

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

FULL COUNCIL

Held on Monday 23rd March 2020 at 7.00pm at the Haverhill Arts Centre,
Haverhill, CB9 8AR



HAVERHILL
TOWN COUNCIL

Present: Mayor Councillor J Burns
Councillor A Brown
Councillor B Davidson
Councillor P Firman
Councillor A Luccarini
Councillor E McManus
Councillor M Marks
Councillor J Mason
Councillor L Miller-Jones
Councillor D Roach
Councillor D Smith

Remote Attendance: Deputy Mayor Councillor L Smith
Councillor A Stinchcombe
Councillor P Hanlon

Apologies: Councillor J Crooks
Councillor P Fox

In Attendance: Colin Poole (Town Clerk)

No members of the public were present. The auditorium table layout ensured that Councillors were able to observe strict social distancing guidance from the moment of arrival to leaving.

Welcome:

Mayor J Burns welcomed everyone to the meeting and reminded members attending remotely that they could take part in discussions on matters but could not propose, second or vote. The Government has been asked to consider amending legislation due to Covid-19.

MINUTES

- | | | ACTION |
|---------------------------|---|---------------|
| C20
/036 | <u>Exclusion of press and Public</u>
It was proposed by Mayor J Burns and seconded by Councillor D Roach, 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 as public access would be prejudicial to the public interest due to the danger of Coronavirus Covid-19 and the necessity to prioritising the protection of life.
RESOLVED | |
| C20
/037 | <u>Apologies for Absence</u>
The above apologies were noted. | |
| C20
/038 | <u>Declaration of Interests and requests for dispensation</u>
Councillors A Brown and D Roach declared a non-pecuniary interest in C20/040, as members of the Friends of St Mary's Church. | |

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

**C20
/039**

The minutes of the Full Council meeting 25th February 2020

It was proposed by Councillor J Mason, seconded by Councillor D Smith that the minutes of the meeting held 25th February 2020 be adopted as a true record.

RESOLVED

**C20
/040**

Progress of actions arising from the minutes

C19/156 St Mary's Churchyard lighting: The Clerk referred the meeting to the quote previously circulated and a copy of a letter dated 12th August 2009, sent by Mr Gordon Mussett, Town Clerk in 2009, to a church warden, asserting the Town Council will take responsibility for future maintenance and running costs. Whilst noting that the Council approved to pay £10,000 at the meeting held 24th November 2009, the minute does not refer to any ongoing commitment and he could find no other reference to the project. The Clerk advised that whilst a legal obligation may not be proved, Councillors may feel that given the modest costs involved it would be better to approve this funding.

It was proposed by Councillor P Firman, seconded by Councillor M Marks, that the Clerk accept the quotes from Farrant Electrical and get the works done to restore the lighting to working condition.

RESOLVED

C20/019 Haverhill Spring Clean – This event had been postponed to September 2020

Town Clerk

**C20/
041**

Covid-19 Coronavirus

- a) It was proposed by Councillor A Brown, seconded by Councillor D Roach, that the actions of the personnel committee set out in the Clerk's report be endorsed.

RESOLVED

- b) It was proposed by Councillor J Mason, seconded by Councillor A Brown, that the urgent actions of the Clerk set out in the Clerk's report be endorsed.

RESOLVED

- c) It was proposed by Councillor B Davidson, seconded by Councillor M Marks, to suspend **all** Council meetings not necessary for statutory reasons and to approve the absence for all Councillors for the purpose of social distancing or isolation, until December 31st 2020.

RESOLVED

- d) It was proposed by Councillor B Davidson, seconded by Councillor D Smith, That the Council delegates to the Town Clerk complete authority to take all necessary decisions required of the Council to continue the council's activities and to respond to the requirements of the government and other appropriate authorities, subject to the following conditions:

- i. Where decisions are not urgent, and where such a decision would normally be taken by Councillors, the Clerk is required to consult with the Chair of the relevant committee, or if unable to do so, two other Councillors, before making the decision;
- ii. All Councillors are to be copied into such consultation requests;
- iii. All such decisions in i) above must be reported to all Councillors in a weekly digest of such decisions;
- iv. In the case of incapacity or unavailability of the Clerk, the decision will be taken, in accordance with i) above, instead by the Assistant Town Clerk, or Arts Manager, or operations Manager, or Marketing and Customer Experience Manager, in that order of precedence;
- v. Unless reviewed at a quorate meeting of the Full Council, this amendment to the delegation of authority set out in Standing orders and the Financial Regulations expires on December 31st

Town Clerk

2020 or earlier if the government changes the legislation to enable remote meetings to be convened.

RESOLVED

- e) Any other matters relating to Covid-19 Coronavirus: It was proposed by Councillor J Mason, seconded by Councillor L Miller-Jones, to
- i. Furlough most staff in order to retain a workforce.
 - ii. The remaining staff (Clerk and other senior staff) plus Councillors able to do so, offer support to the voluntary sector to help the response emerging in town and
 - iii. Respond positively to requests from Gold command to assist where we can.
 - iv. Use the 2020/21 fund for local grant giving to support organisations weather the financial impact of the pandemic on their ongoing viability.

RESOLVED

Councillors discussed support that may be given to the recently established community responses to Covid-19. When published, the Clerk to circulate the county plans for responding to the pandemic. It was agreed that the Clerk should look favourably on requests for assistance in circulating cards offering neighbours kindness, but not fund the distribution of red/green cards. Councillor A Stinchcombe and Councillor A Luccarini would offer assistance in web-publishing useful information.

Town Clerk

C20 /042 Reports from the Police, District and County Councillors and the PUBLIC FORUM

- a) Police Report – Inspector Kevin Horton was unable to attend due to restrictions placed by the Constabulary in response to Covid-19.
- b) Ambulance Service – Mr James Norman was unable to attend due to restrictions placed by EEASt in response to Covid-19. He had promised a report but Councillors noted that in the circumstances it is understandable that NHS operations are fully focussed elsewhere.
- c) County Councillors gave their report - see appendix 2
- d) District Councillors gave their report - see appendix 3
- e) Public Forum – no comments were made.

C20 /043 Mayor's Report
See Appendix 4.

C20 /044 ONE Haverhill Partnership

- a) The Board met on 12th March. There was nothing new of note to report.
- b) It was proposed by Councillor M Marks, seconded by Councillor D Smith, that the Town Clerk be the appointed representative of the Town Council to the West Suffolk LifeLink Central Steering Group.

RESOLVED

- c) It was proposed by Councillor A Brown, seconded by Councillor E McManus, that the quote of £8,000 from Mr Michael Holden to carry out the next stage of the Jubilee Place Feasibility Study be accepted.

RESOLVED

C20 /045 Adoption of Committee Reports

a) Planning Committee

It was proposed by Councillor D Roach seconded by Councillor B Davidson that the minutes of the meeting held 3rd March 2020 adopted.

RESOLVED

b) Energy & Sustainability Committee

It was proposed by Councillor L Miller-Jones, seconded by Councillor A Brown, that the minutes of the meeting held 10th March 2020 be adopted.

RESOLVED

c) Leisure & Community Committee

It was proposed by Councillor M Marks, seconded by Councillor D Smith, that the minutes of the meeting held 10th March 2020 be adopted.

RESOLVED

C20 Consultation responses

/046

Cambridge Metro

It was proposed by Councillor B Davidson, seconded by Councillor D Roach, that the draft response previously circulated by the Clerk be submitted as the formal response of the Council.

RESOLVED

C20 Financial Matters

/047

a) Authorisation of payments

It was proposed by Councillor M Marks, seconded by Councillor E McManus, that the listed payments totalling £62,650.47 be authorised.

RESOLVED

C20 Urgent Correspondence

/048

None.

C20 Date of Next Meeting

/049

The meeting noted that under C20/041c all meetings were suspended until further notice.

C20 Closure

/050

Councillor P Firman highlighted the generosity and goodwill and kindness that many people in Haverhill had showed in the current circumstances. The Mayor declared the meeting closed at 20:07pm and wished everyone best wishes and to stay safe for the weeks ahead.

Town Clerk

Signed
Chairman

Date.....

Appendix 1

Emergency Services Report

Ambulance service: Members noted that Mr James Norman was unable to attend for operational reasons connected with Covid-19.

Police service: Members noted that Inspector Kevin Horton was unable to attend for operational reasons connected with Covid-19.

Appendix 2

County Councillors' reports

Councillor D Roach reported:

SCC operations had broadly been shut down to focus on support for actions to contain the impact of Covid-19, with the County triggering the resilience protocols. Gold command had been set up at County Council.

Appendix 3

District Councillors' reports

Councillor J Burns reported:

- **NW Haverhill:** No further updates and work continues.
- **Great Wilsey Park:** I met with Redrow, Bidwells, WSC planning officers and other Councillors/Town Clerks to discuss the changes to the infrastructure application but mostly on the changes made to the reserved matters application for phases A1, A2 and A8. Many changes have been incorporated (in my view for the better) and it is planned that the application will return to HTC planning for comments in the next month or so. It is planned the roundabouts on Haverhill Road and Chalkstone Way will be built first with a short-term temporary access for the latter being built near to Falcon Close.

The infrastructure application has also now incorporated many of the changes we requested and I have removed my holding objection. Unfortunately, Suffolk Highways were unable to attend to discuss traffic management.

- **Manor Road School Site:** Work continues with concrete crushing of the old school base to be reused for new foundations as well as land levelling.

Chapelwint Road Site: No further complaints and work continues apace.

- **Atterton & Ellis (Ironworks):** No further update. The SHELAA was corrected over land ownership and the desire to retain the green area to the east of the site upon my request.
- **Sturmer Arches:** I have now spent 2 days in Suffolk Record Office (SRO). Unfortunately, a whole set of Clerks papers from 1972 to 1974 are missing but they may well be with the early SEBC papers lodged many years ago that have never been catalogued. I have some references to follow up with the SRO but will take a while to find out. I have also found reference to a British Rail file of railway disposals covering the same period in the National Archives at Kew, but Covid-19 put paid to my having a works outing to check them out. All evidence so far gathered indicates that Haverhill Urban District Council took ownership on 1st April 1972 (and therefore transferred to its successor SEBC two years later) but I have yet to find that elusive piece of paper showing a receipt for the £32.5K transferred.
- **Woodlands Hotel:** No further update.
- **Police Matters:** I recently sent out the January 2020 crime statistics but there has been no update to "Constable's County".
Inspector Kevin Horton was due to attend today's meeting but all police representation at council and community meetings has been suspended due to Covid-19.
I attended the Police Accountability meeting on 6th March at Police HQ in Martlesham. It was quite a short meeting with the agenda/reports being available at <https://bit.ly/2WxHDHJ>.
The Police and Crime Panel meeting scheduled for last Friday was cancelled due to Covid-19.
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- **SCC Highways:** Work is sporadic around town with the pavement outside Barclay's Bank still not being repaired.
- **Greater Cambridge Partnership:** Traffic lights now installed at junction of Linton High Street and work due to start on new junction near to Babraham village on other side of A11 on A1307.
- **Combined Authority:** The Town Council's response to the CAM consultation is subject of an agenda item at the full council meeting
- **Leiston Centre CCTV:** This is now deemed complete. Some minor changes will happen to tweak camera coverage.
- **Car Parking:** The implementation of new parking charges and arrangements for changes to long/short term has been delayed for 3 months. CPE comes in on 6th April and I have been advised that implementation of Fixed Penalty Notices will start from day one with warnings due to start being posted on vehicles this week.
- **Grant Working:** The meeting scheduled for this coming week has been cancelled due to Covid-19.
- **One Haverhill:** Attended Masterplan and Board meetings.
- **Lidl:** Still no further news on the footpath location and other enforcement. Have chased up planning officer again.
- **Other work:** Setup 3 x laptop computers to allow staff to work from home including updating from Windows 7 to 10. Implemented Microsoft Teams for all Councillors and staff with HTC email addresses reading for teleconferencing and working from home requirements. Altered internal HAC systems to use static IP addresses which helps with their own connectivity.
Attended meeting with Matt Hancock MP and others organised by Haverhill PRG to discuss health provision, Arts Centre Review Group, Youth Action Group meeting and meeting with WSC/SCC to discuss Friday market positioning possibilities. Plus, usual HTC committee meetings.

Appendix 4

Mayoral Report

Date	Event	Location	Comments
28 th February 2020	VE75. Handing over of seeds for children to grow for this event.	Coupals School and Stepping Stones Nursery.	Great to see involvement of many schools in this important anniversary albeit now curtailed by Covid-19