



# Saxmundham Town Council

## Minutes of the Meeting of the Town Council 6.30 pm 14<sup>th</sup> September 2020 by Video Conference

### Councillors:

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

Cllr. Di Eastman (Vice-Chair)  
Cllr. Georgia Watson  
Cllr. James Sandbach

Cllr. John Findlay  
Cllr. Charlotte Hawkins  
Cllr. Annabelle Reynolds

Cllr. John Fisher  
Cllr. Tim Lock

**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

### 036/20TC Apologies for Absence

There were no apologies for absence

### 037/20TC Declarations of Interest

There were Declarations of Non-pecuniary Interest from Cllr. Eastman in Item 13 as she is a trustee of the charity.

### 038/20TC Minutes of the Previous Meeting

It was unanimously **RESOLVED** to accept the minutes of the meetings of 13<sup>th</sup> July & 26<sup>th</sup> August. The minutes will be signed at the earliest opportunity.

The Chair confirmed that Rosalind Barnett has accepted the offer and will be starting full time with STC on 16<sup>th</sup> November.

At this point, Cllr. James Sandbach arrived. CC Smith MVO was unable to connect properly so the meeting continued with item 5 (District Councillor Report)

### 039/20TC District Councillor's Report

District Councillor John Fisher had circulated a report from East Suffolk this afternoon – attached as appendix i. Of note was the delegation to officers of the response on the Sizewell C consultation.

### 040/20TC Chair's Report

Chair Jeremy Smith reported that he had received a letter of resignation from Cllr. Annabelle Reynolds, due to personal reasons. He expressed regret that she was leaving and thanked her on behalf of Council for the work she had done. **NOTED**

He added that Cllr. Watson was also planning to resign. Cllr. Watson explained that she would be resigning as at the end of the month as, due to changes in work, she was unable currently to spend as much time as she would like. However, she would be attending the Market Hall Management Committee meeting on 21<sup>st</sup> September. **NOTED**

At this point, County Councillor Smith MVO was able to reconnect.

### 041/20TC County Councillor report

#### **Covid 19**

CC Richard Smith MVO reported that SCC had spent £64.1m of unbudgeted finance on the Covid emergency and expected to receive £ 52.8m back from the government to compensate.

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Cases in Suffolk remained low but were increasing.

### **Sizewell C**

SCC were holding a cabinet meeting on 22/9 where the only agenda item was Sizewell C. He plans to speak and is opposed to Sizewell C on the grounds of the effect on the environment, the traffic, and the housing availability. He expects that SCC will state that they are unable to support plans for Sizewell in their present form.

There was discussion regarding the testing of trains and monitoring of possible noise, and it was noted that the testing was using modern, quiet locomotives.

The Chair thanked Cllr. Richard Smith MVO for his information.

Cllr. John Fisher and Cllr. Nigel Hiley both thanked Cllr. Richard Smith and said they concurred with his opinions.

### **042/20TC Chairs Report – continued**

The Chair continued his report.

#### **Local/Neighbourhood plan**

To be noted that the local plan had been agreed however there were comments from the two inspectors regarding The Layers. Cllr. Smith intended to discuss at the next Neighbourhood Plan Steering Group meeting.

#### **Budget/Action Plan**

There will be a meeting scheduled in the near future for all councillors to put their ideas forward of items that should be included in the plans for Saxmundham TC and may be included in future years budgets.

#### **Website**

The website is under development, following discussions with the designers.

Cllr. Hiley asked if the white paper consultation on future planning would affect the Local or Neighbourhood plan. Cllr. Smith confirmed that there were some items that could change, and this would be discussed at the next NPSG meeting.

At this point, Cllr. Richard Smith MVO left the meeting.

### **043/20TC Clerk's Report**

Karen Forster reported that she had met with the British Legion this afternoon to discuss Remembrance commemorations. Neither the British Legion nor the Leiston Band are now allowed to parade due to the pandemic. Consequently, there will not be a parade and therefore no road closures required. The Council is invited to attend the Church service on the Sunday, to lay a wreath and for the Chair of Council on Wednesday 11<sup>th</sup> to lay another wreath at the war memorial in Fromus Square and say a few words. More details are to follow. Council were pleased to accept both invitations.

### **044/20TC Financial Matters**

- a) The Clerk stated that the bank accounts currently stand at:
- Cambridge Building Society - £ 60,000
  - Saxmundham Town Council - £ 116,742.06
  - Market Hall - £13,317.59
- b) Council noted the receipt of £ 10,000 from ESDC as a grant towards the COVID 19 costs. Previously, £10,000 had been vired from Councils budget spend on the Music Festival to cover the costs being incurred by the Council to support organisations during the pandemic. **It was unanimously RESOLVED to use the £10,000 grant towards the coronavirus emergency expenditure.**

### **045/20TC Policies**

**It was unanimously RESOLVED to adopt the Grants and Donations policy as previously circulated.** This information to be shared with the public on the website and other medias, so as to encourage people to apply for grants.

Signed



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**046/20TC Issues related to policing and responses to anti-social behaviour**

**a) Recent meeting with Police and Youth Organisations**

Cllr. Jeremy Smith reported that he, Cllr. Di Eastman and Cllr. John Findlay had met with the police, representatives from Access Community Trust and East Suffolk District council to discuss recent episodes of crime and antisocial behaviour and then a subsequent meeting with Access Community Trust.

The police reported that they were aware of a number of issues and were investigating.

The PCSO is now based at Seaman Avenue Police station and they are recruiting a new Sergeant.

Access Community Trust assured Councillors that they would be working with the Council and have already proposed a program of activities. This is to be finalised and sent to Council this week.

Cllr. Charlotte Hawkins understands, from the running and fitness coach, that Saxmundham Sports and Recreation club will not support the siting of the outdoor gym, due to the issues with anti-social behaviour and vandalism. However, they may be able to offer an alternative site in the future.

Cllr. Di Eastman stated that IP17 GNS and Access were discussing a proactive clean up, particularly after the vandalism of the bin.

**b) CCTV**

At this point, Keith Forster joined the meeting. Cllr. Jeremy Smith welcomed Keith and introduced him as a previous councillor at Halesworth Town Council and having undertaken a complex project to research into CCTV for them.

A number of residents had mentioned the installation of CCTV essentially for the town centre zone. Cllr. Jeremy Smith stated that it was a complicated project and could cost in the region of £ 20k, depending on what was required. All councillors were asked to give their views and ask Keith Forster any questions.

Cllr. Charlotte Hawkins wondered whether the money might be better spent on other items such as improved lighting.

Cllr. Di Eastman asked about distance. Keith Forster explained that the cameras must all see each other to cover the whole area and have to be positioned at heights to avoid being damaged but still able to identify individuals. This would be approximately 50 – 75 metres apart.

Cllr. Nigel Hiley would like a separate meeting to discuss in detail and whether there are other options.

Cllr. Jonathon Macro was concerned that the cameras would detract from the attractiveness and image of the town as a country town.

Keith Forster clarified that the cameras are small and can be painted to camouflage them. However, there are transmission wifi discs that are white, but they can be on TV ariels.

Cllr. Georgia Watson stated that as a young woman she would not walk down the high street at night on her own and therefore would like the reassurance of CCTV.

The Chair stated that there would be a meeting called to discuss in more depth. Keith Forster offered to assist further if required.

The Chair thanked Keith for his input and Keith Forster left the meeting.

**047/20TC OPS Building Renovations**

Cllr. T Lock had previously circulated a report attached as appendix ii. The asbestos has been removed and he is meeting the window supplier tomorrow, as there is a delay due to shortage of glass and uPVC.

**048/20TC Community Partnership**

Cllr. John Findlay reported that the following had been discussed and agreed:

- There will be a new sign at the front of the OPS building welcoming people to Saxmundham including a map and signs to the town centre, so that people arriving by train could check where they are
- There will be two finger posts – one in Fromus Square and one at the north end of the town by the sorting office.

Work is now needed to secure permission from the landowners and from the conservation/planning department. Leiston Press will be approached to produce the map on the sign.



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**049/20TC Covid 19**

Cllr. D. Eastman had previously circulated a report regarding the continued work by IP17 GNS (appendix iii). There was a proposal to extend the contract with the co-ordinator till end of March 2021 with an increase of hours to be 25 per week. This costs of £ 6,900 would be shared between the Council and IP17 GNS at 50% each and new contracts would be drawn up. The trustees of IP17 GNS had agreed to this. **It was unanimously RESOLVED to accept this proposal.**

A communication postcard was to be sent to all households to remind them of IP17 GNS and what services they offered. Cllr. James Sandbach stated that they may need to think through the continued relationship of the Council with IP17 GNS once the activities supporting people through Coronavirus have reduced.

**050/20TC Creation of a local Business Network**

Cllr. Jeremy Smith proposed that, as there is currently no business association in the town, the Town Council would facilitate a Business Network, providing support administratively to call meetings (2 -3 per annum), circulate on-line communications and assist in seeking grants for future town development. This will include a business directory on the website.

The Economic Development Team of ESDC can provide some small grant funding towards this. **NOTED It was unanimously RESOLVED to set up a Saxmundham Business Network.**

**051/20TC Speeding Issues**

There have been reports from residents and Councillors about excessive speeding and noise on the South and North Entrances. The Clerk reported that she had spoken to the police and they would be taking some action with speed monitoring. She was asked to add Brook Farm Road to that list with the police **NOTED**

Other actions, such as slowing down the speed with speed bumps, Speed Indicator devices were discussed. Cllr. Findlay asked if a report could be put together for discussion at a future meeting. **NOTED**

**052/20TC Renaming the Old Police Station**

**It was unanimously RESOLVED to rename the Old Police Station as Saxmundham Town Council.**

**053/20TC Christmas Events**

Due to Covid 19, it was agreed that it would not be sensible to plan for a street market or carol singing events. **It was unanimously RESOLVED to erect the Christmas lights, small trees and a large tree outside the Market Hall.**

**054/20TC Transfer of Assets from East Suffolk District Council to Saxmundham Town Council**

The Chair asked for authority to open discussions with ESDC regarding what assets in Saxmundham they own and whether they would like to transfer them to the council. In particular Fromus Square and the path alongside Waitrose. **It was unanimously RESOLVED to authorise initial discussions.**

**055/20TC Committee Meetings**

The minutes of the meetings of the committees were noted. Additionally, the following was added:

**Amenities**

- The concrete pads for the new benches and picnic table are being laid this week. Cllr. Charlotte Hawkins asked that she be contacted to check, when they start, that they are in the correct place.
- The bin that was vandalised is being repaired.
- There will be a full structural survey of the Market Hall in October including where Crisps are reporting that there is another ingress of water through their roof from the Market Hall window.

**Planning and Development**

- Printed copies of the planning white paper consultation have been circulated to the planning and development committee members but are available for all councillors to read.

Signed



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### Proposal

In order that IP17GNS can continue its work beyond the end of September and, indeed into the winter months, when many experts including the Chief Medical Officer are predicting a "2<sup>nd</sup> wave" of Covid-19, it is imperative that the role of the Operations Co-ordinator is retained to provide a focal point for its day to day operations. Many good neighbour schemes have folded because they have not had that paid leadership at the top - in contrast IP17GNS is recognised as the 'go to agency' supporting those residents in the community who need assistance; whether it is shopping, collecting a prescription, emergency food supplies or just a friendly voice at the end of a phone. East Suffolk District Council, the Suffolk Foundation and Community Action Suffolk have all directly supported the work of IP17GNS, in addition to the Town Council.

To recognise the hours that the Operations Co-ordinator has to fulfil in order to satisfactorily manage the IP17GNS operation and oversee the introduction of a number of fitness classes to promote both physical and mental wellbeing, I would like to propose an increase in the contracted hours of the Operations Co-ordinator from 15 hours per week (£180.00 per week) to 25 hours per week (£300.00 per week) with effect from 5<sup>th</sup> October 2020 to 26<sup>th</sup> March 2021; with a 2-week unpaid break. This equates to:

$$25 \text{ hrs} \times £12 = £300.00 \times 23 \text{ weeks} = £6,900$$

As IP17GNS does now have funds available, I propose that the cost of £6,900 be shared equally by the Town Council and IP17GNS, i.e. **£3,450 each**, bringing the cost of supporting IP17GNS by the Council in the current financial year to **£10,430**. Clearly, a new agreement will need to be put in place between the Operations Co-ordinator and the Town Council and IP17GNS, setting out the hours to be worked and the tasks expected to be fulfilled.

I would welcome the support of the Resources Committee to this proposal so that IP17GNS can continue its important work in the Town.

**Cllr Di Eastman.**



Signed

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## Appendix ii

### 11. Update on activities/work within Amenities committee.

#### OPS

- Asbestos removal to OPS was carried out w/c:7/09/20 in preparation for the new window installation.
- The window installation has now been delayed until the end of September subject to confirmation from Waveney Windows as they are experiencing unpredictability procuring material and delivery of raw material from suppliers. We have advised Waveney to keep us up to date with the situation good or bad so we can plan. With this in mind once the asbestos work is complete we are hopefully going to get the OPS operational again for the clerks albeit even if temporary.
- The TC has details of the new above door sign and is liaising with Leiston Press. The lead in is short and we will give definitive date once we have a confirmed date from Waveney.
- Kiwi fencing has been appointed to fit the new fence panels to the OPS. This is being brought forward as the window installation has been delayed.
- The notice board has been agreed and ordered to fixed to the RHS of the OPS entrance doors.
- A town map has been agreed to be located in the signboard at the entrance of the OPS carpark.
- A new ladies toilet has been purchased.
- During the asbestos removal it became apparent that the hot water heaters to both m/f toilets were not working. A quotation is being sought for running hot water from the boiler to both taps, to conform with HSE.

#### Market

- There has been one new application to be a market stall holder, however we need to do some work on promoting the market.
- When I drove past market site 2 Wednesdays ago there were no market traders set up although last week there were now 3.

#### Memorial Field

- The benches and picnic table have been ordered and we are awaiting dates of the work to be carried out. One of the new bins was vandalised and rubbish strewn all over ground. Norse were contacted to clear up the rubbish sand to reinstate the bin.
- The ATC has also contacted Norse regarding ROSPA work as this year report due and last year actions still not fully closed out. These are now being scheduled. As a consequence, we have scheduled the RoSPA inspection to October, to allow these items to be completed.

#### Outdoor Gym

- CH has now fully researched this and after visiting Aldeburgh outdoor gym has now identified and 6-7 pieces of equipment that would be appropriate. Costs will now be sought. However, the site of the equipment needs to be established as the residents at Carlton Park have had problems with anti-social behaviour from local youths over the summer and no longer want it to be sited there.

Cllr. Tim Lock

Signed

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**RESOURCES COMMITTEE – TUESDAY, 1<sup>ST</sup> SEPTEMBER 2020**  
**AGENDA ITEM 7: CORONAVIRUS EMERGENCY**

**Background**

The IP17 Good Neighbour Scheme (IP17GNS) commenced operations on 20<sup>th</sup> March this year in response to the Covid-19 Emergency. To date, IP17GNS has directly supported 1,125 people, many of whom are multiple service users, primarily through:

- the phone buddy service; providing a regular call to those who otherwise would have been in total isolation throughout the lockdown period;
- the prescription collection/delivery service working with the local GP surgery and Pharmacy, alongside a facility to complete online prescription requests for those unable to do it themselves;
- the provision of emergency food parcels for those initially unable to get to the shops and, thereafter, to those suffering financial hardship.

In addition, IP17GNS has provided food collection points in Saxmundham, Benhall and Kelsale to assist those who may be embarrassed to ask for help; forged a partnership with The Bell Hotel in Saxmundham to provide a selection of nutritionally balanced frozen ready meals for delivery to the vulnerable in our community at the request of the local GP; signposted numerous service users to Social prescribers, CAB, local housing needs teams and other organisations offering support beyond our capabilities; have been in regular contact with the other local Good Neighbour Schemes, assisting with their policy and procedures and providing help where they have lacked resources.

IP17GNS has received numerous testimonials from both service users and their families thanking us for its work, especially in offering assurance to families living further away that relatives in our community are being looked after and have somewhere to turn to for assistance in times of need. We have also been able to reunite old friends through our network of volunteers and other GNS contacts. On 19<sup>th</sup> June, the work of IP17GNS was rewarded when BBC Radio Suffolk presented it with their 'Making a Difference' award.

Although restrictions have now eased, IP17GNS continues to provide services to residents in our community who need support and, in response to our questionnaire to users of our services, we are working with local groups to provide outdoor activities, such as yoga, to promote physical and mental wellbeing. IP17GNS has also been approached by East Suffolk District Council to participate in their programme 'to reduce social isolation and loneliness – particularly in relation to family carers, older people and men over 40' in collaboration with other local Good Neighbour Schemes in Leiston, Aldeburgh and surrounding villages.

**Costs**

Since the outset, the Town Council has fully funded the contract of the IP17GNS Operations Co-ordinator, Bryony Peall (and for a period of 4 weeks Oilly Hill as systems/IT consultant). This was necessary as, IP17GNS as a completely new charity, had no funds and there was a need for the Town Council to exercise operational control. As a result, the Town Council agreed to vire £10k from the Saxmundham Music Festival budget to support IP17GNS and the Covid-19 emergency. The funding agreement currently in place expires at the end of September; at which point, the Town Council will have incurred the following costs:

<b>Date:</b>	<b>Amount:</b>	<b>Payee:</b>	<b>Cost</b>
20/03/20	£ 500	IP17GNS	Donation
23/03/20 – 17/04/20	£1,080	B.Peall	Contract
23/03/20 – 17/04/20	£1,080	O.Hill	Contract
20/04/20 – 15/05/20	£ 720	B.Peall	Contract
18/05/20 – 12/06/20	£ 720	B.Peall	Contract
15/06/20 – 10/07/20	£ 720	B.Peall	Contract
13/07/20 – 07/08/20	£ 720	B.Peall	Contract
10/08/20 – 04/09/20	£ 720	B.Peall	Contract
07/09/20 – 02/10/20	£ 720	B.Peall	Contract
<b>TOTAL:</b>	<b><u>£6,980</u></b>		

Signed



Date





**Parish Report – AUGUST 2020**  
East Suffolk Council: Councillor update

Cllr. John Fisher  
Email [john.fisher@eastsoffolk.gov.uk](mailto:john.fisher@eastsoffolk.gov.uk)  
Tel 01728 603144

**General Update**

- The government has announced a doubling of its annual winter flu vaccination programme. This will now include those 50 and over and 11 year olds.
- Cabinet has agreed that from 15 October to 31 January 2021, Water Lane Leisure Centre will be closed for deep cleaning, repair and restoration. Bungay Leisure Centre will be run by Places Leisure from 15 October to 31 January as Sentinel cease to operate in this location.
- 3 September sees the first Full Council Meeting dedicated entirely to the matter of Sizewell C. The Meeting was called by the Green, Liberal Democrat and Independent Group to ensure that all Members were able to share the views of their communities on the proposal, prior to the Cabinet's submission of a response to the Planning Inspectorate. It is vital that local communities make their voice heard by sending their views about the Sizewell C proposal through their local District Councillor before this meeting. The meeting will be broadcast on the East Suffolk Council Youtube channel and all are welcome to view it from 6.30pm using this link  
[https://www.youtube.com/channel/UCuAEAQUUSLjz\\_6qqJWt5Swg/videos](https://www.youtube.com/channel/UCuAEAQUUSLjz_6qqJWt5Swg/videos)
- The rollout of new parking charges across the District starts with new signage and updated machines and will encourage use of the RingGo app. The first areas to be upgraded with the new machines will be Bungay and Beccles from 24 August onwards
- The Council has gone live with 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/>

Signed



Date

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**056/20TC Reports from Councillors regarding outside Organisations**

**SALC** – Cllr. Jonathon Macro will be attending the AGM on Wednesday next week, where Sizewell C is on the agenda.

**CAB** – There is a meeting on Wednesday this week which will be attended by Cllr. Di Eastman, Cllr. James Sandbach and Assistant Clerk Jen Morcom.

**NPSG** – Cllr. Jeremy Smith is to organise a meeting of the Neighbourhood Plan Steering Group.

**Sax in Bloom** – The Clerk reported that she will be spending some budget on replanting and painting the flower tubs at the Saxmundham Town Council building and the Market Hall.

**Patient Participation Group** is requesting help with flu jabs. Cllr. Di Eastman reported that IP17 GNS are assisting.

The Chair closed the meeting with an expression of thanks to all attendees and particularly to Councillors Annabelle Reynolds and Georgia Watson for all their work with Council.

Cllr. Charlotte Hawkins offered to join the Market Hall Management Committee as both the leaving councillors are on that committee.

**The meeting closed at 8.47 p.m.**

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

Signed

Date

29/10/2020