



Saxmundham Town Council

Minutes of the Meeting of the Saxmundham Town Council 7.00 pm 8th March 2021 by Video Conference

In Attendance - Councillors:

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

Also present: Rosalind Barnett (Town Clerk), County Councillor Richard Smith, Roger Hedley Lewis a member of the public being considered for co-option as a Town Councillor.

Open Forum: Geraldine Barker attended the meeting and spoke in favour of the proposal to appoint an Environment Co-ordinator. She particularly welcomed the post, as she hoped that the new post holder would help with the co-ordination of tackling litter in the Town.

1 138/20TC	Apologies and Approval of Absence Councillor Lock sent his apologies and Councillor Sandbach sent apologies indicating he intended to join the meeting late.
2 139/20TC	Declarations of Interest and Consideration of Requests for Dispensations Councillor D Eastman declared a non-pecuniary interest in item 151/20TC as she is a trustee of IP17 Good Neighbours Scheme.
3 140/20TC	Minutes of the Previous Meeting Town Council Meeting RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on the 8 February 2021.
4 141/20TC	County Councillor Report County Councillor R Smith congratulated Dr Havard and the Saxmundham surgery team for having the best vaccination results in the country. He explained that the surgery has the highest percentage of the population vaccinated in England. He also mentioned that the idea of the 'One Stop Shop' had been promoted by Dr Havard and it was suggested that the Doctor be invited to speak about the concept at a future Town Council meeting. Cllr R Smith gave a short report on the County Council budget which had been finalised. He informed the Council that the next phase of the Sizewell C consultation process will be about the consultation procedures and that the County Council's views will be represented by a barrister. He also reported that the following Saxmundham organisations had benefited from his locality grant fund - IP17 Good Neighbours Scheme, Saxmundham Museum and the new Fromus Centre. Councillor R Smith took the opportunity to thank the Town Council for their work in the Town and these thanks were reciprocated.
5 142/20TC	District Councillor's Report District Councillor J Fisher informed councillors that he had circulated his written report and was happy to receive questions.
6 143/20TC	Chair's Report

Signed

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	<p>Councillor J Smith reported that there had been an online meeting with the Sizewell C Stakeholder Engagement Team to discuss Saxmundham Town Council's response to the Sizewell C Development Consent Order.</p> <p>The Sizewell Team had prepared a response to the issues raised by the Town Council and there was discussion about several points. They outlined proposals for two night-trains that would bring in construction materials through Saxmundham and the availability of a mitigation fund for double glazing for properties that could be affected by noise. They will be preparing a written response that will be shared with the Town Council.</p>
7 144/20TC	<p>Co-option of Town Councillor</p> <p>Roger Hedley Lewis gave a brief presentation about himself and his reasons for putting himself forward as a Town Councillor. Roger stated that he had a background as an architect and substantial experience in project management. He outlined some ideas for future developments for the Town and his enthusiasm for gardening projects. Councillors discussed the co-option and agreed that the proffered skills and experience would be an asset to Town Council.</p> <p>RESOLVED: Councillors unanimously agreed to co-opt Roger Hedley Lewis as a Town Councillor.</p>
8 145/20TC	<p>Minutes of the Previous Meetings</p> <ul style="list-style-type: none"> • The Council received and noted the minutes of the Planning Committee 8 and 22 February 2021. • The Council received and noted the minutes of the Resources Committee 22 February. • The Council received and noted the minutes of the Amenities Committee 15 February 2021.
9 146/20TC	<p>Financial Matters</p> <p>a. The Clerk explained that the financial reporting format that had been presented to councillors had been changed to an 'Account Report' which gave a detailed summary of the accounts. She explained that there had been an overspend on budget line (4400) because of the winter newsletter and newspaper supplement. In addition, she stated that the grounds maintenance budget line (4815) was also showing an overspend but this had been offset by a refund of an overpayment for fencing. The balance at the end of February stood at £128,007.61. The Chair commented that the projected current outturn for the year was £32,400 once the CIL is removed from the budget. Councillor Findlay commented that the end of year position was looking favourable.</p> <p>The Council was informed that the Market Hall Account balance was £8359.07 at the end of February, but some additional works on the lighting bar will be required before the end of the year. The Market Hall will be receiving some additional income because of the COVID-19 testing centre.</p> <p>b. Councillors noted the payments and receipts up to the 28 February 2021.</p> <p>c. Councillors agreed expenditure on the finger posts related to the Community Partnership Project at a cost of £4,114.</p>
10 147/20TC	<p>End of Year Arrangements</p> <p>a. Councillors received the report on the Council's Risk Register and asked that the Resources Committee to review the register.</p>

Signed



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	<p>b. Councillors noted the signed internal control record for May 2020 and agreed that the Resources Committee would consider internal controls for 2021.</p> <p>c. The Clerk had written directly to 5 companies that specialise in Parish Council insurance with a specification for the Council's insurance including the Market Hall. She had received two quotes.</p> <p>BHIB Premium without Long Term Agreement - £2269.50 Including Insurance Premium Tax Premium with 3 Year Long Term Agreement - £2158.97 Including Insurance Premium Tax</p> <p>Zurich 1 year, no long-term agreement = £3,704.45 3-year Long term Agreement = £3,523.42</p> <p>RESOLVED: Councillors agreed to a three-year contract with BHIB for £2158.97.</p>
11 148/20TC	<p>Neighbourhood Plan Councillor Smith updated the Council on the development on the Saxmundham Neighbourhood Plan and explained that AECOM are working on a Masterplan and design principles for the Garden Neighbourhood and improving the Town Centre for pedestrians and traffic flow. East Suffolk Planning Officers offered to help the Neighbourhood Plan Steering Group and positive meetings have been held. The Chair thanked Christine Buttery who had worked on the current draft of the Plan. The Steering Group are commissioning a consultant to help with the final stage and are interviewing three candidates.</p>
12 149/20TC	<p>Staffing Councillors considered the proposal to create a part-time environment co-ordinator post which would be cost neutral, as the Assistant Clerk is reducing her hours. The proposed post would be for 8 hours a week at an annual cost of £5877. The appointment of the post would be overseen by the Resources Committee.</p> <p>The Chair thanked Geraldine Barker for the work she had done in tackling the litter in the Town.</p> <p>RESOLVED: Councillors unanimously agreed the appointment of the Environmental Co-ordinator for 8 hours per week at an annual cost of £5877.</p>
13 150/20TC	<p>Grant Request Councillors discussed the grant request from the Art Station for a photography project.</p> <p>RESOLVED: Councillors unanimously agreed a grant of £1000 for the Art Station on condition that the funding is ring-fenced for this project and that the Council receive a report on the outcome of the project.</p>
14 151/20TC	<p>IP17 Good Neighbours Scheme (GNS) Councillor Eastman explained that initial project was set up a temporary basis and now that the scheme has become successful the trustees and the Town Council would like to make the situation more permanent. Councillors discussed the options paper for ongoing support and agreed that option 1 would be their preferred option. IP17 GNS would be the employer of the full-time co-ordinator and the balance of the cost would be raised by the charity.</p>

Signed



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	RESOLVED: Councillors unanimously agreed a grant of £13,000 (already itemised in the Budget) for the IP17 Good Neighbours Scheme on condition that the funding is used for the co-ordinator post. The conditions of the grant and reporting procedures to be agreed by the next Full Council.
15 152/20TC	<p>Economic Development</p> <p>a. The discussion on the Saxmundham Town Centre Action Plan was deferred to a later date.</p> <p>b. The Chair reported on the development of the Business Network. A support meeting for the businesses had been organised with the East Suffolk Business Development Officers.</p> <p>c. Councillors agreed £300 for the hanging of St George's Flags in April and indicated broad support for the idea of bunting for the Town.</p> <p>d. The Chair gave a report on the development of the Town's website including the business directory and indicated that the site would be launched in April. He advised the Council that there is still a lot of work to do uploading the information on the website and there will be some ongoing costs associated with the maintenance of the website and the training of staff. The Clerk asked Councillors for their help with proof reading and commenting on the site before it goes live.</p> <p>e. Councillor Hawkins reported that the Station Adopters are working with the Council and are accepting advice from Frederick Whyte a professional garden designer. The plan is to plant the front borders as the first phase of a cohesive scheme for the whole station. The Clerk thanked Councillor Fisher for the grant towards the plants.</p>
16 153/20TC	<p>Reports from Councillor Representatives on Community Organisations</p> <p>Councillor Eastman reported that IP17 GNS are organising an Easter Egg Hunt and that the 'Community Fridge' had been launched and is open Monday, Thursday, and Friday.</p> <p>Councillor Fisher reported that he had undertaken some path clearance on the 'Layers'. He also reported that the problem with flooding on the Mill Rd footpath is ongoing.</p> <p>Councillor Hiley reported that the Planning Inspectorate are consulting on the process associated with the enquiry. He has requested an extension to the consultation process and asked for face-to-face meetings and not just online consultation.</p>
17/20TC	<p>Correspondence</p> <ul style="list-style-type: none"> Councillors considered a request to take part in climate research and The Clerk was asked to circulate the original email. Councillor Hiley requested an item on a future agenda at a future meeting on the Climate and Ecological Emergency Bill.

The meeting closed at (9.49) 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



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