

**HARWICH TOWN COUNCIL**  
 Guildhall, Church Street, Harwich, Essex CO12 3DS  
 Tel: 01255 507211  
 email: [info@harwichtowncouncil.co.uk](mailto:info@harwichtowncouncil.co.uk)

**MINUTES**  
**of the Meeting of HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Thursday 5<sup>th</sup> September 2024 at 7.32pm**

<b>Present:</b>	<b>Councillors Armstrong, Calver, Chable, Davidson, Fay, Fowler, I Henderson, J Henderson, McLeod, Powell, Saunders, Smith, Todd and Wade</b>
<b>In the Chair:</b>	<b>Councillor P Morrison</b>
<b>Clerk:</b>	<b>Ms Lucy Ballard</b>
<b>Also present:</b>	<b>0 members of the public, 1 member of the press, the Revd. Kirsty Emerson and Cllr Dave Harris of Grassroots Charity.</b>

Prayers were taken prior to the meeting.

<b>050/24</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Richardson
<b>051/24</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr I Henderson declared a non-pecuniary interest as portfolio holder at TDC for Economic Growth, Regeneration and Tourism in relation to the Future of the Putting Green item. He refrained from the discussion and vote.
<b>052/24</b>	<b><u>GRASSROOTS</u></b> Cllr Dave Harris, Vice-chair of Colchester-based Grassroots, gave a presentation to members on the work of the charity.  The charity was formed in 1989 and has been working with local welfare groups since 1991. They allocate grants to small organisations and 'Victim Support' was their first beneficiary. To date, 1100 grants to the value of £833k. Their priority is to assist organisations that find it otherwise difficult to access other resources. They also give practical advice and aim to help with schemes that educate or reduce loneliness and isolation. The trust meets 5 times a year to consider grants up to £1000 in value. They collect donations from businesses and individuals. There are currently 8 trustees who form the grant panel. They believe that social welfare is essential to quality of life and wellbeing.  Some recent funding has gone to 'Colchester Sing' to beat Parkinsons Disease; 'ReMap Essex', 'Harwich Hive', hygiene and baby bank; 'Jaywick Community Resource Centre'; 'Re-engage'; 'Ark Family Resource Centre' and Basics, which is a community group of medics that assists with frontline support.

	With no questions, Cllr Morrison thanked Cllr Harris for his time.
053/24	<b><u>PUBLIC QUESTIONS</u></b> None
054/24	<b><u>MAYOR'S ENGAGEMENTS</u></b> Members acknowledged a list of recent engagements attended by Cllr Morrison. Cllr Morrison referred to the rescinded invite for Parkeston Welfare Park, which she felt was due to a misunderstanding.  She also referred to the Good Change and Gecko performance on Harwich beach.  Cllr Todd, as Deputy Mayor, laid a wreath for Merchant Navy Day on 3 <sup>rd</sup> September on behalf of the council and the town.
055/24	<b><u>MINUTES OF LAST MEETING</u></b> <b>RESOLVED:</b> That the Minutes of the meeting of Harwich Town Council held on 17 <sup>th</sup> July 2024 (circulated separately) were approved as a correct record.
056/24	<b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></b> <ul style="list-style-type: none"> <li>• <b>MIN 037/24</b> – In relation to public questions, it was confirmed that: <ol style="list-style-type: none"> <li>1. Residents who wish to access <b>PCSO reports</b> need to contact Essex Police HQ direct.</li> <li>2. The <b>website</b> has now been updated to reflect the change in Mayor.</li> <li>3. Cllr I Henderson has taken up the issue of <b>fly-tipping in West Street</b>, direct with TDC. It's an ongoing issue with various officers and the Housing team involved. Consideration for CCTV being installed.</li> </ol> </li> <li>• <b>MIN 042/24</b> – Members considered responses in relation to letters sent to Halifax, TSB, Barclays and Santander regarding the impending <b>closure of local TSB and Halifax branches</b> and decide upon next action. So far, responses have been received from Barclays and TSB.  Cllr I Henderson referred to the letter from TSB and the new FCA rules and guidance. He felt it was good news that a new assessment would be carried out by LINK. Members agreed to await the remaining replies before deciding on next action and the clerk agreed to chase these replies. Cllr Henderson proposed contacting LINK to request to be kept informed of the results of the assessment. <b>RESOLVED:</b> To contact LINK</li> <li>• <b>MIN 044/24</b> – It was confirmed that since the publication of the agenda, further correspondence had been received from Royal Mail in relation to <b>local postal delivery</b> services.  Cllr Calver thanked Sir Bernard Jenkin MP for ensuring a prompt response. He felt however that the content wasn't accurate since some parts of Dovercourt are only receiving one delivery a week. He suggested it was best to monitor the situation as the MP's office was keen to hear whether the service improves or deteriorates.  Cllr J Henderson felt the letter was weak and didn't suggest how the problem would be resolved, claiming it is particularly concerning that people are missing important appointments as a result. She suggested that the local office needs visiting to ascertain the real problems.  Cllr Wade reported there were new appointments having been made but whether these measures are sufficient, remains to be seen.</li> </ul>

	<p>Cllr Armstrong reported that some postal delivery personnel had been permanently seconded to Harwich to assist with the backlog.</p> <p>The clerk agreed to relay to the MPs office.</p>
057/24	<p><b><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></b></p> <ul style="list-style-type: none"> <li>• <b>MIN 131/23</b> – Members received an update from the Future of the Putting Green Working Party and considered the recommendation to ‘<i>Continue to support the idea of the HTC-managed land, presently used for pitch ‘n’ putt, being put forward as one of the 5 Playzones in the Tendring District</i>’</li> </ul> <p>Cllr Davidson raised some practical issues in terms of the need to provide supervision onsite as ongoing maintenance.</p> <p>Cllr J Henderson asked that if this progresses, can some of these concerns be addressed. Cllr Calver felt that a visit from the TDC representatives would be appropriate at that stage.</p> <p><b>RESOLVED:</b> to accept the recommendation, to be relayed to TDC.</p> <ul style="list-style-type: none"> <li>• <b>MIN 18/24</b> – Members considered a reply from Steve Thulborn in relation to the commencement of <b>safety improvements to A120</b>. The clerk confirmed that she had also circulated a consultation on proposed speed reduction measures as part of the improvements. Cllr I Henderson felt this was good news and he hoped that residents will be urged to respond to the consultation. He does support dualling but this will take a while to be implemented and in the meantime, these measures are a step in the right direction to help prevent overtaking. He thanked members and the H&amp;M Standard for supporting the campaign. He proposed the Council responds to the consultation positively by supporting the proposals to put safety measures in place.</li> </ul> <p><b>RESOLVED:</b> To respond to the consultation and support the proposed measures.</p> <p><b>MIN 028/24</b> – It was confirmed all <b>assets for disposal</b> had now been disposed of and that any proceeds would be administered in the appropriate way.</p>
058/24	<p><b><u>MUSIC &amp; MEMORY DEMENTIA SINGING SESSIONS</u></b></p> <p>Members considered extending the local service for a period of 3 years, commencing April 2025 at a cost of £3132. It was confirmed that there was a funding stream available (CIF Micro Grants) which could provide up to £1000 towards the costs.</p> <p>Cllr Saunders explained how well attended the sessions were with about 36 people attending each session as well as two councillors on standby for volunteering duties (Cllrs Armstrong and Chable) in addition to Cllr Wade who attends frequently.</p> <p>Cllr Fowler thanked those councillors for volunteering.</p> <p><b>RESOLVED:</b> To continue to run the sessions, from April 2025 for a period of 3 years, and to apply for Micro Grant funding towards the cost, underwriting the difference to be expended from the Community Projects EMR.</p>
059/24	<p><b><u>NOTICE OF CONCLUSION OF AUDIT 2023/24</u></b></p> <p>Members noted receipt of the conclusion of the Audit for year ended 31 March 2024. The Clerk confirmed that there were no matters to address this year and therefore no plan of action was required, and that she had already carried out the necessary actions as instructed by the external auditor. Cllr Morrison congratulated the clerk for her efforts which resulted in a clean audit. The clerk thanked members for assisting her to ensure the council remained compliant.</p>

060/24	<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 J Henderson attended a Teen Talk meeting and retirement event recently. This is not affecting their activities and they're going from strength to strength supporting our young people. They are still looking for more funds but are ticking along nicely.</li> <li>• Cllr Todd attended the Tendring Dementia Friendly Community group at which members asked if Tendring District Council was a dementia friendly organisation. The dementia team would like to work with TDC in finding a suitable empty shop to be converted into a static 'dementia bus', which helps provide people with caring responsibilities with an insight into what it's like living with dementia.</li> <li>• Cllr McLeod referred to TDALC and their ongoing concern about the Pylons project.</li> <li>• Cllr Wade reported that the RBL is going from strength to strength with new members joining and that the Poppy Appeal arrangements were well underway.</li> </ul>
061/24	<p><b><u>COMMITTEE MEETING MINUTES</u></b></p> <p>Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>• <b>Allotments Committee</b> – 23<sup>rd</sup> July 2024</li> <li>• <b>Extraordinary F&amp;GP Committee</b> – 7<sup>th</sup> August 2024</li> </ul>
062/24	<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).</p>
063/24	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Members <b>noted</b> receipt of latest report(s) issued by PCSO Sue Groves, (<i>for information</i>).</li> <li>• There was no report from the Harwich Festival.</li> <li>• Dog Control and Dog Fouling Public Spaces Protection Order (<i>for information</i>). Members agreed the signage is displayed at the putting green and in the council notice boards.</li> <li>• Essex Transport Strategy – Public Consultation. Cllr McLeod mentioned the infrastructure needed to keep up with the increase in traffic.</li> </ul>
064/24	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of Harwich Town Council will be held on <b>Tuesday 15<sup>th</sup> October 2024</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 8.56pm

**CHAIRMAN**

**DATE**