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**Saxmundham Town Council**

**Minutes of the Meeting of Saxmundham Town Council**

**7.00pm Monday January 10, 2022, Market Hall, Saxmundham**

**In Attendance - Councillors**

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| Councillor Jeremy Smith (Chair) |  | Councillor Charlotte Hawkins |
| Councillor Di Eastman (Vice Chair) |  | Councillor James Sandbach (Arrived 7.12) |
| Councillor John Findlay |  |  |
| Councillor John Fisher |  |  |
| **Apologies** Councillor Tim Lock, Councillor Nigel Hiley |  |  |

**Also present:** Roz Barnett (Town Clerk)

**Open Forum**: One member of the public attended the meeting.

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| 117/21TC | **Apologies and approval of absence.**  Apologies were received from Councillor Hiley and Councillor Tim Lock  **RESOLVED: The Town Council noted and approved the absences**. |
| 118/21TC | **Declarations of interest and considerations of requests for dispensations**.  Cllr Di Eastman declared a non-pecuniary interest in item 124/21TC as she is a trustee of IP17 Good Neighbour Scheme.  Jeremy Smith and Di Eastman each declared a non-pecuniary interest in item 127/21TC as they are directors of the Saxmundham & District CIC. |
| 119/21TC | **Minutes of the Previous Town Council meeting.**  **RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 13 December 2021.** |
| 120/21TC | **County Councillor Report** – Apologies were received from County Councillor Richard Smith |
| 121/21TC | **District Councillor Report –**  District Councillor Fisher reported that:   * Access to East Suffolk Council services is now available at Saxmundham library. * East Suffolk Council is creating an arm’s length business to deliver some of the services previously delivered by Norse. * The virtual high street has been launched to help local businesses sell online. * The consultation on cycling and walking has now ended. * A survey for local businesses has been launched. The Clerk confirmed that she has sent the details out to Saxmundham businesses. * The Fromus Centre is offering Wednesday morning breakfast. |
| 122/21TC | **Chair’s Report.**  Councillor J Smith stated that the January Town Council meeting was the first meeting in the 750-celebration year of the anniversary of the Market Charter. He explained that a meeting to plan the programme has been organised.  He also reported that Doctor Havard had requested a letter of support from the Town Council for the proposed new health centre. After discussion the Council agreed to send a letter of support, noting that there was strong existing evidence in the household survey that health services are a priority for residents.  The Town Council noted and approved the request from East Suffolk Council Economic Development Team to create a free Wi-Fi zone in Fromus Square and install digital footfall counters in the Town.  The Chair reported that the Neighbourhood Plan Team will be examining the responses received during the consultation period. The Council noted that there had been 91 responses of which 78 were from individuals and 13 were from statutory consultees and relevant landowners / developers. |
| 123/21TC | **Minutes of the previous committee meetings.**   1. The Town Council received and noted the draft minutes of the Market Hall Committee held on 15 December 2021.   Councillor J Smith reported that the kitchen works are underway and that they should be finished by the end of January. Councillor Hedley Lewis asked the Clerk to check that the Judo mats stored under the stage were fire retardant.   1. The Town Council received and noted the minutes of the Planning and Development Control Committee (PDCC) meetings held on 1 and 22 of December   Councillor Fisher asked that the appointment of another councillor on the Planning Committee be on the February agenda of the Town Council. |
| 124/21TC | **Financial matters.**   1. **RESOLVED: That the Town Council received and ratified the payments and receipts for the Town Council and Market Hall up to 31 of December 2021. (Appendix A)**   Councillor D Eastman reported that she had certified the bank reconciliation up to the end of December. |
| 125/21TC | **Budget 2022 -2023**   * 1. The Council received and noted the budget report to the 31st of December 2021   2. The Town Council discussed the budget and noted that the new draft included an increase in staffing costs so that the new total staffing figure of £84,000 includes the extra funding to cover the cost of the two part-time Town Centre Co-ordinators (new posts). The Council noted that the additional costs of these posts would be funded from external grants and donations that the Council received in 2021.   **RESOLVED:** **That the Town Council adopted the Town Council budget as presented for 2022/2023 with a predicted income of £229,528 and expenditure of £254,620.**   * 1. The Town Council considered what level to set the precept for 2022/23.   **RESOLVED:** **That the Town Council agreed to set the precept at £227,328.05 for 2022/23 which will be a 0% increase to the Town Council’s element of the Council Tax. The cost to a band D property will remain at £143.28.**   1. The Council received a tabled report on the Council’s reserves and year end out-turn position. It was noted that there the Town Council general reserve was well above the minimum figures set out in the Council’s reserves policy and that another underspend was predicted for 2021-22. The consensus of the Council was that there are sufficient funds in the general reserve to meet the shortfall in the budget.   **RESOLVED: That the Town Council agreed to draw £25,091 for 2022/23 from the general reserve to balance the budget.** |
| 126/21TC | **Community Infrastructure Consultation (CIL)**  The Chair open discussion on the item by thanking the citizens that had responded to the CIL consultation. The Council considered the feedback from residents and agreed that most of the projects suggested by the public would be covered by the proposed purposes. A request was made from the Chair to add the further purpose of developments to sports and recreational facilities, and the Council agreed to this addition.  The Chair suggested that once the Council has agreed the purposes for the CIL money the Council should propose and agree projects for funding.  **RESOLVED: That the Town Council agreed seven purposes/priorities for Community Infrastructure Consultation (CIL)** **spending:**  **Purpose 1 - improving access from new housing areas to town centre for pedestrians and cyclists**  **To consider: improvements to paths from Hopkins Estate to centre; routes from other estates (e.g. to west of town) to town centre.**  **Purpose 2 - enhancing children & young people’s recreational facilities**  **To consider: improvements to Seaman Avenue and Memorial Field facilities.**  **Purpose 3 - a more attractive & successful town centre to meet needs of growing population**  **To consider: environmental improvements such as urban trees; improvements to Fromus Square.**  **Purpose 4 – improving community, entertainment, and cultural facilities in town**  **To consider: capital contribution for improvements to Market Hall, Gannon Institute etc.**  **Purpose 5 – improving facilities for non-fossil fuel transport modes**  **To consider: create new bicycle storage facilities; electric charging points.**  **Purpose 6 – developing new or improving existing open or green spaces for the community**  **To consider: environmental improvements to Memorial Field.**  **Purpose 7 – developing sports and recreational facilities**  **To consider: developments to sports and recreational facilities.** |
| 127/21TC | 1. The Saxmundham & District CIC (Appendix 8)   **RESOLVED: That the Council agreed a CIL grant of £2000 for the door security system for the new Fromus Centre to improve safe access by the public.**  (CIL Purpose 4)   1. The Saxmundham Adventure Playground (Appendix 9)   **RESOLVED: That the Council agreed a CIL grant of £2000 for the adventure playground for picnic table and play equipment.**  (CIL Purpose 2) |
| 128/21TC | **Grants -** To receive a report on Grants issued for 2021-2022 (Appendix 10)  The Council noted the Grants Report and that £3,131 remains in the Town Council’s small grant scheme. |
| 129/21TC | **To consider grant request -**  Councillors discussed the Sax Music Festival Grant application and proposed the idea of a partnership event. The decision on the grant was deferred to the February meeting to allow time for the Sax Musicfest team to consider the idea of a partnership event. |
| 130/21TC | **Memorial Field:** (Appendix 12)   1. **RESOLVED: That the Council agreed £2,500 for gate designs from next year’s budget** 2. Members of the Amenities Committee recommended the appointment of Frederick White to design the entrance to the Memorial Field. It was explained that he is an award-winning local designer and has provided previous advice and planting plans. The Committee proposed that his continued involvement would ensure consistency and appropriate expertise to the design and planting throughout the Town.   **RESOLVED: That the Council agreed £1,000 design cost for entrance area of the Memorial Field.** **The Council agreed to appoint the specialist service of garden designer Frederick White (Financial Regulation 11-ii) .** |
| 131/21TC | **Town Centre Coordinators –**  **RESOLVED: That the Council agreed £1,456 for** **laptops for the new appointments.** |
| 132/21TC | **Correspondence**  The Council noted the Correspondence received. The Clerk was asked to provide a report on the use of the Youth Booth for the February Meeting. |
| 133/21TC | **Reports from Councillor Representatives on other organisations.**  Councillor Sandbach reported that the CAB are still working on merger arrangements.  Councillor Eastman explained that the community partnership had been piloting community transport options which could benefit Saxmundham in the future.  Councillor Fisher reported that the state of the footpath between Mill Rd and Seaman Avenue is very muddy. Councillor Fisher has asked that the Town Council report the problem to the County Council as a surfacing issue.  The tree wardens recommended that the 750 trees project be launched as soon as possible. The Clerk and Environment Co-ordinator were asked to create press releases and promote the project.  Councillor Eastman reported that IP17GNS had been busy with funding bids.  Councillor Fisher reported that the next SALC area forum is in March and asked the Clerk to circulate information.  Councillors Sandbach and Findlay reported that the planning inspectorate had asked for an extension until March for the Sizewell C development reporting stage.  The Meeting with the BEIS representative in Snape has been rescheduled. |

**Meeting ended at 9.23pm Roz Barnett, 10/01/2021 Clerk to Saxmundham Town Council**

**Appendix ATable

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