



## Saxmundham Town Council

the Old Police Station, Station Approach, Saxmundham,  
Suffolk, IP17 1BW, Tel: 01728 604595, VAT Registration  
No: 571060663, Email: [townclerk@saxmundham.org](mailto:townclerk@saxmundham.org)  
[www.saxmundham.org](http://www.saxmundham.org)

### Minutes of the Saxmundham Town Council Meeting held on Monday 9 December 2019 at 7.15 pm

**Present:** Cllr J Smith, Chairman  
Cllr J Fisher, Vice Chairman  
Cllr A Reynolds  
Cllr J Findlay  
Cllr N Hiley  
Cllr D Eastman  
Cllr C Hawkins  
Cllr T Lock  
Cllr G Watson  
Cllr J Macro

**In Attendance:** Council administrative staff:

Maddie Gallop, Town Clerk (TC/RFO) and Jenny Morcom, Assistant Town Clerk (ATC)  
Suffolk County Councillor Richard Smith  
2 members of the public

**PUBLIC FORUM:**

No issues were raised by the public.

**REPORT FROM THE COUNTY COUNCILLOR.**

Cllr R Smith reported that he would next attend Saxmundham Town Council meeting in March as he also attends meetings of Walberswick and Bramfield.

All Suffolk County Council meetings are suspended until after the General Election.

Boundary changes proposed for East Suffolk that will affect the 2021 County Council elections. The number of County Councillors will be reduced from 75 to 70 with only one Councillor per district. There will be further public consultation on the proposed changes.

**REPORT FROM THE DISTRICT COUNCILLOR.**

Cllr Fisher reported that District Council meetings were also suspended at the District Council because of the coming General Election.

## AGENDA

### Action

#### 5602.00 TO RECEIVE DECLARATIONS OF INTEREST.

56.02.01 To receive amendments to the register. – None were necessary.

5602.02 To receive declarations of pecuniary interest in respect of items on the agenda. – None received.

5602.03 To receive declarations of non-pecuniary interest with respect to items on the agenda. Cllr Hiley declared that he is a member of Greener Sax, and SMART CIC (volunteer)

#### 5603.00 TO RECEIVE APOLOGIES FOR ABSENCE. – None received.

#### 5604.00 TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11<sup>TH</sup> NOVEMBER 2019.

5604.01 An amendment to correct the spelling of Cllr Reynolds name was made on page 1 of the minutes.

Cllr Findlay proposed these as a true record, with the above amendment.

Seconded Cllr Eastman.

Unanimously agreed.

**Motion carried.**

#### 5605.00 CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS. – NONE.

#### 5606.00 TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN.

5606.01 The steering group has been focussing on Town Centre issues and finalising the aims and objectives for the Neighbourhood Plan.

**Cllr Smith will bring the Neighbourhood Plan Aims and Objectives to the January meeting of the Town Council.**

Cllr Smith

5606.02 The Inspector's Report on the examination of the Local Plan is not expected until after the general election.

5606.03 We hope to publish the report on the findings of the Household Survey in January 2020.

5606.04 We hope to complete the Neighbourhood Plan in 2020.

#### 5607.00 FINANCIAL AND BUDGET ISSUES 2019-20

5607.01 To receive the draft minutes of the Resources Committee meeting held on 2<sup>nd</sup> December 2019.

The minutes were noted.

5607.02 To note the payments for the Town Council and Market Hall authorised by the Resources Committee.

The payments were noted.

5607.03 To approve any new expenditure items.

Items for STC

- Whites - £18.89
- EBE - £140.16
- TC salary plus expenses - £1,983.20
- SCC pension fund - £800.81
- ATC salary - £,1163.55
- Cash for Christmas event - £70
- Viking stationary - £274.83

- Gas bill for office - £196.06
- Items for MH account
- Aerial survey - £570
  - EON electricity - £297.7
  - EON gas - £606.46
  - Norse cleaning - £507.53

Councillor Smith proposed that the expenditure be approved.

Seconded Cllr Hiley.

Unanimously agreed.

**Motion carried.**

5607.04 To receive and consider the 2019/20 budget report to the end of November 2019, together with the projected outturn.

This issue of the invoice of over £2K for the Remembrance Day road closure was raised. Cllr R Smith said he believed that the Town Council had been charged in error and that he would take this up with the County Council.

Cllr R Smith

The budget reports and projected outturns are not yet ready. Cllr J Smith and the Town Clerk are working on this tomorrow and there will be an extraordinary meeting of the Resources Committee on 16<sup>th</sup> December to review the outturns and recommend draft budgets for the Town Council and the Market Hall. These will be brought to the January meeting of the Town Council.

5607.05 To note the recommendations from the Resources Committee in relation to receipt of Community Infrastructure Levy (CIL) funding, and to agree the recommendation of the Resources committee that all CIL monies be placed in a CIL reserve from which relevant expenditure be made directly once duly agreed.

The report recommending broad areas of expenditure was noted. Cllr Smith proposed the following process for agreeing CIL priorities:

1. Meeting open to all councillors in January (ATC to convene).
2. A report to residents in Saxmundham News – January edition
3. A public forum on CIL at the start of the February Council meeting.
4. Refine the list of priorities for CIL expenditure.

ATC  
Cllr Smith

**This was agreed.**

Arrangements for a CIL reserve were not discussed.

5607.06 To approve expenditure on a new boiler for the Market Hall in principle. The report was noted.

Cllr Findlay recommended that the Town Council approve expenditure of up to £10k for the new boiler under paragraph 4.1 of the Council's financial regulations., and delegate the award of the contract to the Town Clerk in consultation with Chairs of the Resources Committee and the Council.

**This was agreed.**

Cllr Findlay proposed that the decision as to which budget head to take the money from be deferred until the meeting of the Resources committee on 16<sup>th</sup> December, where outturns will be available.

**Agreed.**

5607.07 To approve expenditure on better heating for the Youth Booth. The report was noted. (The relevant powers are included in the report)

Cllr Lock proposed that new heaters as per the quote from Curles option two (slightly higher cost heaters appropriate to heat the space) should be purchased and installed – total £1,200.

Seconded Cllr Hawkins

Unanimously agreed.

**Motion carried.**

5607.08 To approve the recommendation that the re-wilding project should be brought under the umbrella of Saxmundham in Bloom.

**This was agreed.**

**5608.00 BUDGET 2020-21 – deferred to the January Town council meeting.**

**5609.00 TO RECEIVE AN ORAL REPORT ON THE CHRISTMAS EVENT 2019.**

5609.01 Mr Barrow thanked everyone who had been involved in the event. The consensus was that it had gone well despite the wind and the rain. Next year we need to make greater use of social media. £244 was made on the buckets and additional money was raised through grants. There will be a debriefing meeting on 16<sup>th</sup> December

Cllr Smith thanked Mr Barrow on behalf of the Town Council.

**5610.00 SAXMUNDHAM MARKET**

5610.01 Cllr Macro's report was discussed. The Town Council agreed to set up a start and finish group to look at and take forward the recommendations in the report and other ideas. The group will comprise:

Cllr Watson.

Cllr Macro.

Cllr Fisher.

Cllr Findlay.

Cllr Hawkins.

Cllr Richard Smith.

Cllr Smith.

**ATC to convene and circulate the 2016 Saxmundham Market study**

**ATC**

**5611.00 TO CONSIDER RECOMMENDATIONS FROM THE RESOURCES COMMITTEE FOR THE RECRUITMENT OF A NEW TOWN CLERK.**

5611.01 The report was noted.

Cllr Smith proposed that the proposals in relation to the recruitment process set out in the report (which contained the recommendations of the Working Party set up by the Council) should be agreed.

Seconded Cllr Findlay

Unanimously agreed.

**Motion carried.**

**The Resources Committee will agree the draft person specification which will be circulated to all Councillors – Cllr Smith to draft.**

**Cllr Smith**

**5612.00 TO CONSIDER THE RECOMMENDATIONS OF THE RESOURCES COMMITTEE REGARDING GRANTS TO COMMUNITY ORGANISATIONS.**

5612.01 The report was noted, including the appropriate powers, and the following grants were agreed:

- Saxmundham Adventure Playground - £2,200
- Leiston and Saxmundham Citizens Advice - £1,000

- Action**
- CYDS - £500
  - Access Community Trust - £500
- 5613.00 TO RECEIVE A REPORT FROM THE AMENITIES WORKING GROUP (AWG).**
- 5613.01 The AWG minutes were received. The report on the leak to the Market Hall roof was noted. **Cllr Lock**  
**Cllr Lock will seek quotes for repairs to the damaged tiles.**
- 5613.02 Cllr Lock reported that there would be an asbestos survey at the Market Hall on 23<sup>rd</sup> December, and that the Old Police Station windows were in a poor state. Cllr Lock is seeking estimates for repairs to windows.
- 5614.00 TO RECEIVE A REPORT FROM THE COMMUNICATIONS WORKING GROUP (CWG).**
- 5614.01 Minutes of the CWG were received.
- 5614.02 The report on the architecture for the Town council's website was noted. There was broad agreement with the proposals.  
**Cllr Smith will meet with Herringbone about taking forward and completing the site.** **Cllr Smith**
- 5615.00 COMMUNITY PARTNERSHIPS**
- 5615.01 Cllr Findlay and Cllr Macro explained that these are East Suffolk Council led partnerships. The meeting on 28<sup>th</sup> November was a consultative meeting, although much of the District Council's thinking appeared to be already informed by earlier meetings with other partnerships. Saxmundham's partnership includes Leiston and Aldeburgh and will be chaired by district councillor Tony Cooper. The first formal meeting of the partnership is expected to be in January. There may be considerable amounts of money available for community initiatives.
- 5616.00 SALC**
- 5616.01 Cllr Macro reported that he had attended a very useful SALC conference. The first part of the day focussed on planning and the Suffolk Design Guide and the second part of the day focussed on CIL.
- Cllr Fisher reported that he had attended the regular SALC forum at the Riverside Centre where there had been a lot of discussion about GDPR. Cllr Fisher had also attended the SALC AGM.
- 5617.00 TO DISCUSS ANY PLANNING APPLICATION**
- 5617.01 The consent to Scottish Power to make a planning application for offshore windfarm and substation at Friston was noted.
- Cllr Fisher explained that the local pressure group would like Saxmundham Town Council to support an email to Andrea Leadsom opposing the development.  
**The Town Council agreed that it would not take a position with respect to the windfarm at this point.**
- Cllr Hiley commented that this one of several energy projects in our area and a co-ordinated approach would be much better.
- 5618.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS BODIES INCLUDING WORKING PARTIES.**

**Action**

5618.01 Cllr Hiley reported that he had attended the community rail partnership meeting and met the person who has adopted Saxmundham Railway Station..  
There will be a new 'finger' sign **pointing to the station near the Bell hotel**.  
There was mention of school students crossing the line from the market car park.  
Cllr Hiley has contact information for Alan Neville, the Abellio representative who came to our public forum.  
Cllr Findlay raised the issue of train cancellations.

**It was agreed that the Chair should write to the Chief Executive of Abellio Greater Anglia expressing concerns.**

**Cllr Smith**

5618.02 Cllr Hiley reported that he had also attended Patient Participation Group (PPG) meeting on 3<sup>rd</sup> November 2019 and had raised the possibility of a joint meeting between the Council and Saxmundham Surgery.

5619.00 **The next meeting of Saxmundham Town Council will be on Monday 13<sup>th</sup> January 2020 at 7.15 pm and will be followed by a meeting of the Town Council as Market Hall Trustee.**

**The meeting closed at 9.55pm**

Signed ..... 

Date ..... 