



Saxmundham Town Council

Minutes of the Meeting of the Town Council 6.30 pm 12th October 2020 by Video Conference

Councillors:

Cllr. Jeremy Smith (Chair)

Cllr. Di Eastman (Vice-Chair)

Cllr. John Findlay

Cllr. John Fisher

Cllr. Nigel Hiley

Cllr. Charlotte Hawkins

Cllr. Tim Lock

Cllr. Jonathon Macro

Cllr. James Sandbach

Also Present:

Karen Forster (Town Clerk/RFO), County Councillor Richard Smith MVO

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

057/20TC Apologies for Absence

There were apologies for absence from Cllr. Jonathon Macro.

058/20TC Declarations of Interest

There were Declarations of Non-pecuniary Interest from Cllr. Charlotte Hawkins, Cllr. Jeremy Smith & Cllr. John Fisher as they are all members of the Suffolk Flora Preservation Trust.

059/20TC Minutes of the Previous Meeting

It was unanimously **RESOLVED** to accept the minutes of the meetings of 14th September 2020. The minutes will be signed at the earliest opportunity.

060/20TC County Councillor report

County Cllr. Richard Smith MVO reported the following:

1. The next stage of the Sizewell C development consultancy will start in January
2. Covid 19 - East Anglia is on the regional watch list however this is due to an infection rate greater than 30 per 100,000. East Suffolk has 31 per 100,000 although Suffolk is 27 per 100,000.
3. Electric Car Charging points – finance of £300,000 has been made available for up to 1000 electric charging points in Suffolk. If Saxmundham wish to apply for one, then he will support it.

Cllr. Jeremy Smith asked if any of his other towns or parishes are meeting physically as opposed to through zoom. The county councillor responded that he worked with 12 parishes and 3 were meeting in person and the rest by Zoom.

The Chair thanked him for his report.

061/20TC District Councillor's Report

District Cllr. Fisher reported that garden waste had restarted 28/9. He also reported that the district council had received £93,000 from government towards the next step accommodation program. He is forwarding his report. (appendix i.)

The Chair thanked him for his report.

062/20TC Chair's Report

The Chair, Cllr. Jeremy Smith, reported on the success of the supplement focussing on Saxmundham by the East Anglia Daily Times published on Friday 9th October, and thanked Councillors and staff for their work. There had been a positive response from a number of residents.

The Chair expressed support for the debate that would be taking place in parliament regarding local electricity bill on 14th, about which Council had received information on 12th. **NOTED**

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He confirmed that the new Clerk, Rosalind Barnett, had signed the contract and would be starting officially on 16th November but would also be coming in for a handover on 2nd, 3rd & 5th November. Cllr. Hiley stated that the Electricity bill debate had been proposed by a local MP, Peter Aldous, and had cross party support.

Clerk's Report

The Clerk reported that:

- I. The two vacancies for Council had been posted and she was awaiting confirmation from ESDC as to whether a by-election was required. If not, then Council would be free to look to co-opt new members.
- II. The meeting to work on the Action plan for the next three years is scheduled for 14th October and all Councillors are expecting to attend.
- III. The Old Police Station has been renamed as The Town Building. We are awaiting permission from the Conservation planners that we can put the sign Saxmundham Town Council on the building.
- IV. She had contacted ESDC assets department regarding assets that they hold in Saxmundham and they are preparing a complete list.
- V. A laptop for the new clerk has been purchased as authorised by Resources Committee.
- VI. The Structural Engineer had surveyed the Market Hall and initial discussions were that there were no major repairs required but there were several small items to be addressed. Regarding the complaint from Crisps that there was water ingress again from the window, he could not see any evidence.

064/20TC 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 - £ 216,976.41, Market Hall - £11,655.11. The VAT has been reclaimed as £ 5,486.41 for Town Council and £ 326.17 for the Market Hall.
- b) The second half of the Precept had been received 30th September. **NOTED**
- c) The External Audit had been completed and the certificate had been received and was available to view on the website and notice boards. **It was unanimously RESOLVED to receive the report from the external auditor.**
- d) **It was unanimously RESOLVED to add Rosalind Barnett, as the new Clerk, to the Bank signature mandate.**

065/20TC Policies

It was unanimously RESOLVED to adopt the small amendments to both the Financial Regulations and the Standing Orders as previously circulated, regarding the up limits on contracts

066/20TC Creation of a Business Network

Cllr. Jeremy Smith stated that a communication had been sent to businesses in the town offering to setup a business network and there had been some positive response. It was planned to create a leaflet to be hand delivered reiterating the information and explaining that this would offer a business directory on the new website.

067/20TC Update on the Refurbishment of the Saxmundham Town Council Building

Cllr. Tim Lock stated that the windows, doors and asbestos work had been completed and the heating was now back on. The sign for the building was with the planners for approval as it is a conservation area. The fencing and notice board should be in place shortly. It was also proposed to create an information point in the reception area of the building and install a digi-lock to the main offices.

Cllr. John Findlay stated that he had received very positive responses from various members of the community. He added that a bigger sign with the map as part of the signage project is being developed to

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be installed at the entrance to the car park as well as finger posts in the town. The Clerk stated that the County Council require £100 for use of their land for one of the finger posts.

068/20TC Asset Register

The Clerk had previously circulated the revised asset register with a reconciliation of the new values to the previous version. It was noted that the insurance values were now different and would result in a significant reduction of the premium. There would be two policies, one for the Market Hall and one for the Council and the Clerk would organise these to replace the current policies and therefore receive a refund to offset the new premiums. **NOTED**

The Clerk also reported that the Structural Engineer had valued the reinstatement of the Market Hall to be £1.32m for insurance purposes.

It was unanimously RESOLVED to accept and adopt the new Asset Register.

069/20TC Application for Grants and Donations

Applications for grants from the following organisations had been received.

Saxmundham Museum	£1,000
Citizens Advice	£1,500
Headway Suffolk	£ 500
Disability Advice Service	£ 1,000
Suffolk Flora Preservation Soc	£ 100

It was unanimously RESOLVED to award the grants applied for.

It was noted that Suffolk County Council had significantly reduced the amount of funding for the Citizens advice bureau.

An application received on 12th October from SERV (Blood Runners) was deferred to the next meeting.

070/20TC Saxmundham Anniversaries

The Chair stated that there are 3 anniversaries in the next 2 years for Saxmundham. 100th for the Memorial field, where the amenities group are already looking at some sort of redesign, the Market Hall 175th where he suggested that the museum could be involved in setting up a display of old photos and memorabilia and the 750th for the Town. It was agreed that this can be further discussed at the action plan meeting, and a working group set up.

071/20TC Committee Meetings

It was unanimously RESOLVED to receive the minutes detailed below:

- Amenities & Services – Draft minutes 28th September
- Resources – Draft minutes 28th September
- Planning & Development – Approved minutes 14th September, Draft minutes 5th October

The Market Hall Management Committee minutes were not available.

072/20TC White Paper – planning for the future

The Planning and Development Committee had prepared a response on the NALC consultation on the white paper. This had gone to the Neighbourhood Plan Steering Group who had added some recommendations on the responses. In general, these were agreed however one of the questions was undecided. **It was unanimously RESOLVED accept the changes agreed at the meeting and submit the document once agreement was reached, by email, of an acceptable response to questions 22a and b.**

073/20TC Neighbourhood Plan Steering Group.

Cllr. Jeremy Smith, Chair of the Neighbourhood Plan Steering Group reported that a recent meeting had taken place. He also said that:

1. A submission for a grant to pay for technical expertise in creating a town centre masterplan, focussing on traffic, was being submitted 13/10.
2. He was to meet with C. Buttery to begin formatting the plan.

Signed



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3. The Town Council had received an invitation from Pigeon, the developers of the South Saxmundham Garden Neighbourhood to meet and discuss the development. The assistant Clerk was organising this meeting.

073/20TC Reports from Councillors regarding outside organisations.

SALC – None

CAB – None

ESTA – No update on the program to complete the Station refurbishment. Clerk to research and report back NOTED.

Sizewell A & B - None

Sax in Bloom – None

Footpaths - None

Patient Participation Group – None

Community Partnership – Cllr. John Findlay stated that it appears that this is being redirected towards the Covid and Post Covid activity. Cllr. Eastman confirmed that funding was being provided for a creative arts project for the socially isolated and connecting school children and older people in a cross-generation project.

IP17 GNS – Cllr. Di Eastman reported that they were very busy and had a meeting with the operational leads to plan for the 2nd wave. For Christmas they were planning a mobile music event, preparing small gifts and considering a carol concert in the car park.

The meeting closed at 8.24 p.m.

Karen Forster

Clerk/RFO to Saxmundham Town Council

Station Approach

Saxmundham, IP17 1BW

Signed _____



Date _____

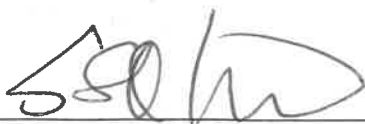
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Parish Report – SEPTEMBER 2020 East Suffolk Council: Councillor update Cllr. John Fisher Email john.fisher@eastsoffolk.gov.uk Tel 01728 603144

General Update

- The new NHS COVID-19 app is now available to download for free. The app has a number of tools to protect you, including contact tracing, local area alerts and venue check-in. It uses proven technology from Apple and Google, designed to protect every user's privacy. For more information including how to download the app, please go to <https://covid19.nhs.uk/>.
- East Suffolk Council has been awarded £93,312 in funding as part of the Government's £91.5 million Next Steps Accommodation Programme, to help vulnerable people housed during the pandemic stay in accommodation. Working closely with key partners across the District, the funding will enable the Council to continue to provide accommodation and support for vulnerable people placed in accommodation under the Covid-19 provisions. This includes assisting with offers of accommodation in the private rented sector; offering employment and skills support through a personalised, one-to-one coaching service delivered by Access Community Trust; and providing additional emergency beds in the District during the coming months with colder weather.
- The Cabinet agreed its response to Government to hold a 'neutral stance' over the proposed Sizewell C development.
- Following disruptions to garden waste collections in East Suffolk due to Covid-19, the service is now set to return to normal on Monday 28 September, in accordance with the original bin collection dates. This means that households who subscribe to the service will once again have their green bins collected on the same day as their blue bins. Subscribers should refer to their collection calendar or check the online calendar to find the details of their collection dates: <http://apps.eastsuffolk.gov.uk/pages/bins/collectiondays.aspx>.
- As a reminder, the Council has a new Permit portal, where residents can apply for parking permits online. See <https://www.eastsuffolk.gov.uk/visitors/parking-services/permits-exemptions-and-dispensations/> Full Council • The Green, Liberal Democrat & Independent (GLI) Group appointed a new Leader at the Annual Meeting at East Suffolk Council on 23 September. Cllr. Caroline Topping, who represent the Beccles & Worlingham ward takes on the leadership role from Cllr. Graham Elliott, who stepped down after almost 17 months.
- The Suffolk Coastal Local Plan was approved at the meeting and is a blueprint for more than 11,000 homes built in the area between now and 2036. More than half of the homes are set to be built in the major centres of Felixstowe and communities immediately east of Ipswich.

Signed



Date

