

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

FULL COUNCIL

Held remotely on Tuesday 26th May 2020 at 7.00pm under regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020



HAVERHILL
TOWN COUNCIL

Present: Mayor Councillor J Burns
Deputy Mayor Councillor L Smith
Councillor A Brown
Councillor J Crooks
Councillor B Davidson
Councillor P Fox
Councillor P Hanlon
Councillor A Luccarini
Councillor J Mason
Councillor E McManus
Councillor M Marks
Councillor L Miller-Jones
Councillor D Smith
Councillor A Stinchcombe

Apologies: Councillor D Roach
Councillor P Firman

In Attendance: Colin Poole (Town Clerk)
Vicky Phillips (Assistant Town Clerk)
Nick Keeble (Arts & Leisure Manager)
Alisha Jenkins (HTC Office Administrator)

All Councillors had joined by video conference. 3 members of the public joined the directly meeting by Zoom, 4 members watched on YouTube.

Welcome:

Mayor J Burns welcomed everyone to the meeting and reminded Councillors how to speak and vote, using the Zoom video conferencing system.

MINUTES

C20 /063 **Apologies for Absence**
The above apologies were noted.

C20 /064 **Declaration of Interests and requests for dispensation**
None

C20 /065 **The minutes of the Full Council meeting 27th April 2020**
It was proposed by Councillor A Brown, seconded by Councillor M Marks that the minutes of the meeting held 27th April 2020 be adopted as a true record.
RESOLVED

ACTION

- C20**
/066 **Progress of actions arising from the minutes**
C20/055 – Revised Budget: the RFO will present this to the June meeting
- C20**
/067 **Reports from the Police, District and County Councillors and the PUBLIC FORUM**
- a) Police Report – it was noted that Councillors received a closed-session briefing from Inspector Kevin Horton directly before this meeting.
 - b) County Councillors gave their report - see appendix 2
 - c) District Councillors gave their report - see appendix 3
 - d) Public Forum – no member of the public wished to speak.
- C20/**
068 **Covid-19 Coronavirus**
Councillors reviewed the reports from officers previously circulated:
- a) Clerk’s Report
 - b) Art & Leisure Manager’s Report
 - c) Youth Skills Manager’s Report
 - d) Zone Manager’s Report
 - e) Customer Experience & Marketing Manager
 - f) Operations Manager
- The reports were noted with thanks.
NOTED
- C20**
/068 **Mayor’s Report**
See Appendix 4. Mr Keeble thanked the Mayor for the work he had done in creating the VE Day video.
- C20**
/069 **Haverhill Town Council Website**
Councillors thanked Miss Jenkins for her work on the website and agreed that it was a great improvement. It was noted that there was still some work to do on the website in terms of meeting accessibility requirements, which was in hand. Councillor A Stinchcombe recommended the WAVE website to benchmark accessibility, particularly in respect of improving the contrast between text and background colours.
It was proposed by Councillor E McManus, seconded by Councillor L Miller-Jones that the website goes ‘live’ as soon as possible after the final changes are done.
RESOLVED
- C20**
/070 **Community Engagement During Lockdown**
The Arts & Leisure Manager, Mr Nick Keeble, referred Councillors to the report circulated with the agenda.
- Councillors requested clarity on the proposal for a rainbow garden within the Community Open Space, as the overall project had a working party that had not met for some time. Mr Keeble advised that the Assistant Clerk, Mrs Vicky Phillips, was leading on the main project, this was intended to be part of it. Councillors also expressed support for the clean/green Haverhill proposal. Following discussion on how to progress matters, it was noted that the Council would be considering a revised budget on 22nd June, at which time a go-ahead could be given if funding allowed. The Clerk supported Mr Keeble in requesting a small budget to enable project planning to be undertaken, so that projects would be fully costed and ‘oven ready’ at that meeting, or else the summer window would be missed.

It was proposed by Councillor E McManus, seconded by Councillor M Marks that £5,000 be allocated from the existing Arts budget to allow project planning to proceed.

RESOLVED

C20
/071 **Tendering Working Party**

The mayor endorsed this proposal, which was about providing democratic oversight of the tendering process, Council officers would be running the tender exercise itself. It was proposed by Councillor E McManus, seconded by Councillor D Smith, that a tendering working party be established.

RESOLVED

Membership to consist of Councillors Burns, D Smith and P Fox. Councillors D roach and P Firman would be asked if they wished to join.

CLERK

C20
/072 **Review of Standing Orders and Financial Regulations**

It was proposed by Councillor B Davidson, seconded by Councillor M Marks, that the Standing Orders and Financial Regulations remain satisfactory.

RESOLVED

C20
/073 **Appointment of Internal Auditor**

It was proposed by Councillor B Davidson, seconded by Councillor E McManus, to confirm a one-year extension of the five-year contract with Heelis and Lodge, which started October 2015 and otherwise expires May 2020.

RESOLVED

C20
/074 **To note the Town Clerk is appointed Responsible Financial Officer for the Council**

The Council noted that the Town Clerk was appointed 3rd June 2014 as Responsible Financial Officer for the Council as part of his contract of employment.

NOTED

C20
/075 **ONE Haverhill Partnership**

- a) The masterplan meeting had been cancelled.
- b) The Clerk advised that the new Haverhill Volunteer Centre Co-ordinator, Mrs Jill Moss, started duties on 11th May, and will be assisting with the Covid-19 volunteer co-ordination. An application for funding for a Good Neighbour Scheme Co-ordinator as a legacy project following the Covid-19 work of the Council has been submitted to the Suffolk Community Foundation. This was to engage the many people who had volunteered to help their community during the crisis.

c)

C20
/076 **Financial Matters**

a) Authorisation of payments

It was proposed by Councillor A Stinchcombe, seconded by Councillor E McManus, that the listed payments totalling £20,671.25 be authorised.

RESOLVED

C20 **Urgent Correspondence**

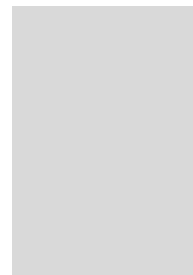
/077 None.

C20 **Date of Next Meeting**

/078 Monday 22nd June 2020, by remote meeting.

C20 **Closure**

/079 The Mayor declared the meeting closed at 20:04pm.



Signed

Chairman

Date.....

Appendix 1

Emergency Services Report

Inspector K Horton had briefed Councillors in a closed session directly before the meeting. Councillor A brown advised that the ambulance service had deployed a rapid response vehicle back to Haverhill ambulance station. Councillor M Marks advised that the calls to the ambulance service were markedly down due to the lockdown.

Appendix 2

County Councillors' reports

Councillor P Fox reported:

Councillors were receiving regular briefings from different departments within SCC. Concern had been expressed about council tax debt where people had cancelled their direct debits without discussing their situation with the billing authority. Councillor D Smith asked for an update on proposals to change children's centres to become 'family hubs'. He was not aware of any consultation being undertaken and the potential impact any change would have on the service. Councillor Fox was not aware of this proposal.

Appendix 3

District Councillors' reports

Councillor J Burns reported:

- **NW Haverhill:** Two new applications for Phase 2 submitted for infrastructure and 168 new housing units. Due to be discussed at planning meeting post full council meeting. Some work has restarted. Awaiting Openreach to re-route some cabling near to the roundabout so it can be finished. Work on the Relief Road is still expected to start later this year but awaiting formal approval of plans by SCC.
- **Great Wilsey Park:** Background work continues. Awaiting news of when the first housing development application will come before committee.
- **Manor Road School Site:** Work has now restarted. Have asked developers to consider minor pruning of branches over footpath due causing pedestrians to have to walk around them.
- **Chapelwent Road Site:** Work progressing well and has now restarted.
- **Police Matters:** The March crime stats was sent out at beginning of May. I attended an online version of the Accountability & Performance meeting with PCC and senior Police management, last Friday but due to technology used was unable to participate and the public section was removed. I have asked the PCC to consider ensuring that outside persons are not excluded just because they are using ancient online technology.
- **SCC Highways:** At long last the pavement outside Barclay's Bank was repaired last week. SCC Highways due to install some new bollards outside that location and a couple of other places in the High Street. I have reported some areas where the yellow lines are now non-existent and that were missed off from the CPE implementation schedule.
- **Greater Cambridge Partnership:** There is due to be an online meeting on 1st June for invited guests but awaiting details.
- **Parking:** CPE was initially not being implemented but after some strong emails the enforcement officers were finally instructed to hand out tickets. As of last week, there are only two officers for the whole of West Suffolk, but others are now being trained so hopefully they can come down and blitz the High Street and Queen Street areas. Considering car parks are free there is no real excuse for non-blue badge holders to park and obviously nobody on the pavements.
- **Markets:** Have been disappointed with lack of communication from officers to the traders and have made this plainly known to WSC CEO, Leader of Council, and others.

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

- **West Suffolk:** Spent quite a few hours, over several days, driving around identifying (or not) businesses that had not claimed their small business grant relief package. One had thrown away the letter as they thought because they did not pay any rates they did not qualify and when I explained that disposal was worth £10K they quickly followed my suggestion and claimed. It is understood that Haverhill is now basically complete. It was a good exercise if only to show how bad the ARP business rates database is as some of the businesses had not existed for over 10 years with one building physically not even there.
- **Covid-19:** Has been very quiet from my perspective. Dealt with one resident who was struggling to order food but turned out just wanted someone from a supermarket to answer their phones. Have been ensuring the Army at Meadows Car Park know of HTC existence and given contact details.
- **Other items:** No updates on Lidl footpath enforcement, Combined Authority, One Haverhill, Corn Exchange, Atterton & Ellis, Sturmer Arches or Woodlands Hotel.
- **Other work:** Set up 3 x new laptops destined for Haverhill Volunteer Centre use. Continue to support Clerk and others working from home including online meeting usage instructions. Worked some time on the VE75 filming and video editing.
Dealt with tree being cutdown by non-qualified individuals rear of Queen Street as well as large tree on Birds Estate that Havebury were disputing ownership until they were convinced by WSC tree officer error of their ways. Also advised Havebury of a house they own with large piles of rubbish in garden that was previously advised to them 4 months ago. Nothing had been done and they are now not willing to do anything, unless it causes a fire risk, due to Covid-19. I am keeping an eye on this in case it becomes a rodent issue instead.

Appendix 4 – Mayoral Report

Date	Event	Location	Comments
8 th May 2020	VE75 Day. Speech and toast to commemorate & celebrate this day.	Online via social media	Took long time to get together and edit the videos but great to see involvement of Archie Pannell, Haverhill Silver Band, Haverhill Family History Group and the Disco Kitchen.

All other Mayoral engagements were cancelled due to Covid-19 lockdown