



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

## FULL COUNCIL MEETING

Thursday 6<sup>th</sup> October 2022 at 7pm held in The Grand Hall, Hadleigh Town Hall,  
Market Place, Hadleigh, IP7 5DN

## Minutes

<b>HTC22.320 Election of Chair</b>	Proposed by Councillor Loftus, seconded by Councillor Schleip, Councillor Shearly-Sanders was elected as Chair of the meeting. Vote = 7 For, 0 Against, 1 Abstain
<b>HTC22.321 Present</b>	Councillors Beggerow, Gower, Knock, Loftus, Monks, Roberts, Schleip and Shearly-Sanders
<b>HTC22.322 In Attendance</b>	Town Clerk and 5 members of public (and 4 people via Zoom)
<b>HTC22.323 Welcome</b>	The Chair welcomed everyone and advised that the Council, members of the public and press may record/film or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attends the meeting is advised that the Town Council cannot control 3 <sup>rd</sup> party recording. The Town Council will record the meeting.
<b>HTC22.324 Apologies</b>	Apologies for absence were received from Councillors McLeod, Pryor, Talbot, Wilson and Wiltshire.
<b>HTC22.325 Approval of absence</b>	Proposed by Councillor Shearly-Sanders, seconded by Councillor Beggerow the absence of Councillors McLeod, Pryor, Talbot, Wilson and Wiltshire were <b>approved</b> . Vote = 7 For, 0 Against, 1 Abstain
<b>HTC22.326 Declarations of Interest</b>	Councillor Schleip declared an other registrable interest in agenda item 20 Hadleigh Grand Feoffment Charity as she is a Trustee.  Councillor Knock declared a pecuniary interest in HTC22.331 Stone Street Speed Limit Reduction as he owns land on Stone Street.  Councillor Shearly-Sanders declared an other registrable interest in agenda item 20 Hadleigh Grand Feoffment Charity as he is a Trustee
<b>HTC22.327 Dispensations</b>	There was no consideration of dispensations.
<b>HTC22.328 Minutes from meeting 1<sup>st</sup> September 2022</b>	Proposed by Councillor Roberts, seconded by Councillor Beggerow a motion was proposed 'To agree to approve the minutes of the meeting held on Thursday 1 <sup>st</sup> September 2022 subject to a check of the recorded votes for HTC22.313 and an update if required'. After a vote the motion was agreed. Vote = 8 For, 0 Against, 0 Abstain



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

	<p>Proposed by Councillor Shearly-Sanders, seconded by Councillor Loftus the above motion was <b>agreed</b>. Vote = 8 For, 0 Against, 0 Abstain</p>
<b>HTC22.329 Reports</b>	<p>There were no reports from Suffolk County Council and Babergh District Councillors.</p>
<b>HTC22.330 Public Forum</b>	<p>A statement was read out from a member of the public regarding the information shared by Councillors which contained inaccurate information and a query regarding a payment being discussed under Confidential.</p> <p>A statement was read out from a member of the public about the bridge over the River Brett near the McCarthy &amp; Stone development not meeting the Disability Discrimination Act 2010 with a request that this be read out when Babergh Councillors were there. The query in the email was sent to Babergh Councillors head of the meeting and a response received which was also read out.</p> <p>A member of the public read out a statement supporting the reduction of the speed limit on Stone Street.</p> <p>A member of the public read out a statement supporting the reduction of the speed limit on Stone Street.</p> <p>A member of the public read out a statement supporting the reduction of the speed limit on Stone Street and about her complaint and the length of time this has taken to be resolved.</p>
	<p>Proposed by Councillor Roberts, seconded by Councillor Beggerow it was proposed to move to agenda Item 9. Vote = 8 For, 0 Against, 0 Abstain</p>
	<p>Councillor Knock left the room at 7.35pm</p>
<b>HTC22.331 Stone Street Speed Limit Reduction</b>	<p>Proposed by Councillor Schleip, seconded by Councillor Loftus it was <b>agreed</b> to approve support for the proposal to request a reduction in the speed limit from 40mph to 30mph on A1141 Stone Street Hadleigh Vote = 7 For, 0 Against, 0 Abstain</p>
	<p>Councillor Knock returned to the room at 7.39pm</p>
	<p>Councillor Roberts raised a point of order that Item 5 had not yet been disposed of.</p>
<b>HTC22.332 Recruitment Process Review Panel</b>	<p>Proposed by Councillor Monks, seconded by Councillor Shearly-Sanders the report from the Recruitment Process Review Panel regarding the review into the recruitment process for the appointment of the Town Council Manager position which took place in late 2020 was <b>received</b>. Vote = 6 For, 2 Against, 0 Abstain</p>



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

<p><b>HTC22.333 Christmas Event Expenditure – Staging &amp; Audio</b></p> <p><b>HTC22.334 Christmas Event Expenditure – Traffic Management</b></p>	<p>Proposed by Councillor Lotus, seconded by Councillor Beggerow spend of £1200 + VAT for stage, lights and sound equipment for the Christmas Light Switch On event was <b>agreed</b>. Vote = 8 For, 0 Against, 0 Abstain</p> <p>Proposed by Councillor Beggerow, seconded by Councillor Loftus spend of £1880 + VAT for traffic management for the road closure of High Street and Market Place was <b>agreed</b>. Vote = 7 For, 0 Against, 1 Abstain</p>
<p><b>HTC22.335 Standing Orders</b></p>	<p>Proposed by Councillor Roberts, seconded by Councillor Beggerow it was <b>agreed</b> to defer this item to the next meeting. Vote = 8 For, 0 Against, 0 Abstain</p>
<p><b>HTC22.336 Grant Feedback Forms</b></p>	<p>The feedback/evaluation of the following grants: HEAT for forest school pilot project Hadleigh Foodbank Charity St Mary's Parochial Church Council were <b>noted</b>.</p>
<p><b>HTC22.237 Poverty and Cost of Living Information Leaflet</b></p> <p><b>HTC22.338 Information Leaflet Spend Approval</b></p>	<p>Proposed by Councillor Monks, seconded by Councillor Gower it was <b>agreed</b> to produce an information sheet for placing on all Town Council notice boards and inserted in the Community News setting out as much as we are able, and have information on currently, the details of organisations, charities and contact details of those who are able to provide support and advice to anyone experiencing financial difficulties. Vote = 8 For, 0 Against, 0 Abstain</p> <p>Proposed by Councillor Monks, seconded by Councillor Gower it was <b>agreed</b> to spend £456 for printing of information sheet. Vote = 8 For, 0 Against, 0 Abstain</p>
<p><b>HTC22.339 Officers As Committee Members Report</b></p> <p><b>HTC22.340 Officers As Committee Members – Actions</b></p>	<p>The report from the Town Clerk regarding Town Council Officers as Committee Members was <b>noted</b>.</p> <p>Proposed by Councillor Knock, seconded by Councillor Beggerow it was <b>agreed</b> that training for staff and Councillors be provided regarding impartiality and the rules of Committee/Sub-committee/Working Group formation. Vote = 7 For, 0 Against, 1 Abstain</p> <p>Proposed by Councillor Monks, seconded by Councillor Shearly-Sanders it was <b>agreed</b> that the Neighbourhood Plan Sub-committee will review the meeting of 22<sup>nd</sup> July 2021. Vote = 8 For, 0 Against, 0 Abstain</p> <p>Proposed by Councillor Monks, seconded by Councillor Loftus it was <b>agreed</b> that NALC's LTN5E be emailed to all Councillors.</p>



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

	Vote = 8 For, 0 Against, 0 Abstain
<b>HTC22.341 Guildhall Regeneration Project</b>	Proposed by Councillor Beggerow, seconded by Councillor Schleip it was <b>agreed</b> to appoint Caroe Architects as the design team for the Guildhall Regeneration project, at the sum tendered in their submission following the tender process in September. Vote = 7 For, 0 Against, 1 Abstain
<b>HTC22.342 External Audit</b>	It was <b>noted</b> that the external audit for the year ended 31/03/2022 has been completed and the notice of completion is publicised on the website and Town Council noticeboard. The comments are written by the auditors because they contacted the Projects & Finance Officer whilst on holiday and did not heed the instructions in the out of office reply, therefore the council was unable to provide comments within the short timescale provided, and the notes on completion are immaterial.
<b>HTC22.343 External Audit Spend Approval</b>	Proposed by Councillor Beggerow, seconded by Councillor Gower it was <b>agreed</b> to approve spend of £1,300 + vat for the external audit. Vote = 8 For, 0 Against, 0 Abstain
<b>HTC22.344 Waste Receptacles – Hadleigh Skatepark</b>	Proposed by Councillor Roberts, seconded by Councillor Gower it was <b>agreed</b> to approve payment of £1,376.80 + vat for additional waste receptacles for Hadleigh Skatepark that have been re-invoiced to Hadleigh Skatepark Trust. Vote = 8 For, 0 Against, 0 Abstain
<b>HTC22.345 Layham Road – Goalposts/Goals</b>	An update on the council's investigation into the provision of goalposts/goals to support informal play at the football pitch at Layham Road Sportsground was <b>received</b> .
	<b>CONFIDENTIAL SESSION: EXCLUSION OF THE PRESS AND PUBLIC</b>
<b>HTC22.346 Exclusion of the press and public</b>	Proposed by Councillor Gower, seconded by Councillor Beggerow it was agreed to exclude the press and public in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and the Public shall be excluded for the next items of business on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Vote = 6 For, 1 Against, 1 Abstain  The member of public whose complaint was being spoken about in item HTC22.347 was allowed to remain for that section only.
	The meeting was suspended at 8.48pm
	The meeting reconvened at 8.52pm
	Councillor Beggerow left the room at 8.54pm
<b>HTC22.347 Complaint Review</b>	The complaint was <b>reviewed</b> . Vote = 6 For, 0 Against, 1 Abstain



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

	Councillor Beggerow returned to the room at 9.45pm
<b>HTC22.348 Minutes (Confidential Session)</b>	The minutes from the confidential session on 1 <sup>st</sup> September 2022 were <b>approved</b> . Vote = 8 For, 0 Against, 0 Abstain
	Proposed by Councillor Roberts, seconded by Councillor Beggerow it was <b>agreed</b> to move to agenda item 21. Vote = 8 For, 0 Against, 0 Abstain
<b>HTC22.349 Staffing Sub-committee Update</b>	The update regarding staff was <b>noted</b>
<b>HTC22.350 Future Meetings</b>	The next scheduled meeting will be on Thursday 20 <sup>th</sup> October 2022.
<b>HTC22.351 Close of Meeting</b>	The meeting closed at 9.55pm

Signed

*W. Brame*

**Wendy Brame**  
**Town Clerk**  
10<sup>th</sup> October 2022



# Hadleigh Town Council

The Guildhall,  
Market Place,  
Hadleigh,  
IP7 5DN

Tel: 01473 823884

DRAFT