

# Haverhill Town Council

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

### FULL COUNCIL

Held on Tuesday 24<sup>th</sup> September 2019 at 7.00pm at the Haverhill Arts Centre, Haverhill, CB9 8AR



**HAVERHILL**  
TOWN COUNCIL

**Present:** Mayor Councillor J Burns  
Councillor A Brown  
Councillor J Crooks  
Councillor B Davidson  
Councillor P Fox  
Councillor A Luccarini  
Councillor E McManus  
Councillor D Roach  
Councillor D Smith  
Councillor A Stinchcombe

**Apologies:** Deputy Mayor Councillor L Smith  
Councillor P Firman  
Councillor P Hanlon  
Councillor M Marks  
Councillor J Mason  
Councillor L Miller-Jones

**Absent:** None

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

4 members of the public were present.

### Welcome:

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

### MINUTES

		ACTION
C19 /122	<b><u>Apologies for Absence</u></b> The above apologies were noted.	
C19 /123	<b><u>Declaration of Interests and requests for dispensation</u></b> No declarations or requests for dispensation were made.	
C19 /124	<b><u>The minutes of the Full Council meeting held 22<sup>nd</sup> July 2019</u></b> It was proposed by Councillor M Marks, seconded by Councillor D Smith that the minutes of the meeting held 22 <sup>nd</sup> July 2019 be adopted as a true record. <b>RESOLVED</b>	

Haverhill Town Council adopted the General Power of Competence on May 14<sup>th</sup> 2019. All decisions are taken using that power unless otherwise stated.

C19 /125	<p><b><u>Progress of actions arising from the minutes</u></b> C19/113b County Lines publicity feasibility report – The Clerk advised that he had researched this matter with colleagues across the country and had received very few responses and no example of leafleting was found. The Clerk has also consulted the Marketing Manager on the cost of producing a leaflet and estimates a budget of £3,000 would be needed to design, print and distribute a leaflet.</p> <p>It was proposed by Councillor A Brown, seconded by Councillor D Roach to defer this matter to the next agenda, to allow time for the Clerk to obtain advice from the Constabulary/West Suffolk Safety Partnership on leafleting.</p>	CLERK
	<p><b>RESOLVED</b> C19/115e Neighbourhood Planning – The Clerk advised that there is an officer at West Suffolk District Council who can provide a briefing to Councillors. It was proposed by Councillor P Fox, seconded by Councillor D Smith, to request a briefing from West Suffolk District Council.</p>	CLERK
	<p><b>RESOLVED</b></p>	
C19 /126	<p><b><u>Reports from the Police, borough and County Councillors and the PUBLIC FORUM</u></b></p> <p>a) Police Report – See appendix 1 b) County Councillors gave their report - see appendix 2, including resolution to write to SCC regarding lighting issues c) District Councillors gave their report - see appendix 3 d) Public Forum - see appendix 4</p>	CLERK
C19 /127	<p><b><u>Mayor’s Report</u></b> See Appendix 5.</p>	
C19 /128	<p><b><u>ONE Haverhill Partnership</u></b></p> <p>a) The Clerk advised that the Board met on 19<sup>th</sup> September. The Board approved suspension of the clause requiring a Chair to stand down after three years, to enable business to continue until such time as a new Chair is appointed.</p> <p>b) The Masterplan Task Group held a Comms Workshop meeting on Monday 29<sup>th</sup> July. The Mayor advised that this had been a useful meeting and there is a renewed determination to get more information out into the public domain as the group had been busy but so much negotiation with third parties cannot be reported. Councillor A Brown commended the good chairmanship of Councillor Sue Glossop.</p> <p>c) The Shopfront Refurbishment project was a success, with 7 shops being repainted and this has generated another 10x requests to join the scheme. The Board were advised by West Suffolk that the context of this is that elsewhere the maximum number of shops taking part in these schemes was apparently two. The innovative Haverhill approach has demonstrated yet again that our town leads the way in Town Centre regeneration work. The Chamber of Commerce has released another £6,780 towards this project. It was proposed by Councillor B Davidson, seconded by Councillor D Roach, that the Town Council allocates £2,500 towards this final tranche of work.</p> <p><b>RESOLVED</b></p> <p>d) We are still waiting for final confirmation from West Suffolk to agree that the plans around the Volunteer Centre/People Bank can be publicised.</p> <p>e) Councillor M Marks highlighted to the Council the presentation from the CCG on the Mental health and Emotional Wellbeing Strategy, in which Haverhill is an early adopter site. The presentation will be on the ONE Haverhill site in due course. Councillor Marks also highlighted the partnership working within the Primary Care Network.</p>	

Haverhill Town Council adopted the General Power of Competence on May 14<sup>th</sup> 2019. All decisions are taken using that power unless otherwise stated.

**C19**      **Adoption of Committee Reports**

**/129**      **a) Planning Committee**

It was proposed by Councillor D Roach, seconded by Councillor P Fox that the minutes of the meetings held 30<sup>th</sup> July, 20<sup>th</sup> August, 3<sup>rd</sup> and 16<sup>th</sup> September 2019 be adopted.

**RESOLVED**

**b) Leisure and Community Committee**

It was proposed by Councillor D Roach, seconded by Councillor A Luccarini, that the minutes of the meeting held 16<sup>th</sup> September 2019 be adopted.

**RESOLVED**

**c) Finance Committee**

To note that the committee has not met since the last Full Council meeting.

**NOTED**

**d) Personnel Committee**

The meeting noted the redacted minutes of the Personnel Committee held 3<sup>rd</sup> September 2019 and the recommendation therein. It was proposed by Councillor A Luccarini, seconded by Councillor A Brown, that Councillor P Fox be appointed as Chair of the Personnel Committee.

**RESOLVED**

**C19**      **Financial Matters**

**/130**      **a) Authorisation of payments**

It was proposed by Councillor D Roach, seconded by Councillor B Davidson, that the listed payments totalling £166,163.47 be authorised.

**RESOLVED**

**b) Application for a Lloyds Business Debit Card**

It was proposed by Councillor D Roach, seconded by Councillor P Fox, that

- i. That the Council apply to Lloyds Bank plc or Lloyds Bank International Limited (as appropriate) ("the Bank") for the issue of Business Debit Cards to authorised users as determined by the Business from time to time. The cards to be subject to the Business Debit Card Terms and Conditions, a copy of which was produced to the meeting and approved.
- ii. That any two officers from time to time are authorised to request the Bank to issue Business Debit Cards to certain authorised and are authorised to sign the application form and any other relevant documentation on behalf of the Organisation.
- iii. That the Bank is authorised to debit the Organisation's account number that is specified in the application form for the Business Debit Cards with all transactions effected under such Business Debit Cards together with any interest thereon and with any fees for the issue and renewal of such Business Debit Cards and that the Organisation will be responsible for any overdraft so created with interest.
- iv. The Organisation acknowledges that the authorised users will be able to access information about the Organisation's account when using a Business Debit Cards at an ATM, and consents to this disclosure.
- v. These resolutions will be governed by and construed in accordance with the law of the country in which our accounts with the Bank are held.

**RESOLVED**

Councillors asked that a £5,000 daily and weekly limit be set, and if possible a notification alert for each time the card was used, be set up.

CLERK

**C19**      **External Audit**

**/131**

To note that the External Auditor has reviewed the Annual Governance and Accountability Review submitted by the Council and concluded that, £40k grant income for youth skills in 2019/20, but received 21<sup>st</sup> March 2019, should be recognised in 2018/19. The principle is that income received must be shown

transparently and, since there is no balance sheet to show deferred income on the AGAR, on the whole all income should be recognised when it is received and then held in earmarked reserves within Box 7. The only exception is where a short term project straddles the year end, so it is a normal year end accrual adjustment. The EA has requested that we amend boxes 3 and 7 on the AGAR and initial the amendment.

It was proposed by Councillor M Marks, seconded by Councillor D Smith, that the Council follows this advice and the RFO and Chair initial these changes.

**RESOLVED**

The RFO apologised to the Council for the error.

**C19  
/132** **Project Update**

The Clerk referred the meeting to the previously circulated project report. It was requested that the Clerk call a meeting of the Haverhill Area Forum to discuss aspirations for a new health provision in Haverhill.

Councillor A Brown noted the workload implications for the Clerk of such an extensive list of projects. It was confirmed that the Clerk had arranged for the Assistant Clerk and Office Administrator to attend Project Management Training and both had been allocated projects to take on for themselves.

**CLERK**

**C19  
/133** **Urgent Correspondence**

None

**C19  
/134** **Consultation Responses**

a) It was proposed by Councillor D Roach, seconded by Councillor A Stinchcombe that the proposed response to the SALC constitution review, agreeing with the proposals, be submitted.

**RESOLVED**

b) It was proposed by Mayor J Brown, seconded by Councillor D Smith, that the proposed response to the Cambridge and Peterborough Combined Authority Local Transport Plan be submitted.

**RESOLVED**

c) It was proposed by Councillor A Luccarini, seconded by Councillor P Fox, that the amended response to the West Suffolk Car Park Review be submitted.

**RESOLVED**

**C19  
/135** **Date of Next Meeting**

TUESDAY 29<sup>th</sup> October 2019 at 7:00pm

**C19  
/136** **Closure**

The Mayor declared the meeting closed at 20:46pm.

Signed .....  
Chairman

Date.....

## **Appendix 1**

### **Police Report**

Councillors noted the statistics that Mayor Burns had kindly prepared, based on the Police UK website data for Haverhill. It was noted that there was a bug in the main system so that court data is blank. Lobbying for better data continues.

## **Appendix 2**

### **County Councillors' reports**

#### **Councillor P Fox reported:**

Crowland Road – no action will be taken on proposals to make this one-way.

The bus stop in Greenfields Way that is regularly blocked by inconsiderate drivers parking their cars across it will have new lines painted to allow enforcement action.

A new bus stop at Greenfields Way surgery is being considered.

#### **Councillor D Roach reported:**

He is sitting on the Climate change Committee at both Suffolk CC and West Suffolk DC. They are looking at how both councils can reduce their carbon footprint.

Street lights that have previously been kept illuminated all night are being returned to the 11:30pm switch-off regime applied to all other street lighting in Suffolk. The Police will re-apply for any columns to remain illuminated if there is a genuine police concern that can be assisted this way. It was asked whether those LED lights which are left on could be controlled by passive infrared detectors, so would re-light if needed, but otherwise would not stay on.

It was proposed by Councillor A Brown, seconded by Councillor J Burns, that the Clerk writes to the portfolio holder raising our concerns at the process of assessing lighting after they have been switched off, rather than giving notice and only switching off those no longer deemed necessary.

**RESOLVED**

## **Appendix 3**

### **District Councillors' reports**

#### **Councillor M Marks reported:**

Integration of the two council systems continues.

She sits on the Licensing Committee which is particularly concerned with issues over flytipping at the moment and the speed of enforcement. Members asked if more signage advising penalties for flytipping could be erected – others said it is not felt these are effective.

Equally the Licensing Committee are concerned with problems over charity fundraisers 'chugging' on the High Street.

#### **Councillor D Smith reported:**

He has joined the Joint Constitution Reform Group

#### **Councillor J Burns reported:**

- **NW Haverhill:** Awaiting further information on Phase 2 and changes proposed for Phase 1 to reflect developer's desire to downgrade 4-bedroom properties to less bedrooms. Developer recently asked me to assist with Openreach failing to connect new properties to the fibre backbone. No further update on NW Relief Road. Further road names have now been put into place reflecting the WW1 names we submitted.
- **Great Wilsey Park:** Planning approval given, against my objections, for the new compound on the A143 near the Fox PH using a new ghost island entrance rather than a branch from the new roundabout. The Chalkstone Way site is still being discussed by the planners. Further applications on the internal spine road and other components under consideration.

Haverhill Town Council adopted the General Power of Competence on May 14<sup>th</sup> 2019. All decisions are taken using that power unless otherwise stated.

- **Manor Road School Site:** Work is now due to start in October. The TC will be asked to suggest road names shortly, developers want to call the site “Westfield Park”.
- **Woodlands Hotel:** Plans for a hotel/restaurant facility and care home are being still being discussed with confirmed prospective buyer with WSC.
- **Police Matters:** The August Constable County report was recently issued by the force and distributed.
- I am due to attend the next Police & Crime Panel in Ipswich on 4<sup>th</sup> October. The agenda papers have just been released and are based on an informal meeting I had with other panel members in August.
- The July 2019 crime statistics were recently distributed.
- Some recent events have resulted in a much higher police presence with new Operational Sentinel officers drafted in from other areas on a temporary basis. They have had some measurable success with several arrests, drugs and other paraphernalia seized etc. The western region will be receiving more officers from the current training programme soon and even more if we get some part of the promised 20K increase.
- ASB behaviour & County Lines still feature heavily although the scourge that is rogue landlords and HMOs is thankfully much less of an issue although the occasional problems do occur.
- **SCC Highways:** CPE is still (tentatively) on schedule to be introduced in January 2020.
- Still no response from SCC Highways as to when they will reinstate the bus stop markings at High Street end of Duddery Hill and the white linings that they promised in February had “been ordered”.
- **Greater Cambridge Partnership:** An event will take place on October 10<sup>th</sup> (5-7pm) in the Arts Centre as part of the A1307 consultation in relation to proposals for a new metro route from the Biomedical Campus at Addenbrookes to Granta Park via Great Shelford & Stapleford, new walking/cycling & horse riding links, plus proposals for a new 2000 vehicle Park and Ride facility (travel hub) near Four Wentways (junction of A11/A505/A1307); of which there are 3 possible sites.
- **The Zone:** Work continues on rebranding and other work and I have been spending a lot of time preparing the site for new network, new laptops for users, and a new till system with full accounting & reporting which is planned to go live very shortly. It is planned, once we have decided on new logos & branding, to officially launch the facility however the site remains open for business.
- **Corn Exchange:** The owners have been removing vegetation etc. and have suggested they may be in process of negotiating the sale with another buyer as the original purchasers pulled out.
- **Flyposting:** I have reported the circus posters that have appeared all over the town to WSC which have been causing numerous complaints to me apart from damaging the items they are attached to.
- **Car Parking Working Party:** I am meeting with the group every 2 weeks or so. Any thoughts or ideas for this are more than welcome as we need to get it right especially for Haverhill.
- **Freedom Parade:** This is a major event for Haverhill and as many people as possible are encouraged to come along and support the 1<sup>st</sup> Battalion, Royal Anglian Regiment who will be marching around the town centre led by the Royal Artillery Band. I will then inspect the troops. I am hoping to have some young people film the event but anyone who can should consider sending in their own footage to the TC so we have a historical record of the event.

#### Appendix 4 Public Forum

**Resident:** When is the new relief road going to open?

The Mayor advised that the developers had undertaken to commence work within five years of the start of the North Western Development, but indicated they would in fact start and complete the work sooner than that.

Haverhill Town Council adopted the General Power of Competence on May 14<sup>th</sup> 2019. All decisions are taken using that power unless otherwise stated.

**Appendix 5**  
**Mayoral Report**

<b>Date</b>	<b>Event</b>	<b>Location</b>	<b>Comments</b>
26 <sup>th</sup> July 2019	Opening of Pim:Jam 2019 Festival	Rose & Crown PH	Two-day event celebrating the short life of Peter James and in aid of Suffolk Accident & Rescue Service. £2800 was raised.
30 <sup>th</sup> July 2019	Town Twinning Summer Lunch	Hundon Plough	Invited by Cllr McManus.
6 <sup>th</sup> August 2019	Shop Front Renovation Scheme	Queen Street, Haverhill	With members of AXA staff who volunteered their time on this worthy project which I first started working on some 2 years earlier.
12 <sup>th</sup> August 2019	Organ Concert	Old Independent Church, Haverhill	A brief but fantastic concert using the organ by a visiting American organist. It always sounds great and this was no exception.
14 <sup>th</sup> September 2019	Opening of DOJO facility	Real Bodies Gym, Haverhill	
14 <sup>th</sup> September 2019	Presentation of certificates and medals to many young people for the Summer Reading Challenge	Haverhill Library	From the very young to teenagers once again really pleased to see so many spending their summer holidays reading.
15 <sup>th</sup> September 2019	Battle of Britain Commemoration Service	St. Mary's Church, BSE followed by march past.	

Haverhill Town Council adopted the General Power of Competence on May 14<sup>th</sup> 2019. All decisions are taken using that power unless otherwise stated.