

**MINUTES of the Meeting of the HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on **Wednesday 28<sup>th</sup> November 2018 at 7.00pm**

<b>Present:</b>	<b>Councillors B Brown, J Brown, Calver (from 7.15pm), Fay, Fowler, I Henderson, J Henderson, McLeod, Morrison (from 7.15pm), F Powell, Smith and Todd</b>
<b>In the Chair:</b>	<b>Councillor C Powell</b>
<b>Clerk:</b>	<b>Ms Lucy Ballard</b>
<b>Also present:</b>	<b>3 members of the public, 1 member of the press</b>

<b>101/18</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Ashley, Struth and Urwin.
<b>102/18</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr I Henderson declared an interest as a member of ECC and refrained from voting.
<b>103/18</b>	<b><u>PUBLIC QUESTIONS</u></b> Betty Holbrook referred to the land adjacent to the Train ferry gantry and mentioned that the Small Boat Owners Association had received notice to vacate the premises by Thursday and asked Council if they knew anything about this. The Clerk confirmed that she wasn't aware. Cllr Todd was aware of the situation and confirmed that Harwich International Port had felt the areas was dangerous as the quay front was collapsing which is why the occupants had been asked to vacate. They are currently appealing the decision.
<b>104/18</b>	<b><u>MAYOR'S ANNOUNCEMENTS</u></b> The Mayor referred to recent engagements since the last meeting, which had been previously circulated to members. He spoke on the Hook Of Holland accordion event at which he was presented with a gift for the Council, the plinth of which is wood taken from the wood in the harbour and they wished for HTC to have one, which the Mayor suggested was placed in the Mayor's Parlour. The Clerk agreed to write a letter of thanks for the gift.
<b>105/18</b>	<b><u>MINUTES OF LAST MEETING</u></b> <b>RESOLVED:</b> That the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 17 <sup>th</sup> October 2018 (circulated separately) were approved as a correct record.
<b>106/18</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></b> None
<b>107/18</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></b> • <b>MIN 070/18</b> – The Clerk provided an update on the recent defibrillator training which had been delivered locally courtesy of Harwich Town Council. She

	<p>gave feedback received from participants, which was very positive. She then read aloud a letter from the Harwich &amp; District Fellowship of the Sick, which would be sent to the H&amp;M Standard for publication. The Mayor reported on his attendance. Cllr Smith thanked HTC staff for organising the event.</p> <ul style="list-style-type: none"> <li>• <b>MIN 045/18</b> – Members considered a response from the AIA following a request to review the listing of the former Train Ferry Gantry. Cllr Todd felt this was a step forward but asked for agreement to contact Tim Murphy at Essex CC to seek advice on the consultation process and any costs involved. <b>RESOLVED:</b> To write to Tim Murphy at Essex County Council.</li> <li>• <b>MIN 174/17</b> – The clerk informed members that no dates had been secured for a TDC representative to meet with HTC to discuss dog fouling enforcement.</li> <li>• <b>MIN 100/18</b> – The Clerk provided an update on the council's apprenticeship position and confirmed that a date was still to be set for the apprentice to commence their new course of study.</li> </ul>
<b>108/18</b>	<p><b><u>THE PARISH OF THE HARWICH PENINSULA – ARRIVAL OF ST NICHOLAS</u></b></p> <p>At the discretion of the Chairmen of Council and F&amp;GP Committee, a grant funding application was considered. <b>RESOLVED:</b> To award £150 s137 grant.</p>
<b>109/18</b>	<p><b><u>HARWICH &amp; DOVERCOURT COMMUNITY EVENTS TEAM</u></b></p> <p>At the discretion of the Chairmen of Council and F&amp;GP Committee, a grant funding application was considered. <b>RESOLVED:</b> To award £1000 s137 grant.</p>
<b>110/18</b>	<p><b><u>KEY PRIORITIES 2019/20</u></b></p> <p><b>RESOLVED:</b> To approve the Key priorities for 2019/20.</p>
<b>111/18</b>	<p><b><u>INTERIM INTERNAL AUDIT</u></b></p> <p>Members considered the Internal Auditor's report following an Interim Audit on 16<sup>th</sup> November. The Clerk confirmed that the Auditor had stated that HTC is doing a great job and the information in the report regarding the need to complete a Financial Risk Assessment was just a reminder as this is usually carried out at year end, and the information regarding Data Protection was just an advisory note. There were no recommendations made and the auditor was content with the Clerk's suggested plan to address the minor issues raised by the external auditor (MIN 089/18 refers). There was no additional plan of action required. Cllr Morrison gave her thanks and appreciation to the clerk for her work in keeping the council compliant as she recognised there was a lot of work involved.</p>
<b>111/18</b>	<p><b><u>MAYFLOWER PRIMARY SCHOOL EXPANSION CONSULTATION</u></b></p> <p>Members considered the proposals for the expansion of the Mayflower Primary School in conjunction with a written explanation as provided by the Chair of Governors, Cheryl Thompson. Cllr McLeod said any expansion to any school is welcome. Cllr Morrison raised concern about the previous proposals for temporary classrooms and asked if this was related. The Clerk confirmed it wasn't and these proposals would see alterations to the internal structure of the building. Cllr I Henderson read aloud from the consultation document to support that.</p>

	<p>Cllr Calver felt that HTC needed, specifically, to welcome this as it's expanding to facilitate additional places and is addressing the needs of a growing population.</p> <p><b>RESOLVED:</b> To respond to the consultation and welcome the proposals as a positive step towards facilitating additional places.</p>
112/18	<p><b><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Fowler said the Harwich Conservation Panel meets as and when and there was nothing to report; the Harwich &amp; District Community Association has sent no correspondence or meeting dates; the meeting of the HIPLALC was due to be held in September but nothing further had been received and the meeting of Haltermann Carless was held on 15<sup>th</sup> November when they gave an update on the company's future developments. They have discussed the Control of Major Accident Hazards Safety Report with the HSE and have planned an in-house emergency exercise for December which will include colleagues from Germany and petrochemical officers from the fire service. They've also met with the Chief Executive of the fire service to discuss the intended changes to Dovercourt and response times. They are currently recruiting, and the next meeting is scheduled for May 2019.</li> <li>• Cllr J Henderson attended a Teen Talk committee meeting, and reported that they had recruited 1 possibly 2 trustees but they need more. She referred to a useful leaflet which has been produced by the Harwich Community Consortium (HCC) and which is circulated to local schools/community groups to provide information on places to go for help with mental health issues. Cllr Henderson circulated a handful to members.</li> <li>• Cllr Morrison attended the Ark Centre meeting and reported that they are looking for trustees. They've been successful in some grant funding and forwarded their thanks to HTC for funding their safeguarding training. They've been approached to hold a baby bank which works in the same way as the food bank and are taking donations of food, nappies, wipes, bottles etc. They also have a new website.</li> <li>• Cllr McLeod couldn't attend the latest TDALC meeting but will circulate the minutes. He will report on the forthcoming meeting of the Older Peoples Forum at the next meeting,</li> <li>• Cllr C Powell reported on last week's Illuminate Festival which culminated in a light display on Harwich Green. He said the event is building each year.</li> </ul> <p>Cllr Calver referred to a meeting he attended earlier this week and heard that when organisations such as Visit Essex and other groups/tour operators come to Harwich they are excited by what Harwich has to offer and are amazed by the tourism group and how effective they are. He congratulated the tourism group. Cllr I Henderson said we should recognise the amount of work Mike Carran of TDC is doing to promote 2020, along with the Harwich Festival and the school children who took part. He reported on a major travel fayre in London recently and the Mayflower 400 stand was the most prominent there so the word is getting out there.</p>
113/18	<p><b><u>MINUTES OF THE LAST ENVIRONMENT &amp; COMMUNITY COMMITTEE MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Members received the Minutes and Confidential Minutes of the Environment &amp; Community Committee meeting held on 15<sup>th</sup> October 2018 (circulated separately).</li> </ul>

	<p>Cllr I Henderson referred to MIN E25/18 and thanked both councillors and HTC staff for getting the identified pot holes submitted by the deadline. He said some are or have already been repaired. Cllr Fowler also thanked HTC staff for their efforts in submitting the various pieces of information/reference numbers and photos in a timely manner.</p> <ul style="list-style-type: none"> <li>• Members received the Minutes of the Extraordinary Environment &amp; Community Committee meeting held on 31<sup>st</sup> October 2018 (circulated separately).</li> </ul>
<b>114/18</b>	<p><b><u>MINUTES OF THE LAST ALLOTMENTS COMMITTEE MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Members received the Minutes and Confidential Minutes of the Allotments Committee meeting held on 22<sup>nd</sup> November 2018 (circulated separately).</li> </ul>
<b>115/18</b>	<p><b><u>ACCOUNTS</u></b></p> <p><b>RESOLVED:</b> To accept the financial report and to approve accounts for payment as per the schedule (circulated separately). Cllr Fowler thanked the Clerk for her hard work in keeping the accounts in order.</p>
<b>116/18</b>	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Cllr I Henderson briefed members on a request he'd received from the Chief Inspector to consider a proposal which would lead to 2 PCSOs being deployed in Harwich. He asked the Chairman if an extraordinary meeting could be held as soon as possible so that HTC could consider the item formally. The Chairman agreed.</li> <li>• Cllr McLeod referred to the library consultation and the importance of responding to it and mentioned that the new CVST hub is opening, which would be great for the area.</li> <li>• Cllr Calver informed members that a former council employee, had been involved recently in an accident and the Clerk agreed to arrange a card.</li> </ul>
<b>117/18</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of Harwich Town Council will be held on <b>Tuesday 8<sup>th</sup> January 2019</b> at <b>The Guildhall, Church Street, Harwich</b>, at <b>7.00pm</b>, or at the rise of the Town Planning Committee, whichever is the later.</p>

The Chairman closed the meeting at 7.47pm

**CHAIRMAN**

**DATE**