

# Haverhill Town Council

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

### FULL COUNCIL

Held on Monday 23<sup>rd</sup> April 2018 at 7.00pm at the Haverhill Arts Centre, Haverhill, CB9 8AR



**HAVERHILL**  
TOWN COUNCIL

**Present:** Mayor Councillor D Roach  
Deputy Mayor Councillor A Brown  
Councillor A Bramwell  
Councillor J Burns  
Councillor M Byrne  
Councillor J Crooks  
Councillor P Fox  
Councillor Q Fox  
Councillor P Hanlon  
Councillor B Robbins  
Councillor L Smith

**Apologies:** Councillor C Turner  
Councillor A Williams  
Councillor W Yang  
Rev Canon Ian Finn

**Absent:** None

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

1 member of the public was present.

### **Welcome:**

The Rev Canon Graham Owen led prayers. Mayor D Roach welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded. He thanked Rev Owen for his support during the last two mayoral years.

### **MINUTES**

- |                 |  | <b>ACTION</b> |
|-----------------|--|---------------|
| <b>C18 /054</b> | <b><u>Apologies for Absence</u></b><br>The above apologies were noted.   |               |
| <b>C18 /055</b> | <b><u>Declaration of Interests and requests for dispensation</u></b><br>None.  |               |
| <b>C18 /056</b> | <b><u>The minutes of the Full Council meetings held 26<sup>th</sup> March 2018</u></b><br>It was proposed by Councillor J Burns, seconded by Councillor L Smith that the minutes of the meetings held 26 <sup>th</sup> March 2018 be adopted as a true record.<br><b>RESOLVED</b>          |               |
| <b>C18 /057</b> | <b><u>Matters arising not on the agenda</u></b><br>C18/038b Letter to County Council Highways Portfolio Holder. The Clerk had written to the portfolio holder, copying in local County Councillors. As yet he had not had a response. Councillor D Roach advised that the portfolio holder |               |

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had asked for a concentrated effort to clear potholes in Haverhill. Members commented they had seen little evidence of this.  
C18/038d Pothole at entrance to Haverhill HWRC. The Clerk noted this had been reported previously but not actioned so alerted the local engineer. Councillor J Burns advised this pothole had now been fixed.

**C18 /058**      **Reports from the Police, borough and County Councillors and the PUBLIC FORUM**

- a) The Council noted the April SNT Newsletter had been circulated prior to the meeting. Members expressed continuing concern about the adequacy of policing levels locally and the perception of crime on the increase. The Council had been supportive of the Commissioner's increase in precept and therefore disappointed that administration support for local policing had been cut.
- 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.

**C18 /059**      **HTC Twitter feed and Facebook**

Councillor A Brown expressed concern that many official notices in respect of vehicle operator licenses and planning were placed only in the EADT which was not a strong paper locally. He asked that the town council use its Twitter feed to highlight when such notices appear.

It was proposed by Councillor A Brown, seconded by Councillor A Bramwell that the Clerk commence using the Twitter account to promote matters of interest.

**RESOLVED**

**C18 /060**      **Purchase of Noticeboards**

It was proposed by Councillor J Burns, seconded by Councillor A Brown, that the design and budget of £5,365 for the purchase of five noticeboards be approved.

**RESOLVED**

The Clerk was requested to consult Members on the colour choice for the noticeboards.

**CLERK**

**C18 /061**      **Mayor's Report**

See Appendix 2.

**C18 /062**      **ONE Haverhill Partnership**

The Clerk advised that George Vestey, High Sheriff of Suffolk, intends to make sure Haverhill benefits from his tenure. He has worked with ONE Haverhill Partnership to devise a garden party on 4<sup>th</sup> June to thank long-serving volunteers and promote volunteering generally. All Town Councillors were invited along with representatives of the Borough and County to enable volunteers access to decision makers who can improve volunteering.

**C18 /063**      **Adoption of Committee Reports**

**a) Planning Committee**

It was proposed by Councillor P Hanlon, seconded by Councillor L Smith that the minutes of the meetings held 3<sup>rd</sup> and 16<sup>th</sup> April 2018 be adopted.

**RESOLVED**

The Council echoed concerns raised by the committee in regard to the hedgerow grubbed out opposite the Fox public house. The Clerk had raised this with Suffolk Wildlife Trust.

**b) Personnel Committee**

It was proposed by Councillor A Bramwell, seconded by Councillor P Fox that the minutes of the meeting held 19<sup>th</sup> April 2018 be adopted.

**RESOLVED**

The Clerk was asked to advertise the availability of an apprenticeship Assistant Parish handyman via social media.

**CLERK**

**C18  
/064**

**Financial Matters**

**a) Authorisation of payments**

It was proposed by Councillor M Byrne, seconded by Councillor B Robbins, that the listed payments totalling £94,042.48 be authorised.

**RESOLVED**

**b) Report from the Responsible Financial Officer**

The RFO gave a report on the provisional end of year figures for 2017/18, subject to any amendment made by RBS when they close down the year. It was proposed by Councillor B Robbins, seconded by Councillor A Brown, that the report be accepted.

**RESOLVED**

The Council asked the Clerk to pass on their thanks to the Finance Administrator for his diligence in keeping the accounts straight.

**c) Earmarked Reserves as at 31<sup>st</sup> March 2018**

The Clerk tabled proposals for the treatment of earmarked reserves. The figures are provisional upon the outcome of the year-end closedown. It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that the earmarked reserves be approved, subject to minor variation during the year-end closedown.

**RESOLVED**

**C18  
/065**

**Review of Standing Orders**

It was proposed by Councillor L Smith, seconded by Councillor P Fox that the updated model Standing orders be adopted.

**RESOLVED**

**C18  
/066**

**GDPR Update**

- a) The Clerk updated the meeting on work towards GDPR compliance. The Data Audit had been completed and suppliers are being contacted to provide confirmation that they comply with GDPR.
- b) The Clerk had met with the GDPR implementation project officer at Suffolk County Council. The proposal was to follow the protocols adopted by the County and Borough in respect of encryption and transmission security of electronic data.
- c) It was proposed by Councillor Q Fox, seconded by Councillor A Brown, that a TLS certificate be signed by the respective officers to allow secure transmission of emails between ourselves, County, Borough and NHS colleagues.

**RESOLVED**

- d) The role of Data Protection Officer would be carried out by the Operations Manager.

**C18  
/067**

**Suspension of Standing Order**

*It was proposed by Councillor J Burns, Seconded by Councillor B Robbins, that SO3w be suspended, the meeting now having lasted 2 hours, to enable the business at hand to be transacted.*

**RESOLVED**

**C18  
/069**

**Urgent Correspondence**

None.

**C18**      **Date of Next Meeting**  
**/070**      Tuesday 15<sup>th</sup> May 2018.

**C18**      **Exclusion of press and Public**  
**/071**      It was proposed by Councillor L Smith, seconded by Councillor A Bramwell, 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 property and personnel matters.  
**RESOLVED**

**C18**      **Arts Centre Development Group**  
**/072**      The Clerk updated the meeting on the latest meeting of the Development Group.

**C18**      **Personnel Matters**  
**/073**      None. Councillors requested copies of the staff handbook, for information.

**C18**      **Closure**  
**/074**      The Chairman declared the meeting closed at 21:16pm, thanking them for their support during his Mayoral incumbency.

**CLERK**

Signed .....  
**Chairman**

Date.....

**Appendix 1**

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

**C18/058b) County Councillors' reports:**

Councillors Q Fox and P Fox gave the following report:

- a) Various meetings and events have taken place over the last month.
- b) Some residents have been in touch with me about the Atterton and Ellis and I am having constant conversations with them and Councillor John Burns, whose ward the site sits in. Councillor Burns has contact with the owner and is talking to both them and St Edmundsbury Borough Council and has been keeping me updated as well. We have both agreed to meet with residents at the site should it be necessary. (PF)
- c) The Scrutiny Committee at Endeavour house was held in early April and covered the Learning Disability Services that the County looks after. The Families and Communities

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Portfolio Holder, Robin Millar, was questioned about what his Portfolio includes and the budget that comes under the control of the Portfolio. (QF)

- d) Future Governance meeting was attended. This is on the Council agenda 24<sup>th</sup> April 2018. A lot of work has been carried out by councillors and officers on the ward boundaries. (PF)
- e) West Suffolk Shadow Council training has taken place. (PF)
- f) PF attends Haverhill Disability Forum as a representative of the Town Council. Highways was talked about especially with regards to the Town Centre and the High Street. Even though some work had been carried out, members of the forum remain unhappy about the state of the High Street.  
Railway Walk: complaints were made about the path being obstructed by roots which affects people with mobility issues. Car parking in the High Street was discussed: there are no proper disabled spaces. The spaces that are there do not provide the amount of space needed to get out of the car. (PF)
- g) Health Scrutiny at County Council: Delayed discharge of patients was discussed. When discussing the future work programme PF asked if the committee could look at the mental health services in Suffolk and the closing of 36 beds, 8 of them permanently, this was announced at the end of March. It was agreed that this could go on the future programme. (PF)
- h) Inclusive Growth Cabinet Committee: Haverhill was discussed including the need for a railway, this is going to be part of the ongoing talks on infrastructure at the county. (QF).
- i) Pollution Incidents on Stour Brook: PF attended, with Councillors T Brown and J Burns and Borough Officers and reps of the Environment Agency (EA), a meeting regarding recent incidents. One in October 2017 and one last month. A fairly positive meeting, we heard how they regularly test the water, the steps that are taken should pollution occur. Given the industry in Haverhill, we heard companies are very strict with themselves and the EA with the companies to make sure that there will be no major pollution incident in Haverhill. (PF)

#### **C18/058c) Borough Councillors' reports:**

Councillor J Burns gave the following report:

- a) NW Haverhill: Archaeological work has come to an end. We await results of what will happen now to the development plans now that the entire historical hedgerow has been removed.
- b) I have been involved in trying to have the owners of the Atterton & Ellis site and the Borough Council get around the negotiating table. As of today, and following email exchanges over the weekend, I have advised the Borough Council that I expect them to contact the owners to (a) ascertain the current state of negotiations and (b) work towards a satisfactory conclusion. In the meantime, the owners have been served with notice regarding the safety & security of the site which they are well aware of.
- c) Questions still waiting for answers regarding the handling of the lease granted to Clerkins in Hollands Road as reported last month.
- d) The Borough warding review comes before Borough Council tomorrow night and those proposals will then go before the LGBC (Boundary Commission). Extensive work has been undertaken reviewing the various options. Starting in June a public consultation will start to garner reaction from residents across the whole new district.
- e) UK Power Networks have promised they will be working on Withersfield Road lights starting in early May with 13<sup>th</sup> May (Sunday) dedicated to working as requires power to be  
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disconnected to properties in the area. Further work is necessary to dig a 15m trench towards Broad Street but that will require road closures so will be undertaken at a later date. Until that is done one light will remain out of action.

- f) Reports from recent VAS collections are now available on the Town Council website. It would appear that the presence of the VAS makes little alteration in the habits of defiant drivers, so it will require formal enforcement action. See <http://haverhill-tc.gov.uk/vas/>
- g) April Haverhill area SNT police report was distributed to Councillors recently. There has still been no update to available Haverhill specific crime figures since February's report. See <https://bit.ly/2K6rjFe>
- h) Changes to policing in Suffolk was distributed to Councillors recently. It would appear the only effect on Haverhill is the loss of the dedicated administrator for the police station in favour of a roaming person based out of BSE.
- i) As advised to members, the Chief Constable and the Police & Crime Commissioner will be on Haverhill Market on Friday 17<sup>th</sup> August between 11.30am and 1.30pm as part of their "On Tour" agenda across the whole county. This is separate to the PCC meeting for each district which this year will be in BSE on Thursday 12<sup>th</sup> July. See <https://bit.ly/2HIEtQK>
- j) The Greater Cambridge Partnership A1307 consultation has now ended and due to be discussed at a meeting I will be attending in Linton on May 22<sup>nd</sup>.
- k) So far only 6 Councillors have given their availability for Town Council surgeries in the market after May 3<sup>rd</sup>. If nobody else willing to volunteer, then we will have to use those survey results and work accordingly.
- l) A complaint report made to Borough Officers by Tony Brown and myself on behalf of a neighbour about an HMO in Haverhill East seems to have fallen on deaf ears. The nature of the complaint is over anti-social behaviour, alleged drug taking, environmental issues, housing and other such items. It would appear that Police have been told it is their problem by Borough Officers. We will however be working with the Police to assist them to try and resolve this issue in the absence of any obvious help from the Borough Council. A meeting with Borough Officers is planned for Thursday at which we will be expressing our concerns that the concept of multi-agency working seems to have escaped them.
- m) Concerns raised by users of the Leisure Centre and changes proposed were sent by several Councillors, and direct from users, to the Borough. They in turn have issued a response in form of a website link which was posted on social media. There was no formal consultation before the decisions were made both over the investment (which was no political despite one election leaflet suggesting otherwise) and the changes being made by AbbeyCroft Leisure. Needless to say, I still protest the £33K+ annual subsidy by the Borough Council to AbbeyCroft in the form of car park charges being refunded to users.
- n) Cllrs Tony Brown, Paula Fox and myself met with Borough officers & representatives of the Environment Agency over the recent pollution incidents to the Stour Brook. It was a good meeting gaining understanding of the processes involved.
- o) Work to renovate both Strasbourg Square and York Road play areas has now been started and due to take around a month to complete. Once complete I have been advised that Strasbourg Square itself will be revisited to "tidy up" the planting and pathways.

Councillor A Brown gave the following report:

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- a) Confirmation from Taylor Wimpey that the s106 agreement in respect of included resurfacing a section of Railway Walk. Additionally, some Borough funds raised through off-street parking charges will allow another section to be resurfaced.
- b) The meeting with the EA had been mentioned earlier.
- c) HMO – Ongoing concern over the impact of anti-social behaviour and whether the Borough is using all the powers available to it in this matter. All members were asked to report examples of concern to Councillor A Brown and Councillor J Burns ahead of a multi-agency meeting called by the Borough, taking place Thursday 26<sup>th</sup> April.

## **Appendix 2**

### **C18/061 Mayors report for April 2018.**

- a) I attended a production of Les Misérables at Samuel Ward Academy . This was performed by students across a wide age range and the standard was impressive in the acting, singing and the music. The work that had gone into the production was clear to see from not just the performers but all of the backstage work that was done. Set design and build plus special effects and lighting all worked brilliantly. Well done to all.
- b) I judged the Easter Egg design competition held by the East Of England funeral directors in the High Street. Their window displayed designs of Easter eggs produced by children from our primary schools. The range of designs was varied to say the least and it was difficult to choose! The aim was to pick one but the standard was so high that we agreed to place 3 designs.
- c) I attended the AGM of U3A (university of the third age) at the Arts Centre. A very good attendance well into three figures. U3A go from strength to strength in the town with a vast array of activities and outings within the group. I gave a talk on being Mayor with a Q&A at end which was well received.