



## Saxmundham Town Council

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### Minutes of the Saxmundham Town Council Meeting held on Monday 11 November 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  
Cllr J Sandbach

**In Attendance:** Council administrative staff:  
Maddie Gallop, Town Clerk (TC/RFO) and Jenny Morcom, Assistant Town Clerk (ATC)

2 members of the public

#### **PUBLIC FORUM:**

No issues were raised by the public.

A public forum on health was proposed.

**TC/ATC to contact Saxmundham Surgery to see whether they could attend a public forum in the new year.**

#### **REPORT FROM THE COUNTY COUNCILLOR.**

Cllr R Smith had sent his apologies.

#### **REPORT FROM THE DISTRICT COUNCILLOR.**

Cllr Fisher reported that he had met with Norse, East Suffolk Council (ESC) and two members of the public to discuss rewilding/wildflower verges. ESC would like a further meeting with the Town Clerk and Cllr Fisher to see whether the project could be merged with Saxmundham in Bloom. Cllr Hiley may also like to be involved.  
**Cllr Fisher to convene the meeting before the December meeting of the Town Council**

## AGENDA

Action

**5489.00 TO RECEIVE DECLARATIONS OF INTEREST:**

5489.01 To receive declarations of pecuniary interest in respect of items on the agenda.  
**None declared.**

5489.02 To receive declarations of non-pecuniary interest with respect to items on the agenda.  
Cllr Hiley declared a non-pecuniary interest in Item 9 as a member of SMARTCIC.  
Cllr Fisher declared a non-pecuniary interest in Item 7.4 as he is the landlord of Fisher's Ironmongers.

**5490.00 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:**

5490.01 There were no apologies for absence.

**5491.00 TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 14 OCTOBER 2019.**

5491.01 There were no changes to the minutes.  
Cllr Findlay proposed that the minutes be approved.  
Seconded Cllr Hawkins  
Unanimously agreed.  
**Motion carried.**

**5492.00 CHAIRMAN'S/TOWN CLERK'S (TC) ANNOUNCEMENTS.**

5492.01 The TC reported that £30,362.32 Community Infrastructure Levy (CIL) had been received.

5492.02 Cllr Smith reported on the Remembrance Day celebrations and thanked councillors who were present. The new sign is up on the Memorial Field. The Town Council has been invited to nominate a representative to the Royal British Legion.

5492.03 Anglia Energy Planning Alliance are holding a networking evening tonight so no-one from the Town Council was able to attend.

**Cllr Hiley to keep in touch with the Alliance.**

Cllr Hiley

5492.04 SALC: The SALC AGM is on Tuesday 26 November. Cllr Macro is our representative on SALC but is unable to attend. Cllr Fisher has agreed to attend the AGM in his place. Cllr Macro is attending the area meeting of SALC.

**Agreed: Feedback on SALC to go on the December agenda for the Town Council and be a regular agenda item.**

ATC

5492.05 Youth Booth: Our partners Access Community Trust and CYDS would like some adaptations to the Youth Booth:

- Better heating
- Cooking facilities (micro-wave, kettle minifridge)
- Partitioning to create a small interview room for one-to-one conversations.
- Outside decking and a smoking zone.

The meeting noted that the Youth Booth only has a 32amp electricity supply run from a spur from the scout's hut.

**Agreed: The Amenities Working Group will consider these issues and bring ideas back to the December meeting of the Town Council**

AWG

4592.06	Rural Services Network: This is a Local Government Association (LGA) body which has set up a Rural Market Towns Group in our area. Membership is £100. <b>Agreed: Cllr Smith to contact the rural Services Network for further information.</b>	Action Cllr Smith
4592.07	Local Clean Energy Generation: This group is putting a bill before parliament regarding locally generated clean energy and have a model resolution. <b>Agreed: Cllr Hiley will contact them for further information</b>	Cllr Hiley
4592.08	32 High St: This building has been sold and, hopefully, the site will be redeveloped.	
4592.09	Sizewell C: EDF have offered to giving briefings to Town Councils. <b>Agreed: TC to contact EDF to arrange a briefing for STC.</b>	TC
4592.10	Parking enforcement: East Suffolk Council (ESC) will take over parking enforcement in Saxmundham in January 2020. Cllr Smith has given a brief radio interview about parking issues in Saxmundham. <b>Agreed: Cllr Fisher will find out who we should contact in ESC to let them know about parking issues in Saxmundham.</b>	Cllr Fisher
4593.00	<b>TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN.</b>	
4593.01	Cllr Findlay reported that a small working group were considering key issues for the Town Centre, nb how to get the Town Centre more 'joined up' so that the supermarkets and Fromus Square, the High Street and the Station areas form a whole. The group is considering how to make the High Street more pedestrian friendly and how to promote it as a meeting/social space. <b>Agreed: Cllr Findlay will respond if the local Plan Inspector's report is released while Cllr Smith is away.</b>	Cllr Findlay
4594.00	<b>TO CONSIDER ACTION NEEDED FROM RECEIPT OF NOTICE OF RETIREMENT FROM THE TOWN CLERK.</b>	
4594.01	The Town Council noted the report on the retirement of the Town Clerk. Cllr Smith thanked the Town Clerk on behalf of the Council for all her years of service, mentioning her work around Remembrance Day Celebrations in particular. <b>It was agreed that a working group comprising Cllr Smith, Cllr Findlay and Cllr Eastman should make recommendations to the Resources Committee for the recruitment and role of a new Town Clerk. (ATC to convene)</b>	ATC and Cllrs.
4595.00	<b>FINANCIAL AND BUDGET ISSUES 2019-20</b>	
4595.01	To receive the draft minutes of the Resources Committee meeting held 4 <sup>th</sup> November 2019. The minutes were noted. <b>Agreed: Mr. Clogg's Site Appraisal of the Old Police Station should come to the January meeting of the Town Council. ATC to circulate it.</b>	ATC
4595.02	To approve the payment of the last quarterly installment of £5,500 to Access Community Trust under the Service Level Agreement for youth Services. <b>The payment was approved unanimously.</b>	TC
4595.03	To note the payments for the Town Council and Market Hall authorised by the Resources Committee. <b>This item was deferred. In future, the list of payments approved by the Resources Committee will be attached to the Resources Committee minutes.</b>	TC

4595.04 To approve any new expenditure items.  
These were:  
STC

- Leiston Press - £324
- Whites - ££15.94
- Leiston Press - £97
- World's Fair - £225
- Fishers Ironmongers - £53.64
- Waveney Norse – £220.26
- Saxmundham WI - £120

MH

- CN Plumbing - £128.44
- Fishers Ironmongers – £7.64
- Callum Hoffman - £25

Cllr Fisher declare a pecuniary interest in the payment to fishers Ironmongers and abstained from voting.

**The payments were approved with one abstention (Cllr Fisher).**

Cllr Sandbach joined the meeting at 8.05pm

4595.05 To receive and consider the 2019-20 budget report to the end of October 2019, together with the projected outturn.  
**Budget to date report and expected outturn deferred to the December meeting of the Town Council.**

TC

Cllr Smith reported that income and expenditure to date was largely as budgeted and that a balanced outturn was expected.

4595.06 To note the position in relation to receipt of Community Infrastructure Levy (CIL) funding, and to agree the recommendation of the Resources Committee that CIL monies be placed in a CIL Reserve from which relevant expenditure could be made directly once duly agreed.

Cllr Smith explained that this year the Council had received approximately £35,000 CIL and that a further £28,000 was expected next year, and that this required a serious piece of work to plan CIL expenditure.

Cllr Smith invited ideas for CIL expenditure from councillors. These included:

- Saxmundham adventure playground.
- Upgrading the paths from the Hopkins development to Waitrose.
- New lights for the Market Hall.
- The Memorial Field and Youth Booth.
- Refurbishment of the Market Hall
- A marketing brochure for Saxmundham
- A community energy project.
- Lighting for people walking between the High Street and the Hopkins development.

**Agreed:**

- **Resources Committee to draw up a list of ideas for the December or January meeting of the Council.** RC
- **A CIL reserve to be set up.** TC
- **Cllr Smith to investigate when CIL may be spent on by a parish council. To be circulated to all councillors once clarified.** Cllr Smith
- **Councillors to send any further ideas to the ATC**


		<b>Action</b>
<b>4596.00</b>	<b>TO RECEIVE A REPORT FROM THE AMENITIES WORKING GROUP AND DECIDE ON THE REQUEST FOR EXPENDITURE ON THE MEMORIAL FIELD.</b>	
4596.01	The minutes of the Amenities Working Group (AWG) meeting held 21 October 2019 were noted.	
4596.02	<p>Cllr Lock reported:</p> <ul style="list-style-type: none"> <li>• The side window has been repaired and Cllr Lock is liaising with Crisps Shop.</li> <li>• Yellow lines have been repainted outside the Market Hall.</li> <li>• A survey of the Market Hall roof is planned as there is a leak in one corner.</li> <li>• Quotes are being sought to the Market Hall boiler.</li> <li>• Thought is being given to modernising the /market Hall WCs.</li> <li>• The AWG has visited the play areas and is putting together costings for additional benches and bins for the memorial field.</li> <li>• The next meeting of the AWG is on 25<sup>th</sup> November.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• <b>AWG to consider requests from ACT and CYDs regarding improvements to the Youth Booth and report to the next meeting of the Resources Committee.</b></li> <li>• <b>Subject to more detailed approval by the Resources Committee, it was agreed in principle that the £1,400 CIL which had been earmarked for the Outdoor Gym could be used to provide additional benches and bins for the Memorial Field.</b></li> <li>• <b>The AWG was also asked to investigate the need for a third bin near the Youth Shelter in the Seaman Avenue play area</b></li> </ul>	<p style="text-align: right;"><b>AWG</b></p> <p style="text-align: right;"><b>AWG</b></p>
<b>4597.00</b>	<b>BUDGET 2020-21.</b>	
4597.01	<p>The reports from the Assistant Town Clerk on additional costs and the report from the Chairman setting out an example budget were noted.</p> <p>The meeting endorsed the general approach as set out in the draft budget which would necessitate a 5% increase in precept income.</p> <p>Any further ideas should be sent to Cllr Smith or the TC.</p> <p><b>The final budget will come back to the Town Council meeting in January for decision.</b></p>	<b>Cllrs Smith and Fisher</b>
<b>4598.00</b>	<b>SAX FORWARD AND COMMUNITY PARTNERSHIPS.</b>	
4598.01	<p>The report from Cllr Findlay was noted. Sax Forward is a local grouping set up by East Suffolk to stimulate business and other initiatives. The next meeting of Sax Forward is on 21<sup>st</sup> November at 10am.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Smith will deliver a short presentation to this meeting.</b></li> <li>• <b>Cllr Findlay and Cllr Sandbach will also attend</b></li> </ul>	<b>Cllrs Smith and Findlay</b>
4598.02	<p>The Community Partnerships Initiative has also been set up by East Suffolk and is to counteract any democratic deficit caused by the merger of Suffolk Coastal and Waveney District Councils and a loss in the total number of District Councillors. Its membership will be determined by SALC and there is a meeting starting at 5.30pm on 28<sup>th</sup> November in the Market Hall.</p> <p><b>Agreed:</b></p> <p><b>Cllr Findlay and Cllr Macro will attend the Community Partnerships meeting. TC to book their places.</b></p>	<b>Cllrs Findlay, Macro and TC</b>

**Action**

- 4599.00 TO RECEIVE AN UPDATE ON THE CHRISTMAS EVENT.**
- 4599.01 Mr. Barrow gave a brief verbal update on the Christmas event to be held on 6<sup>th</sup> December.
- 4600.00 TO DISCUSS ANY PLANNING APPLICATIONS –** No new planning applications had been received.
- 4601.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES.**
- 46.01.01 Cllr Fisher reported that the next meeting of Saxmundham Surgery's patient participation group (PPG) will be on 9<sup>th</sup> December. **Cllrs Fisher and Hiley will attend.**

**The next meeting of Saxmundham Town Council will be on Monday 9<sup>th</sup> December 2019 at 7.15pm**

**The meeting ended at 9.20 pm**

Signed ..... 

Date ..... *9<sup>th</sup> December 2019* .....