



# Saxmundham Town Council

## Minutes of the Meeting of the Town Council 6.30 pm 9<sup>th</sup> November 2020 by Video Conference

### Councillors:

Cllr. Jeremy Smith (Chair)  
Cllr. Nigel Hiley  
Cllr. Jonathon Macro

Cllr. Di Eastman (Vice-Chair)  
Cllr. Charlotte Hawkins  
Cllr. James Sandbach

Cllr. John Findlay  
Cllr. Tim Lock

Cllr. John Fisher

**Also Present:** Karen Forster (Interim Town Clerk/RFO), County Councillor Richard Smith MVO and Rosalind Barnett – newly appointed Clerk.

**PLEASE NOTE, AS THIS MEETING WAS HELD REMOTELY, ALL DOCUMENTS WILL BE SIGNED AT THE EARLIEST CONVENIENCE.**

There were no members of the public present so there was no Open Forum

### 074/20TC Apologies for Absence

There were apologies for absence from Cllr. Jonathon Macro.

### 075/20TC Declarations of Interest

There were Declarations of Non-pecuniary Interest from Cllr. Di. Eastman in item 9a, IP17 GNS arrangements in the lockdown, as she is a trustee.

### 076/20TC Minutes of the Previous Meeting

It was unanimously **RESOLVED** to accept the minutes of the meetings of 12<sup>th</sup> October 2020 with a few minor amendments. The minutes will be signed at the earliest opportunity.

### 077/20TC County Councillor report

County Cllr. Richard Smith MVO reported the following:

1. He will be laying a wreath for Remembrance Day at the Fromus Square memorial on Wednesday 11<sup>th</sup> November.
2. There is another consultation commencing on 18<sup>th</sup> November for 30 days on Sizewell C. EDF are proposing measures to reduce the lorry traffic which includes more deliveries by sea and rail. He has concerns that this will mean significantly more heavy freight trains with noise and vibration during the night.
3. The infection rate for Covid 19 continues to be low in East Suffolk. SCC have spent £11m above their budget however they have currently underspent on social care.

*At this point, Cllr. James Sandbach joined the meeting*

Cllr. Nigel Hiley stated that he would be the representative joining the EDF Consultation event on 26<sup>th</sup> November. The Clerk was asked to establish if it would be possible for Cllr. James Sandbach to also attend.

**NOTED**

### 078/20TC District Councillor's Report

District Cllr. Fisher had sent a report which will be circulated. (appendix i). The main item is the Bounce-back Grant for up to £5,000 which is available. Cllr. Di Eastman stated that IP17 had applied to this grant but had been passed to the Hardship grant where they had received £2,500 towards Christmas events.

Signed \_\_\_\_\_

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**079/20TC Chair's Report**

The Chair, Cllr. Jeremy Smith, gave the following report:

1. Cllr. Jonathon Macro will be leaving Council as he has been promoted and is relocating to Wales. The Chair stated that he will be missed and passed on his thanks for the work that Jonathon has undertaken as a councillor.
2. The Chair has submitted a report to the Saxmundham News which was delivered in October in which he asked for people to put themselves forward for co-option to Council.
3. The Chair attended a ceremony on Sunday for Remembrance Day where he laid a wreath along with the British Legion. He will be attending the Fromus Square ceremony on Wednesday 11<sup>th</sup>.
4. The Chair met with the owner of the White Hart and the owners of the building opposite the Trawlers Catch regarding the state of the footpaths to the Hopkins estate. There is money earmarked in the CIL budget to assist in repairing these footpaths and the two sets of owners are establishing costs.
5. The new fencing is to be installed at the back of the Town House however there are reports of people using that route and dismantling any barriers. If the new fencing is damaged in any way then the Chair suggested that a camera should be installed. **NOTED**

**Clerk's Report**

The Clerk reported that:

1. The new fence, trees, building sign and town council notice board are being installed this week.
2. There is no by-election required for the two recent Councillor resignations.
3. She had had a successful three days handover with Rosalind, the new Clerk.
4. She would like to thank the Council for all their support in the last 8 months.

The Chair proposed, and it was agreed, a vote of thanks for her work in supporting the Council during a difficult time.

**080/20TC Financial Matters**

- a) The Chair asked Cllr. Findlay if he had any concerns about the current performance of expenditure against budget. Cllr. Findlay stated that he considered all finances to be on track and the Clerk concurred. The Clerk stated that the bank accounts at the end of September stood at:  
Cambridge Building Society - £ 60,000, Saxmundham Town Council - £ 201,438.89, Market Hall - £11,598.41.  
The Clerk had completed a forecast that there would be in the region of £ 173k in reserves at the end of March.
- b) It was noted that £ 1,200 had been received as a grant towards the Business website and that £ 28,410 had been received as CIL.

**081/20TC Latest Coronavirus Lockdown Measures**

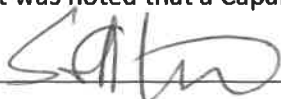
- a) **IP17 GNS**  
Cllr. Di Eastman stated that due to Saxcess House, run by Access Community Trust, being closed and their staff furloughed, the IP17 GNS team had moved into the Town House. There is an upsurge in demand for food parcels, phone buddies and prescription deliveries. They are to attend a meeting to discuss a community larder/fridge and will report back to the next meeting.
- b) **Town Council and the Market Hall**  
The Clerk reported that all activities in the Market Hall had been cancelled and either deferred or money returned to the hirers. Both she and Jen were still coming to the office although it is closed to the public and she suggested that Councillors should minimise their visits as there are extra people in the building due to IP17 GNS.

**082/20TC Policies**

It was unanimously **RESOLVED** to adopt the Disciplinary policy, the Grievance policy and the Equality and Diversity policy.

It was noted that a Capability policy is required.

Signed



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**083/20TC Action Plan Priorities**

A summary of the actions for 2021/22 agreed at the previous meetings had been circulated after consultation with Councillors as to their priorities. Some of the items do not require finance but those that do will now be considered as part of the budget process to go to the Resource Committee for consideration.

A discussion ensued regarding the creation of a Mayor for the town. It was generally considered a good idea, particularly with the 2022 750<sup>th</sup> celebration of the Town Charter, but Council would wish to be circumspect in the costs.

**It was unanimously RESOLVED to proceed with the summary of actions as the priorities for 2021/22**

**084/20TC Update on the Website**

The Chair reported that, in principle, the basic structure had been agreed and that he had circulated ideas for groupings on the business directory. There would also be a community services directory. The technical development was underway, and he expected completion after Christmas.

Cllrs. Charlotte Hawkins and Di Eastman volunteered to assist in future work.

There was also a discussion regarding contacting Estate agents to provide a pack for people moving into the area.

Cllr. Fisher asked if the website would be compliant with the new accessibility regulations to which the Chair confirmed that the developers were building this feature in.

**085/20TC Committee Meetings**

**It was unanimously RESOLVED to receive the minutes detailed below:**

- Resources – Draft minutes 26<sup>th</sup> October
- Planning & Development –Draft minutes 2<sup>nd</sup> November. Cllrs John Fisher and Jeremy Smith to talk to Benhall Parish Council regarding the discussions with Pigeon.
- The Market Hall Management Committee – 21<sup>st</sup> September and draft minutes 2<sup>nd</sup> November.

**086/20TC Electric Charging Point.**

**It was unanimously RESOLVED to apply for an electric car charging point to be installed in the Town House car park.**

Cllr. Nigel Hiley was asked to head up a group to develop a strategy for the Town on electric car charging points including talking to the Supermarkets and Pigeon. **NOTED**

**087/20TC Neighbourhood Plan Steering Group**

Cllr. Jeremy Smith, Chair of the Neighbourhood Plan Steering Group reported that:

1. There is a meeting scheduled with Pigeons regarding the master planning issues.
2. Steve Palmer and Jen Morcom had submitted the application for funding for master planning and design. Locality had asked Saxmundham Town Council to speak to ACON.
3. He was trying to arrange a meeting with a councillor from Halesworth Town Council who appeared to be at the same stage in the development of the neighbourhood plan.

**088/20TC Substitute Members**

**It was unanimously RESOLVED to adopt substitute committee members in accordance with para 4d(v) of Standing Orders to avoid any committee being inquorate. This will be on a rota basis.**

**089/20TC Reports from Councillors regarding outside organisations.**

**SALC – None**

**CAB – A study is underway looking at the three individual local CAB services with a view to possibly merging locations but expanding services.**

**ESTA – Cllr. Fisher reported that there is a zoom meeting next week.**

Signed



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**Sizewell A & B** – Cllr. Hiley asked the clerk to find contact details. **NOTED**

**Sax in Bloom** – None

**Footpaths** – Mill Road to Seaman Avenue footpath is overgrown and has flooding problems. A volunteer group is to be assembled to cutback undergrowth, remove mud and litterpick.

**Patient Participation Group** – A zoom meeting is scheduled but currently they are unable to access an account. It would be possible to use the Town Council account if required.

**Community Partnership** – Cllr. John Findlay stated that the Community Partnership had been redirected toward the social and economic support for people.

**090/20TC** **A motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding contract matters was unanimously RESOLVED.**

- a) In summary, Access Community Trust have given 3 months' notice to their contract with Saxmundham Town Council. The Chair proposed:
- a) The Council accepts the notice of 3 months till end of January 2021 (paid to end of December 2020)
  - b) A working party is set up to determine a strategy for services for the youth of Saxmundham Town. This is to be led by the new Clerk.
  - c) The Council will open discussions with CYDS regarding support at a reasonable level for the remainder of this financial year.

**It was unanimously RESOLVED to accept the above proposal.**

- b) The town centre businesses and services annual put up small Christmas trees and lights. This is organised by M. Light of the The George Farnham Gallery at a cost of £25 per tree to each business. **It was unanimously RESOLVED to offer payment £25 per tree this year in the best interests of the town centre at Christmas time.** This is an S137 payment and will be taken from the Christmas Event budget which has not been used.

**The meeting closed at 8.40 p.m.**

**Karen Forster**  
**Clerk/RFO to Saxmundham Town Council**  
**Station Approach**  
**Saxmundham, IP17 1BW**

Signed \_\_\_\_\_



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**Appendix I – Report from the District Councillor.**

**General Update**

- A £100,000 Bounceback Fund has been launched, offering grants of between £250 and £5,000 to support voluntary, community and social enterprise organisations to fund equipment, adaptations or staffing to allow them to safely continue delivering community services or develop new services in response to the pandemic. The fund comes from the East Suffolk Community Partnership Board and details of the fund’s eligibility criteria and how to apply can be found here; [https:// www.eastsuffolk.gov.uk/covid-19-business-grant-funding](https://www.eastsuffolk.gov.uk/covid-19-business-grant-funding).
- Between 2 and 6 November, the first virtual East Suffolk Community Partnerships Annual Forum is taking place and representatives of community groups, volunteer organisations and businesses are encouraged to take part. The Forum is called “Bringing Ideas to Life” and will give the opportunity to delegates to share their knowledge and learn about the priorities of the eight Community Partnerships throughout East Suffolk. To see the full programme and book your place, go to [www.eelga.gov.uk/ events/east-suffolk-community-partnership-annual-forum-2020-5-dayvirtual-programme-overview/](http://www.eelga.gov.uk/events/east-suffolk-community-partnership-annual-forum-2020-5-dayvirtual-programme-overview/).
- Six new shared ownership houses have been unveiled in Brampton with Stoven near Halesworth, the first of its kind in the District in partnership with Orwell Housing Association.
- The Waveney Valley Leisure Centre has reopened after a £3.4m refurbishment. For more information visit [www.placesleisure.org/centres/ waveney-valley-leisure-centre/](http://www.placesleisure.org/centres/waveney-valley-leisure-centre/) •

An e-book has been launched to celebrate the many volunteers making a difference in our communities during lockdown. This can be read here; [https://issuu.com/thebridgemarketing.co/docs/ final\\_ebook\\_lo\\_res\\_for\\_web/1?ff](https://issuu.com/thebridgemarketing.co/docs/final_ebook_lo_res_for_web/1?ff)

- The Suffolk Coastal Local Plan has now been adopted and can be viewed online at <https://www.eastsuffolk.gov.uk/planning/planning-policy-andlocal-plans/suffolk-coastal-local-plan/adopted-suffolk-coastal-local-plan/>

Signed  Date 12/11/20

