Reports from the Police, borough and County Councillors and the**  
**/106**      **PUBLIC FORUM**

The meeting received reports from the Police and Borough/County Councillors on issues pertinent to Haverhill and the Public Forum. See Appendix 1 for Details.

The meeting noted that the Police and Crime Commissioner and temporary Chief Constable are holding a public consultation opportunity on the marketplace this Friday 24<sup>th</sup> July.

**C15**      **Response to the Suffolk Fire & Rescue Service Consultation**

**/107**

It was proposed by Councillor T Chivers, seconded by Councillor J Burns, that the draft response as amended at the meeting be submitted as the formal response of this Council.

**RESOLVED**

**C15**      **One Haverhill**

**/108**

a) The first Apprenticeships Awards event on Friday 17<sup>th</sup> July had gone extremely well and was very positive. It was with great pleasure that the success of our own apprentice, Emma Conroy, winning an award and being runner-up in two other categories, was noted.

b) The meeting noted that the ONE Haverhill Board met on 20<sup>th</sup> July to consider how it should operate in the future. The Clerk advised that the

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workshop was constructive and an options paper based on the considerable discussions will be tabled at the September board meeting. Councillor A Brown and the Town Clerk had very firmly made the point that meetings must be open to the public, with 'part b' sections for any confidential business. By the time of the next full council, the outcome of the discussion regarding the options paper will be known.

- c) It was proposed by Councillor J Burns, seconded by Councillor A Williams, that the draft response as amended by the meeting be submitted as the formal response of this Council.

**RESOLVED**

**C15**      **Mayor's Report**

**/109**      Mayor McLatchy read her report to the Council, on her work as Mayor during the last month. (see appendix 2)

**C15**      **Adoption of Committee Reports**

**/110**

**a) Appeals Committee**

The meeting noted that the Appeals Committee had not met since the last meeting.

**b) Finance Committee**

The meeting noted that the Finance Committee had been cancelled.

**c) Leisure and Community Committee**

It was proposed by Councillor J Burns, seconded by Councillor A Brown, that the minutes of the meeting held on 6<sup>th</sup> July be adopted.

**AGREED**

**d) Personnel Committee**

The meeting noted that the Personnel Committee had not met since the last meeting.

**e) Planning Committee**

It was proposed by Councillor T Chivers, seconded by Councillor I McLatchy, that the minutes of the meeting held on 14<sup>th</sup> July 2015 be adopted.

**AGREED**

***Councillor C Turner left the meeting***

**C15**      **Report from the Responsible Financial Officer**

**/111**

- a) Subject to an additional section strengthening the Council's commitment to Councillor training, it was proposed by Councillor J Burns, seconded by Councillor M Byrne that the Review of internal controls and arrangements for the Internal Audit be adopted.

**RESOLVED**

The Clerk was asked to arrange in-house training for Councillors.

**Clerk**

***Councillor T Chivers left the meeting***

- b) The RFO advised the Council that in the interregnum between the temp Finance Administrator finishing and the permanent employee starting, it had proved impossible to get a temp to cover this period. He and the Assistant Clerk had processed sales and purchases to ensure creditors and debtors are kept under control. The VAT return

has been submitted on time. Details regarding the replacement of staff will be covered under staff matters later in the meeting.

**C15**      **Authorisation of payments**

**/112**      It was proposed by Councillor J Burns, seconded by Councillor Q Fox, that payments for cheques 10605 - 10696 totalling £71,510.23 be authorised.

**RESOLVED**

Following discussion regarding the process of signing, it was agreed a sample batch of cheque sheets would be emailed to Councillors for information. In the autumn the question of publication of payments exceeding £500 would be revisited.

**Clerk**

**C15**      **Urgent Correspondence**

**/113**      None.

**C15**      **To Exclude the Press and Public**

**/114**      It was proposed by Councillor J Burns, seconded by Councillor A Williams, that the public and press be excluded from the meeting during the consideration of the following items, as publicity would be prejudicial to the public interest due to the confidential HR nature of the business to be transacted.

**RESOLVED**

**C15**      **Staffing Matters**

- /115**
- a) Finance Administrator: Mr Martin Page will commence work on Thursday 23<sup>rd</sup> July.
  - b) Community Ambassador Co-ordinator: Ms Nicola Hulyer will commence work on 1<sup>st</sup> September. This was a 1-year post.
  - c) The Clerk advised Councillors of the dates when senior staff would be on annual leave. There would always be one of the three on duty during August.
  - d) The meeting gave a vote of thanks to the Clerk and Assistant Clerk for their work on the finance system in the absence of a dedicated worker.
  - e) Parish Handyman: The Clerk thanked Members for their input into researching suitable deals for provision of a van for this project. Councillor A Brown advised the meeting that Bungay Town Council has recruited a handyman and considers it one of the best things they have done.
  - f) The Clerk confirmed that the Council pays at least the official National Living Wage set by the Living Wage Foundation each autumn, currently £7.85 for all our workers over 21. The Chancellor recently announced something he unhelpfully branded the "National Living Wage", but it is to start next year at £7.20, only for people over 25.

**C15**      **Date of next Meeting:**

**/099**      It was proposed by Councillor D Roach, seconded by Councillor J Crooks, that the next meeting be moved to 29<sup>th</sup> September 2015, to avoid clashing with SEBC full council on 22<sup>nd</sup> September.

**RESOLVED**

**C15**      **Closure**

**/100**      The Chairman declared the meeting closed at 9:10pm.

Signed .....  
**Chairman**

Date.....

## **Appendix 1**

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

### **Police Report:**

PC Simon Bourne gave the following report on behalf of Inspector Ferrie:

1. Crime is still higher than I would want in Haverhill town. So far this year we have had 707 crimes recorded, compared to a 3 year average of 510 – a significant increase ! We have large increases in the level of recorded crime for violence against the person( 180 compared to a 3 year average of 93), sexual offences (25 – 11), domestic burglary (26 -15), and shoplifting (78 – 58).

Vehicle crime and burglary other building have remained much the same as the 3 year average. We have had no recorded robberies in town this year, compared to our 3 year average of 3.

Drug offences have gone down to 18, from a 3 year average of 30.

ASB incidents have gone down to 270 this year, compared to an average of 347.

So, all in all it's a confusing picture, but with a general upward trend for crime.

Some of this can be put down to a change in the way police record crime, but there does also seem to be a genuine short term increase in real crime as well.

2. Your Police teams in Haverhill (both response and SNT) are all currently fully staffed, with no vacancies.

3. The former SNT Priority Setting meetings are to be restarted under a different name and different format, as of Monday 7<sup>th</sup> September. 7pm in the Arts Centre at Haverhill. The exact format of the meeting is still being developed, but it will allow members of the public to talk directly with their Local Policing Commander and other key partners about issues in Haverhill that concern them. It's hoped that the meetings will be live-streamed again, to try and involve as many people as possible. There will however be no voting and no priority setting, as the SNT will be tasked directly in future.

### **County Councillor Julian Flood:**

Councillor Flood reported the following matters:

1. He attended a meeting of the Parkway Residents Association and found it very useful. He urged other Councillors to support their local Resident's Association.
2. He attended the initial Stakeholder Consultation earlier on the 21<sup>st</sup> July, being held by Cambridge City Deal, on the transport corridor improvements between Haverhill and Cambridge. The main focus is the potential for a rail connection. Councillor Turner, who also attended the event, provided details for the Clerk to invite representatives of City Deal to brief the Council later in the year.

### **County Councillor Tony Brown:**

Councillor Brown reported on the following matters:

1. Chalkstone Playing Field being overgrown – Cllr Whiting, SCC portfolio holder for property, is looking into this.

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.

2. Sainsburys pedestrian crossing remains on schedule for October
3. SCC Highways are looking to put bollards on Murton Slade to stop it being blocked by parking.
4. A review of cycle provision in Haverhill will shortly be carried out.

**Mr E Goody:** Asked if previous Councillors who were responsible for commissioning the new clock would be invited to the unveiling.

The Clerk confirmed this, and confirmed that the family of the late Borough Councillor Gordon Cox were involved in agreeing the wording of the dedication to him and would be guests at the unveiling.

Mr Goody also endorsed the response from the Town Council to the Fire & Rescue consultation.

**Resident:** What can be done about the state of the Corn Exchange?

The Clerk confirmed that Planning Enforcement/Conservation had been asked to intervene in the matter. The Council agreed pressure should be brought to bear on the owners to fulfil their obligations under law to protect a listed building.

**Resident:** Expressed his opinion that the Place Court residential home site should not be sold but should be made available to homeless people.

Councillors explained that this was a County Council site and the decision to sell it was theirs. It is likely to go for new housing and it is hoped that a high percentage will be affordable homes. Councillors noted that Bevan House occupied a plot at the far West end of the site. It would be useful to know the market value of Bevan House.

## Appendix 2

### Mayor's Report for July 2015

This has again been a busy month so I will just share the highlights with you.

We attended:

The Stepping Stones Fathers' Day Breakfast

The official opening of the St Nicholas Hospice sensory garden

Felixstowe Civic Service

The High Sheriff "At Home" evening

The opening of the new play area on the recreation ground which featured two ten-foot kangaroos, one of which had some rather realistic features sewn into the costume – you can ask me about that later.

The official opening of the Scouts new Constable Cabin.

The West Suffolk College "Celebration of Achievements" Awards

We represented the Town Council during the Town Twinning visit to Pont St Esprit in France and on the return journey became stranded in Avignon when the Eurostar train developed a technical fault, this resulted in us being taken to Marseille and we were put up for the night there. Other than that the trip went very well and our twinned town residents had a lot of very complimentary things to say about Haverhill. Elaine McManus and the leader of the twinning group in Pont St Esprit want to set up a pen-pal service between our local primary schools and theirs. This could lead to educational trips and I suggested taking a stage further by encouraging a local coach company to arrange tour holidays to and fro to encourage trade and tourism between the towns.