

# Haverhill Town Council

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

### FULL COUNCIL

Held remotely on Tuesday 27<sup>th</sup> October 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 Firman  
Councillor P Hanlon  
Councillor A Luccarini  
Councillor E McManus  
Councillor M Marks from item C20/148b  
Councillor J Mason  
Councillor L Miller-Jones  
Councillor D Roach  
Councillor D Smith  
Councillor A Stinchcombe

**Apologies:** Councillor P Fox

**In Attendance:** Colin Poole (Town Clerk)  
Alisha Jenkins (Office Administrator)

All Councillors had joined by video conference. No members of the public joined the directly meeting by Zoom.

### **Welcome:**

Mayor J Burns welcomed everyone to the meeting and reminded Councillors how to speak and vote, using the Zoom video conferencing system and that the meeting was being streamed live on the Council's YouTube channel.

### **MINUTES**

**C20**      **Apologies for Absence**  
**/137**      The above apologies were noted.

**C20**      **Declaration of Interests and requests for dispensation**  
**/138**      Councillor P Hanlon declared a non-pecuniary interest in C20/152 Personnel Committee Report, as his granddaughter works for the council.

**ACTION**

**C20 /139** **The minutes of the Full Council meetings 28<sup>th</sup> September & 13<sup>th</sup> October 2020**

It was proposed by Councillor E McManus, seconded by Councillor B Davidson that the minutes of the meeting held 28<sup>th</sup> September and 13<sup>th</sup> October 2020 be adopted as a true record.

**RESOLVED**

**C20 /140** **Progress of actions arising from the minutes**

- a) C20/116 reopening of Arts Centre: Information on this is provided in the Arts and Leisure Manager's report below.
- b) C20/117b Letter to Matt Hancock MP re supporting grassroots Arts: Shortly after the September meeting the government announced millions of pounds of arts support, including for grassroots creatives. Therefore, the Clerk has held off this task.
- c) C20/120a letter to Chief Constable re Constable's County: The Clerk had circulated his letter and reply from the newly appointed assistant Chief Constable, proposing to implement what we asked.

**C20 /141** **Covid-19 Coronavirus Reports**

Councillors reviewed the reports from officers previously circulated:

- a) Clerk's Report: In response to a question as to whether there was anything Haverhill Town Council could do to help tackle holiday hunger, the Clerk advised he had spoken to Mr Tim Coulson at Unity Schools Trust and Mr Henry Wilson at REACH for advice. As HTC has no access to records showing which children are in such need, it was limited to assisting financially and this will be considered for Christmas. It is not clear whether SCC Education had already made arrangements. Councillor D Roach will forward an email to Members and find SCC contact details for the Clerk.  
The Clerk highlighted the generosity of local businesses offering support and free meals to children.
- b) Art & Leisure Manager's Report: Discussion took place regarding the Halloween Trail and Remembrance Parade. Due to Covid-19 the Halloween event will take place at the Scouts and Guides HQ, with the public having pre-booked attendances at allotted times. Ticket sales for the event has been good with limited later times slots available only.  
The Mayor advised that all town councillor may attend the Remembrance Parade this year, which will be socially distanced. However, the event will be live streamed via the HTC website and social media pages to enable engagement from Haverhill residents.  
It was mentioned that under current Covid-19 guidelines that Haverhill Town Council is not currently planning a Christmas Market this year.
- c) Youth Skills Manager's Report: The report was noted.
- d) Zone Manager's Report: The report was noted.
- e) Customer Experience & Marketing Manager: The report was noted.
- f) Operations Manager: The report was noted.

**Cllr D  
Roach**

**C20 /142** **Planning for the Future**

Councillors considered the draft consultation response to MCHLG in respect of Planning for the Future. It was proposed by Councillor D Smith, seconded by Councillor B Davidson that the response, as amended, be submitted.

**RESOLVED**

The Mayor thanked the Clerk, Assistant Clerk and Councillor A Stinchcombe for their work on this document

**CLERK**

- C20**  
**/143**      **Reports from District/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**  
a) Police – see appendix 1  
b) County Councillors – see appendix 2  
c) District Councillors – see appendix 3  
d) Members of the public are welcome to make statements or put questions at this time. - None
- C20**  
**/144**      **Mayor’s Report**  
The Mayor advised there was no report as he had not carried out any mayoral engagements due to coronavirus restrictions.
- C20**  
**/145**      **ONE Haverhill Partnership**  
a) No further update.
- C20**  
**/146**      **Adoption of Committee Reports**  
a) Planning Committee  
It was proposed by Councillor P Hanlon, seconded by Councillor B Davidson that the minutes of the meetings held 6<sup>th</sup> and 20<sup>th</sup> October 2020 be adopted.  
**RESOLVED**  
b) Personnel Committee  
It was proposed by Councillor L Smith, seconded by Councillor L Miller-Jones that the minutes of the Personnel Committee held 21<sup>st</sup> October 2020 be adopted.  
**RESOLVED**  
c) Finance Committee  
It was proposed by Councillor L Smith, seconded by Councillor B Davidson that the minutes of the meeting held 20<sup>th</sup> October 2020 be adopted.  
**RESOLVED**
- C20**  
**/147**      **Actions taken under delegated powers**  
The Clerk advised no actions had been taken under delegated powers.  
**NOTED**
- C20**  
**/148**      **Financial Matters**  
a) **Authorisation of payments:** It was proposed by Councillor L Smith, seconded by Councillor E McManus, that the listed payments totalling £32,404.65 be authorised.  
**RESOLVED**  
b) **Insurances:** The Clerk met with WPS insurance brokers to review the Town Council and Community Trust insurances. Aviva were not competitive this year and so the new WPS parish scheme is with Royal Sun Alliance. The Clerk has asked for a quote on £10m layer insurance over and above the £15m standard public liability insurance. This would take our PL insurance to £25m, from £20m previously. He has asked for a quote on £200,000 legal costs insurance as the standard is only £100,000. In both cases the principle is that, however unlikely it is we make a call on either insurances, we need to have sufficient cover. All other insurance matters remain unchanged, other than uplift for inflation on sums insured. The cost of insurances currently are £10,422 for the Town Council and £4,156 for the Community Trust. We await confirmation of RSA’s proposal.  
**NOTED**
- C20**  
**/149**      **Urgent Correspondence**  
None.

**C20** **Date of Next Meeting**

**/150** The next meeting would be held Monday 23<sup>rd</sup> November 2020, by remote meeting.

**C20** **Exclusion of the Press and Public**

**/151** It was proposed by Councillor P Hanlon, seconded by Councillor E McManus, that under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the media be excluded due to the confidential business to be transacted, as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted: Personnel matters  
**RESOLVED**

**C20** **Personnel Committee report**

**/152** The Clerk referred members to the circulated minutes of the Personnel Committee held 21<sup>st</sup> October 2020 and the recommendations contained therein. It was noted that Unison had been consulted and that staff would be advised. It was proposed by Councillor B Davidson, seconded by Councillor L Smith, that the recommendations be adopted.  
**RESOLVED**

**C20** **Closure**

**/153** Mrs Angela Wendell's death was noted with sadness. Members expressed regret that the Clerk and Chair were not advised by staff immediately it became known. It was agreed to write a letter offering our support. The Mayor declared the meeting closed at 20:32.

**CLERK**

Signed .....  
**Chairman**

Date.....

## Appendix 1

### Police Report

Councillors discussed a recent spate of anti-social behaviour including a rise in reports of car vandalism around the town.

Councillor J Burns:

- Reported a dangerous wall near Withersfield road. West Suffolk Council liaised with the owner of the property, and the wall has now been demolished and replaced with a stable fence erected.
- Reported damage to a window at the bus station. The Passenger Transport team at Suffolk County Council has responded by repairing some windowpanes on stand 1 on the 14th October. The team received a report from a member of public regarding the extent of the damage to stand 2's canopy panes including the Perspex and as a result have a full set of replacement panes and installation on order. A team has been sent to clear up any mess and remove any loose panels.

## Appendix 2

### County Councillors' reports

#### Councillor D Roach reported:

Councillor Roach referred members to his previously circulated report, highlighting the latest progress in respect of the pedestrian crossing at Coupals Road.

## Appendix 3

### District Councillors' reports

#### Councillor A Brown:

#### Councillor J Burns:

- **NW Haverhill:** Phase 2 plans currently undergoing planning scrutiny. Update re Phase 1 given to Councillors recently.
- **Great Wilsey Park:** Work has now started on Phase 1 with groundworks on the construction compound, sales office, and other infrastructure near next to the Haverhill Road.
- **Manor Road School Site:** [Work continues apace. I requested a sign be erected to identify who the owner is \(Barley Homes\) and what is being built. I expressed concerns regarding verge parking by contractors which has now been resolved. The tree overhanging the footpath is due to be pruned shortly.](#)
- **Castle Hill Site:** [Work on site preparation has now commenced.](#)
- **Chapelwent Road Site:** Work progressing.
- **Police Matters:** The August crime stats were distributed on 1<sup>st</sup> October, but the September stats are normally not available until the end of the following month. The October edition of "Constable's County" was sent out on 10<sup>th</sup> October. I attended the Police & Crime Panel meeting on 9<sup>th</sup> October (virtually).
- **SCC Highways / High Street Closures:** Various discussions and meetings have been held as part of the Safer Places town centre closures. They have finally agreed to my suggestion to allow the use of the Saturday market barrier as a means of closing the High Street once a new road closure sign has been obtained for it. This will allow the manned presence to be removed saving a considerable sum of taxpayer's money.

I met with a local metal fabricator to work out a more rigid lockable replacement. The basic design has been sent to Highways for their comments and we await a response.

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.

New signage has also been agreed and we are awaiting their installation. These will include permanent (as far as the current Temporary TRO is concerned) “No Entry” signs by the Bull PH as the very large motorway size signs continue to be ignored. Businesses are starting to obtain pavement licenses with Highways agreeing that “parklets” outside Nine Jars and Route 66 being workable.

Managed to convince WSC that HTC can carry out repairs to the existing High Street benches on their behalf with the cost being passed back to them. Staff now organising that as some are in a shocking state. We also need to look at extra bins as that is something noticeably absent in places.

Very pleased, four years after first suggested by Cllr Brown when he was SCC Councillor, that some form of speed reduction is going to be implemented adjacent East Town Park on Coupals Road.

- **Covid-19:** Most businesses are now following the new guidelines although not impressed that the responsible authority (WSC) seems to want to pass the responsibility for enforcement to the Police rather than stepping up to the mark.
- **Greater Cambridge Partnership:** Nothing spectacular on this other than the consultation on the proposed P&R at Fourwentways and the new CAM service, currently ongoing.
- **Parking:** I met with WSC Car Parks Manager and walked round every car park reviewing signage, lineage, machines, general state, disabled parking, etc. as part of my work on the Car Park Working Group at WSC. There is lots to do and money need spending. Some of the work could be undertaken by HTC staff (e.g. weeding), that are not needed for other jobs, and something that has been discussed with the Clerk.

CPE is now much better with officers now attending at the appropriate times, following a meeting with the Supervisor, and will be interesting to see the latest reports when published early next month

- **Markets:** Sharon Fairweather continues to do a great job introducing new traders to the market. We hope to see more street entertainment, including Disco Kitchen if available, to attract shoppers in the run up to Xmas. Moving of stalls into the High Street continues but some traders still not returned due to spacing issues.
- **Other items:** Still no updates on Lidl footpath enforcement, Combined Authority, Corn Exchange, and Sturmer Arches.

Responses from certain WSC officers to emails on all kinds of subject sadly lacking and certainly not in any common-sense timeframe.

- **Other work:** Continue to support Clerk and others working from home. Continue to work on Remembrance Day live stream plans which include a tech rehearsal last Saturday. Currently working on revised till system pricing for Zone and checking all technology up to date.

Arranged for new extraction canopy and fan to be installed at the Zone, using local contacts and contractors, which being installed today (26<sup>th</sup> October)

Awaiting confirmation of system hardware and software update to digital sign outside HAC so that can be easily updated by staff working at home. Currently only possible by a technical workaround being carried out by yours truly. Have been updating as/when requested with currently the art work being displayed.

Upcoming have WSC Grant Working, Town Centre masterplan, Halloween Trail setup and event, and then due to live stream 3 x performances of Little Shop of Horrors on behalf of Samuel Ward Academy before the Remembrance event on 8<sup>th</sup> November.