

# Haverhill Town Council

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

### FULL COUNCIL

Held remotely on Monday 23<sup>rd</sup> November 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 Fox  
Councillor P Hanlon  
Councillor A Luccarini  
Councillor E McManus  
Councillor M Marks  
Councillor J Mason  
Councillor L Miller-Jones  
Councillor D Roach  
Councillor D Smith  
Councillor A Stinchcombe

**Apologies:** None

**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**  
**/154**      None received.

**C20**      **Declaration of Interests and requests for dispensation**  
**/155**      None.

**C20**      **The minutes of the Full Council meetings 27<sup>th</sup> October 2020**  
**/156**      It was proposed by Councillor P Hanlon, seconded by Councillor B Davidson that the minutes of the meeting held 27<sup>th</sup> October 2020 be adopted as a true record.

### **RESOLVED**

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.

**ACTION**

C20  
/157

**Progress of actions arising from the minutes**

- a) C20/116 Work was imminent of the Arts Centre rear temporary extension.
- b) C20/141 No news on SCC Education plans for providing holiday meals for children.
- c) C20/142 Planning for the Future consultation response to MCHLG has now been submitted and acknowledged.
- d) C20/153 Letter offering support to Mr Wendel has been sent and received a nice response back.

C20  
/158

**Covid-19 Coronavirus Reports**

Councillors reviewed the reports from officers previously circulated:

- a) **Clerk's Report:** The report was noted.
- b) **Art & Leisure Manager's Report:** Providing that Haverhill will be placed into either tier 1 or 2 both the Zone and the Haverhill Arts Centre will be able to operate again. The Zone will be able to open more or less immediately whereas the Haverhill Arts Centre would be able to open their doors again on the 9<sup>th</sup> December.

It was asked whether there would be any potential to allow local bands or groups to book the auditorium for live streaming. Anyone interested in booking the Arts Centre would need to speak to the Arts and Leisure Manager.

The emergency lighting in the Haverhill Arts Centre is due to be upgraded to a 240-volt system once there is time available in the program to get the work done. The work will be carried out by Arts Centre staff alongside an electrician to certify the work done.

- c) **Youth Skills Manager's Report:** The report was noted, including the recent successful grant application.
- d) **Zone Manager's Report:** The report was noted. The meeting noted that there was currently a booking system in place to manage the number of customers and staff on-site.
- e) **Customer Experience & Marketing Manager:** The report was noted.
- f) **Operations Manager:** The report was noted.

C20  
/159

**Consultation**

- a) **Cambridge South East Transport Environmental Impact Assessment:**

It was agreed that the Clerk will invite Mayor Palmer to a Haverhill Area Forum meeting to discuss the CAMS proposal.

The Clerk will submit a brief written response in respect of the EIA.

- b) **West Suffolk Local Plan Issue and Options Consultation:**

It was proposed by Councillor E McManus, seconded by Councillor M Marks to arrange an additional meeting before the 22<sup>nd</sup> December to have a presentation on the Issues and Options consultation. Cllr Roach assured the meeting that provision of EV charging points and National Minimum Space Standards would be noted, but reminded members that this will be fed in at the appropriate moment.

**AGREED**

**CLERK**

**CLERK**

C20  
/160

**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**            **Mayor's Report**  
**/161**            The Mayor attended the Haverhill Remembrance Parade on the 8<sup>th</sup> November and thanked all those that also attended and showed support.

**C20**            **ONE Haverhill Partnership**  
**/162**            a) Masterplan:  
                 Meetings are currently being held every fortnight, mostly working on putting measures in place for safe social distancing provision.  
                 b) Health and Wellbeing:  
                 Councillor M Marks advised that Lois Wreathall, Chair of the Health and Wellbeing Task Group, is not involved in the Haverhill 'Health Hub'. Her focus is primary care, supporting surgeries.  
                 Questions have been asked for the Clinical Commissioning Group to nominate someone who will be responsible for determining strategy for the health aspect of the Haverhill Health Hub. A meeting has been arranged with the West Suffolk Hospital project manager on how the concept of the hub project is going to come together.  
                 Previously it was the town council's understanding that the Health and Wellbeing Task Group would be receiving a report from Public Health England which would determine the content of a hub based on a needs assessment.  
                 Sarah Howard has been given the role of co-ordinator to bring together an alliance which is West Suffolk Council, education, and health. Concerns were raised over what the alliance was being set up to achieve and whether there has been communication with other similar alliances and partnerships.  
                 It was agreed that Councillor Marks should keep abreast of issues on behalf of the Council.

**Clr M  
Marks**

**C20**            **Adoption of Committee Reports**  
**/163**            a) Planning Committee  
                 It was proposed by Councillor P Hanlon, seconded by Councillor B Davidson that the minutes of the meetings held 3<sup>rd</sup> November 2020 be adopted.  
                 **RESOLVED**  
                 b) Leisure and Community Committee  
                 It was proposed by Councillor D Smith, seconded by Councillor J Mason that the minutes of the Leisure and Community Committee held 10<sup>th</sup> November 2020 be adopted.  
                 **RESOLVED**  
                 c) Energy and Sustainability Committee  
                 It was proposed by Councillor T Brown, seconded by Councillor L Miller-Jones that the minutes of the meeting held 16<sup>th</sup> November 2020 be adopted.  
                 **RESOLVED**

**C20**            **Actions taken under delegated powers**  
**/164**            a) Bench repairs: Following discussions between the Mayor and West Suffolk District Council, The Clerk has authorised a sum not exceeding £3,500 for the purpose of repairing the benches in the High Street, and deploying staff to carry out this work.  
                 **NOTED**  
                 b) Direct Debits: Online direct debits have been set up in favour of Ecotricity (our electrical supplier) and 1st Accounting, Hartseats' accountants.  
                 **NOTED**

C20  
/165

**Financial Matters**

- a) **Authorisation of payments:** It was proposed by Councillor D Roach, seconded by Councillor E McManus, that the listed payments totalling £60,543.82 be authorised.

**RESOLVED**

- b) **Budget Briefing:**

The Clerk circulated a first working document of the budget briefing document. Thanks were noted for Councillor J Burns and Councillor B Davidson in their assistance agreeing a basis for the budget in these uncertain times, which was 'business as normal'. This mitigated the highest risk from Covid 19 as it was the most expensive option. In addition, Bevan House costs were included and future plans will be considered once made.

The Clerk advised members that Hartseats was set up as a limited company in 2004 because at the time councils could not lawfully directly trade. The Localism Act introduced the General Power of Competence which Haverhill Town Council has adopted, which does allow councils to trade in certain circumstances. The Clerk would bring forward a recommendation to the council in its capacity as Trustee of the Haverhill Community Trust to wind up Hartseats Ltd. This would save money as the administration is complex and requires a separate audit.

In terms of general funding, there has been a significant decrease in the tax base this year reflecting the impact of the pandemic, with many households being now reliant upon benefits, creating a £35,000 drop in the precept.

Coupled with an increase in expenditure, including funding projects such as the Volunteer Centre and Community Kitchen, plus the ending of external funding for the Youth Skills project, it is likely that £110,000 will be needed from reserves and the current year fund to cushion the increases and loss of income next year. The briefing was based on an increase in the precept by 2%. A number of Councillors asked if this increase could be reduced. It was noted that doing so would impact on the next financial year and reserves can only be spent once.

Councillors noted this as the first draft budget.

**NOTED**

- c) **Investments Review:**

The Clerk advised that Lloyds Bank have reduced interest rates on their 32-day notice account from 0.1% to 0.01%. He suggested that members should consider moving £85k funds to the Cambridge County's two-year bond which is a fixed term account with a 1% interest rate – this would offset the loss in income at Lloyds. The Clerk will find out more information.

**NOTED**

- d) **External Audit Report:**

The Clerk referred It was proposed by Councillor L Smith, seconded by Councillor L Miller-Jones that the content of the External Audit report be noted.

**RESOLVED**

Councillors thanked the Clerk and Finance Administrator for their work on the audit.

C20  
/166

**Urgent Correspondence**

None.

C20  
/167

**Date of Next Meeting**

The next meeting will be held Monday 14<sup>th</sup> December 2020, by remote meeting.

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

**/168**      It was proposed by Councillor D Roach, seconded by Councillor B Davidson, 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: Commercial property decisions.

**RESOLVED**

**C20**      **Bevan House - Disposal**

**/169**      The Clerk referred members to the previously circulated briefing and recommendations contained therein, noting Bevan House in Camps Road had outline planning permission granted for six dwelling flats. It was proposed by Councillor A Luccarini, seconded by Councillor P Hanlon, that the council invites offers from any party interested in acquiring the site to be delivered by way of sealed bids.

**RESOLVED**

**C20**      **Closure**

**/170**      The Mayor declared the meeting closed at 21:04.

Signed .....  
**Chairman**

Date.....

## Appendix 1

### Police Report

The Town Council is setting up an email mailbox which will be open for councillors to forward any anti-social behaviour complaints they receive from the community. The mailbox will not be a replacement to getting in contact with the police and reporting via normal means. This will just allow complaints to be stored and potentially used as evidence as and when they are needed for PSPO renewals. There must be enough information to serve as evidence, but due to GDPR it would be good practise for councillors to always ask residents if they are okay with any personal information being passed along for evidence.

## Appendix 2

### County Councillors' reports

#### Councillor P Fox reported:

**Clements Surgery Bus Stop** – there has been on going issues on receiving an update for the bus stop to be placed, the process has currently remained at the costing stage. The Clerk suggested Councillor Fox investigated whether the relevant locality funding could be transferred to Haverhill Town Council to continue chasing for the bus stop.

Councillor A Brown advised that the Lidl bus stop was complete, except for the flag to go on the pole. The Clerk was asked to chase this.

#### Councillor D Roach reported:

Is continuing to chase the adoption of Aragon and Parr Roads, which now appears to be facing a land ownership issue.

The County are promoting a hardship fund, committed to planting trees and also promoting Quiet Lanes. Also involved in the Sunnica solar farm at Worlington.

In response to a question, Councillor Roach advised that the Covid-19 daily updates are now just twice-weekly.

## Appendix 3

### District Councillors' reports

#### Councillor J Burns:

- **NW Haverhill:** Phase 2a was approved unanimously last week for 41 new dwellings. Concerns were raised about vegetation removal however some of this was planned from the outline permission given in 2015. WSC enforcement are now involved. Phase 2b plans will be resubmitted in due course. Relief road is still scheduled to start in the spring with about a 12-month construction time.

Application has been received for demolition of Boyton Hall and replaced by a 66-bedroom care home next door to this site.

- **Great Wilsey Park:** Work continues on Phase 1 with groundworks on the construction compound, sales office, and other infrastructure near next to the Haverhill Road. A temporary access facility is being installed opposite Falcon Close to facilitate the enlargement of the roundabout next to Westfield School.
- **Manor Road School Site:** [Work continues apace. I am still awaiting erection of a sign to identify fact it is West Suffolk Council development, as 100% owners of Barley Homes, which seems extraordinary it is taking so long.](#)
- **Castle Hill Site:** [Work on site preparation has now commenced.](#)
- **Chapelwent Road Site:** Work progressing. Application in to install some flag poles and sales advertising.

- **Police Matters:** The September crime stats were distributed on 4<sup>th</sup> November. There has been no new edition of “Constable’s County”.

I attended the Performance and Accountability meeting (virtually) last Friday (20<sup>th</sup> November). I had submitted a couple of questions beforehand which the PCC asked on my behalf regarding 101 performance/website crime reporting as well as lack of support services provided in Haverhill by other agencies since lockdown started particularly around domestic abuse, and drug/alcohol. A recording of the Teams meeting will be made available via the PCC website following a request from me.

VAS data now being sent to all Councillors as/when I download the data. Have had request to install in Sturmer Road near to Motts Field which will try to identify suitable safe location.

- **SCC Highways / High Street Closures:** Regular meetings are being held to support the Safer Places town centre closures. The installation of the market barrier has worked well.

We are still awaiting new signage and replacement of the barriers outside Nine Jars with parklets as well as outside Route 66. Once this has been done all the surplus metalwork near Swan Lane will be removed. New bicycle rack locations have been agreed. New benches and picnic benches are being ordered shortly. HTC working to replace all the damaged and unsightly bench wood slats over the coming weeks.

The large “No Entry” signs by the Bull PH continue to be ignored and the police have again been asked to carry out enforcement action.

- **Covid-19:** With the 2<sup>nd</sup> lockdown in place, it is sad to see businesses that had only just reopened forced to close again. In the early part of the lockdown some work was done to ensure that businesses conformed to the new regulations but all seem to be now OK.
- **Greater Cambridge Partnership:** No updates. The consultation on the new park & ride/CAM system is still ongoing.
- **Parking:** WSC enforcement officers have been noticed around town many times although drivers still flout the rules regarding the High Street parking when they are not around.
- **Markets:** The Friday market is gaining a lot of good comments with a wide variety of stalls now appearing. It is a shame that the Saturday market is not looking or doing so well. The numbers of people out and about during this latest lockdown is encouraging but not sure they are purchasing anything specifically.
- **Atterton & Ellis site:** Met virtually with potential developers (& Cllr Luccarini) to assist them contact the appropriate people at WSC to move development of this site along.
- **Other items:** Still no updates on Lidl footpath enforcement, Combined Authority, and Sturmer Arches.

Tony Brown and I received an update from WSC conservation regarding the state of the building giving us no more information than we had last year. A follow up to this will now have to be made.

I finally managed to get WSC to remove all of the offending Circus Fantasia posters from around town that had been posted advertising a circus on WSC land in Newmarket. Sadly, the ones in empty shop windows remain but hopefully our shop front vinyl scheme will help out there. If any others found, please let me know.

- **Other work:** Continue to support Clerk and others working from home.

Worked with Cllr Luccarini, Nick Keeble, Ben Prickett & tech team, Tony Brown, Charmian & Brian Thompson, Revd. Max Drinkwater, Bryan Mills and others on the Remembrance service held on 8<sup>th</sup> November at the cemetery. I thought went very well including the live stream to the public who could not attend. Good comments were received from those who

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did manage to attend.

Updated till system at the Zone with revised menu pricing. Need to visit soon to fix some hardware issues caused by damaged cables.

Assisted with installation of new stainless-steel splashback in Zone kitchen. Now completes installation of new canopy & extractor which should resolve the complaints made about the smell of fried food in the building.

Supervised installation of new hardware & software for the digital sign outside HAC which is now cloud based. Sorting out date with relevant HTC staff to demonstrate new software so they can take over updates.

Working with Town Clerk on technology updates to HAC including server backup procedures.

Assisted with setup/cleardown and running of the successful Halloween Trail over 2 days at end October.

Filmed (with Cllr Luccarini & Nick Keeble) members of Disco Kitchen last Thursday night for the Xmas light socially distanced switch on, and then spent some hours editing the final product which went out on Friday evening with some good comments.

Carried out site survey with HAC staff for potential upgrade to the CCTV system. Developing feasibility study for council to consider.

Attended WSC Grant Working & Development Control, Town Centre masterplan, Volunteer Centre and Energy & Sustainability meetings, helped live stream 3 x performances of Little Shop of Horrors on behalf of Samuel Ward Academy (last seen by 29K+ viewers), dealt with number of issues around HMOs & alleged domestic abuse with local police, funerals at St Mary's Church during High Street closures,

Due to film & live stream A-level and GCSE drama groups this coming week for SWA.