



# Saxmundham Town Council

Minutes of the Meeting of the Saxmundham Town Council  
7.00 pm 18<sup>th</sup> January 2021 by Video Conference

**In attendance - Councillors:**

Cllr. Jeremy Smith (Chair)  
Cllr. Di Eastman (Vice-Chair)  
Cllr. John Findlay  
Cllr. John Fisher  
Cllr. Charlotte Hawkins  
Cllr. Nigel Hiley  
Cllr. James Sandbach

**Also Present:** Rosalind Barnett (Town Clerk)

**Open Forum:** No members of the public were present.

- 106/20TC      **Apologies for Absence**  
No apologies for absence were received.
- 107/20TC      **Declarations of Interest**  
Cllr Eastman declared a non-pecuniary interest in item 115 as she is a trustee of the IP17 Good Neighbours Scheme charity.
- 108/20TC      **Minutes of the Previous Meeting Town Council Meeting**  
**RESOLVED:** It was unanimously resolved to accept the minutes of the meeting held on the 14<sup>th</sup> of December 2021 with minor amendments and the chair requested that it be recorded that he welcomed the recent works to improve the pathway near to Waitrose,
- 109/20TC      **County Councillor Report**  
Cllr R Smith informed the Council that Sizewell C have offered neighbouring parishes a meeting with their communications manager. He suggested that Saxmundham requests a meeting and agreed to give the relevant correspondence to the Clerk. He also expressed concerns that the next phases of the Sizewell C consultation process could be carried out during Purdah. Councillors agreed to respond to the Planning Inspectorate recommending that the next phases of the consultation should not be done solely online.  
  
He also reported that the County Council are proposing a budget increase of 4%, which will be broken down 2% on social care and 2% general funds. Cllr R Smith also reported that he had given grants to the Saxmundham museum and PASTEL and invited applications for some remaining funds.
- 110/20TC      **District Councillor's Report**  
District Cllr. Fisher highlighted items in his report (Appendix A). He also explained that he had £1,500 in his enabling budget available for community groups and invited applications.
- 111/20TC      **Chair's Report**  
No report received

Signed

Date

20/1/2021

112/20TC

**Minutes of the Previous Meetings**

The Council received and noted the minutes of the Planning Committee meeting held on the 21st December 2020. The Council received and noted the minutes of the Resources Committee and the Market Hall Committee held on 21<sup>st</sup> December 2020 and the Amenities Committee held on 4<sup>th</sup> January 2021.

113/20TC

**Financial Matters**

- a) The Clerk stated that the bank accounts at the 31st December stood at:
  - Cambridge Building Society - £ 60,000,
  - Saxmundham Town Council - £ 167,647.73
  - Market Hall - £17,502.28.
- b) No late payments were received.
- c) Cllr Findlay stated that the outturn for the year was looking favourable and that the Resources Committee will review this at their next meeting.

**RESOLVED: Councillors noted and unanimously approved the financial report (Appendix B).**

114/20TC

**Budget 2021-2022**

Cllr Findlay chair of the Resources and Finance Committee presented the draft budget and budget statements. Council noted that there is an additional £7,665 in the budget and requested that the Resources and Finance Committee make recommendations on the allocation of this funding, considering the Covid-19 support arrangements.

- a) **RESOLVED: Councillors unanimously approved and formally adopted the draft budget and budget statements (Appendix C, D, and E).**
- b) **RESOLVED: Councillors unanimously approved a precept demand of £222,999.56**

115/20TC

**Covid-19 Arrangements**

- a) Cllr Eastman gave a report on the work of the IP17 Good Neighbour Scheme. (Appendix F) Cllrs thanked Cllr Eastman and the team and acknowledged how successful the scheme had been. Cllrs asked the Resources and Finance Committee to discuss and bring forward proposals for the ongoing support for the organisation and community.
- b) The Clerk gave a brief update on the Covid-19 office arrangements and risk assessment. The office is closed to the public, but the Clerk is in the office on Monday and Friday and the Assistant Clerk is in the office on Tuesday, Wednesday, and Thursday. The Clerk can be contacted on the Council mobile number throughout the week.

116/20TC

**Neighbourhood Plan**

No Report

117/20TC

**South Saxmundham Garden Neighbourhood – Pigeon Consultation**

Cllr J Smith presented the Council's response to the Pigeon's consultation, that had been prepared in consultation with the Neighbourhood Plan Steering Group. Councillors discussed and agreed it was an excellent paper that captured the Town Council's position

**RESOLVED: Councillors unanimously approved the draft response to the "South Saxmundham Garden Neighbourhood Masterplan Consultation" of Pigeon Investment Management Ltd (Appendix G).**

118/20TC

**Town Centre Maps and Marketing**

Signed



Date

20/4/2021

CLlr Findlay gave an update on the signage project funded by the East Suffolk Communities Team. He proposed that a specialist contractor with significant local experience be commissioned to produce the map and associated photographs for the promotion on the Town Centre at a cost of £1500. As well as producing designs for signage, the council will receive a licence for the usage on the images for leaflets and websites. The contractor will retain copyright on the work as he offers the service of updating the map when things change within the Town.

**RESOLVED: Councillors unanimously agreed £1,500 for the commissioning of John Roberts to produce a tourist map.**

119/20/TC

**Market Hall Improvements.**

Councillors noted the report on the Market Hall improvements and confirmed that the allocated Community Infrastructure Levy (CIL) monies have been spent in accordance with the Town Council's defined agreed purpose (Purpose 4 – reviving the Market Hall as community & entertainment facility).

120/20TC

**Town Council newsletter**

The Town Council are planning to deliver a leaflet along with IP17 Good Neighbour Scheme to let residents know about local support and some important developments in the Town. The council's interpretation of the law is that this can be done as part of the volunteer community support effort.

121/20T

**Grant Request**

Councillors considered the grant request from the Alde and Blyth Community Radio and discussed the benefits of having a community radio station in the Town. The Clerk identified a potential issue with tying the grant to the usage of the Market Hall, however the chair said there was no conflict of interest in this instance. The details of the arrangements will be reported to the Resources Committee.

**RESOLVED: Councillors unanimously agreed a grant of £2,500 to the Alde and Blyth Community Radio on condition that they take up the offer of a licence for the Webster Room at a cost of £200 a month for 1 year.**

122/20TC

**Reports from Community Organisations**

CLlr. Hiley reported that the vaccinations programme is being rolled out in Saxmundham. CLlr Eastman reported that the Community Partnership project had given a grant to Access Community Trust working with young people not in education, or employment.

The meeting closed at 9.14 p.m.

Roz Barnett

Clerk/RFO to Saxmundham Town Council

Station Approach

Saxmundham, IP17 1BW

AS THIS MEETING WAS HELD REMOTELY, ALL DOCUMENTS WILL BE SIGNED AT THE EARLIEST OPPORTUNITY.

Signed



Date

20/4/2021