



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday December 13, 2021, Market Hall, Saxmundham

In Attendance - Councillors

Councillor Jeremy Smith (Chair) Councillor Charlotte Hawkins
Councillor Di Eastman (Vice Chair) Councillor Tim Lock
Councillor John Findlay Councillor Nigel Hiley
Councillor John Fisher Councillor James Sandbach

Also present: Roz Barnett (Town Clerk)

Open Forum: No members of the Public attended

100/21TC	Apologies and approval of absence. Apologies were received from Cllr. Roger Hedley Lewis RESOLVED: The Town Council noted and approved the absence.
101/21TC	Declarations of interest and considerations of requests for dispensations. Cllr Di Eastman declared a non- pecuniary interest as she is a trustee of IP17 Good Neighbour Scheme.
102/21TC	Minutes of the Previous Town Council meeting. RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 8 November 2021.
103/21TC	County Councillor Report - No report was received
104/21TC	District Councillor Report – Councillor Fisher had no report but informed councillors that the District Council have asked their staff to work from home.
105/21TC	Chair's Report. The Chair expressed his thanks to all the people that has contributed to the very successful Christmas Lights Switch on Event. Councillor Eastman informed the Council that the date for next year's event has been set for Friday the 2 of December 2022. It was noted that the Council will be recruiting a younger practical events team to help with set up. The committee recorded their thanks to IP17 GNS, East Suffolk Council, the Arts Station, and the Town Council team led by Councillor Eastman. The Chair raised concerns about the impact of the new Covid -19 variant. The situation was discussed, and the Chair outlined contingency plans if the position deteriorates.
106/21TC	Minutes of the previous committee meetings. a) The Town Council received and noted the draft minutes of the Resources Committee held on 29 November 2021. The Council noted that the precept will be set at the January Town Council Meeting.

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	<p>b) The Town Council received and noted the draft minutes of the Amenities Committee held on 22 November 2021. Councillor Lock reported on the First World War memorial walk that is being developed by two residents of the Town.</p> <p>c) The Town Council received and noted the minutes of the Planning and Development Control Committee (PDCC) held on 17 November</p>
107/21TC	<p>Financial matters.</p> <p>a) RESOLVED: That the Town Council received and ratified the payments and receipts for the Town Council and Market Hall up to 30 November 2021. (Appendix A)</p> <p>It was noted that the Cambridge Building Society account now stands at £110,025</p>
108/21TC	<p>Community Infrastructure Levy (CIL) Feedback</p> <p>The Council noted responses from the public on the CIL consultation which were broadly in favour of the Town Council's proposals. Consultee comments and suggestions included: -</p> <ol style="list-style-type: none"> 1. Improved lighting on walkways into the Town. 2. Priority should be Purpose 3 Encouraging footfall on High St and consequent more vibrant commercial activity. 3. Ring-fencing an element of CIL to provide a match-funding grant to local businesses, who have a presence on Saxmundham's High Street and other key areas that interface with the local public. 4. New street and pedestrian signage across the Town that embodies and recognises the massive milestone which is our 750th anniversary of the Town's charter! Each new sign should include a commissioned 750th logo to give tribute to this achievement. 5. A commitment to plant 750 new trees or shrubs across the Town, with especial emphasis on improving areas of neglect through new planting, fencing and, if necessary, landscaping. 6. Outdoor Gym 7. Improving parking 8. The money could be best spent on upgrading the Gannon rooms. <p>The Council agreed noted that the final CIL priority list would be considered in the new year.</p>
109/21TC	<p>Platinum Jubilee Tree Planting</p> <p>The Council discussed arrangements for the Queen's Platinum Jubilee tree planting and considered the gift of an oak tree from East Suffolk Council. The Environment Co-ordinator will be tasked with co-ordinating the tree planting efforts.</p> <p>RESOLVED: That the Town Council supports the initiative to plant 750 trees to mark the Queen's Platinum Jubilee and the 750th anniversary of our Market Charter. The Council also accepted the Oak Tree gift from East Suffolk Council.</p>
110/21TC	<p>The Council considered the motion on a potential Community Governance Review proposed by Councillors J. Smith, D. Eastman and J. Findlay</p> <p>It was agreed that Saxmundham Town Council considers that,</p>


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	<p>(a) in the light of the allocation by East Suffolk Council of the site for the South Saxmundham Garden Neighbourhood (Policy SCLP12.29), which straddles the present parish boundary line between Saxmundham and Benhall,</p> <p>(b) having regard to government guidance set out in the Guidance on Community Governance Reviews issued jointly by the then Department for Communities and Local Government and the Local Government Boundary Commission for England, and in particular the advice in paragraphs 15 and 26, including the following from paragraph 26, "A review may need to be carried out, for example, following a major change in the population of a community or as noted earlier in this chapter (see paragraph 15) to re-draw boundaries which have become anomalous, for example following new housing developments being built across existing boundaries",</p> <p>it would in principle, and subject to appropriate arrangements, be beneficial for the new Garden Neighbourhood community, and for the wider communities of Saxmundham and Benhall, that the new development fall within a single local-level administrative and governance unit, which in this case would be the parish and Town of Saxmundham.</p> <p>RESOLVED: to invite Benhall Parish Council to work together with a view to making a joint approach to East Suffolk Council requesting it to instigate a Community Governance Review, and to that end, to draw up jointly agreed draft terms of reference and new parish boundary lines to propose for such Review,</p> <p>RESOLVED: To authorise the Council's Chair, Vice-Chair and Chair of Resources Committee , together with the Town Clerk, to undertake discussions with Benhall Parish Council on this matter and to report back on the outcome of such discussions, including any jointly agreed proposed terms of reference and proposed new boundaries,</p> <p>RESOLVED: To inform and consult local businesses and residents, and local organisations, in relation to this initiative.</p>
111/21TC	<p>Neighbourhood Plan Cllr J Smith reported that the consultation closes on the 22nd December and urged everyone to respond. He also updated the Council on a recent meeting with planners from East Suffolk.</p>
112/21TC	<p>Street Lighting Councillor Lock expressed concerns that the County Council were removing the heritage lampposts. The Clerk was asked to liaise with the County Councillor and the local Conservation Officer to ensure that the lamp posts are replaced appropriately RESOLVED: That the Town Council ensures that the County Council replaces relevant streetlights with heritage style posts.</p>
113/21TC	<p>Lorry Movement consultation RESOLVED: That the Clerk responds to the Consultation raising concerns about the lorry movement through the centre of the Town.</p>
114/21TC	<p>Town Centre Co-ordinator</p>

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	The Council noted that a donation of £5,531.56 had been received from BoSS, the former Saxmundham business association, and agreed it would be used to support businesses in the Town. The Council noted that the additional funding would be used in conjunction with the East Suffolk Grant and would be used to appoint two Town Centre Co-ordinators for 6 hours each for the fixed-term appointment for an 18-month period at a provisional cost of £13,224.
114/21TC	Correspondence The Council noted the Correspondence received.
115/21TC	Reports from Councillor Representatives on other organisations. Councillor Eastman informed the Council about IP17 GNS Santa Sleigh run and Christmas dinners. She also explained that the High Sheriff had visited the group. The Town Council congratulated the team as they had received the High Sheriff's Certificate of Recognition. Councillor Eastman reported a hole on a footpath bridge and Councillor Fisher agreed to investigate the matter. Cllr Hiley updated the Council on the activities on the Patient Participation Group. Councillor Sandbach updated Council about a proposed merger of the three local Citizen Advice Bureau branches.

Meeting ended at 9.18pm Roz Barnett, 03/01/2021 Clerk to Saxmundham Town Council

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Date

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Appendix A

Saxmundham Town Council					
Payments November 2021					
for the period 01/11/2021 to 30/11/2021					
Date Paid	Item Description	Supplier	Net Value	Invoice Total	Approvals
28/11/2021	Pensions	NEST	£ 381.55	£ 381.55	Annual
28/11/2021	Salary 3	Salary 3	£ 356.17	£ 356.17	Annual
28/11/2021	Salary 1	Salary 1	£ 2,522.05	£ 2,522.05	Annual
28/11/2021	Salary 2	Salary 2	£ 991.24	£ 991.24	Annual
15/11/2021	Transfer	Cambridge Building Society	£ 50,000.00	£ 50,000.00	Minute Number
01/11/2021	VAT Pymnt	Market Hall	£ 473.04	£ 473.04	Annual
08/11/2021	PAYE 2nd Quarter	HMRC - Employee contributions	£ 4,500.18	£ 4,500.18	Annual
18/11/2021	Tools Green Team	JT Pegg & Sons Ltd.	£ 225.30	£ 270.35	Minute Number
18/11/2021	Contract	Suffolk Coastal Norse Ltd	£ 32.19	£ 38.63	Annual
18/11/2021	Contract	Suffolk Coastal Norse Ltd	£ 165.50	£ 198.60	Annual
18/11/2021	Contract	Suffolk Coastal Norse Ltd	£ 31.50	£ 37.80	Annual
18/11/2021	Fixed wire report	PETER KING Electrical	£ 280.00	£ 336.00	Minute Number
18/11/2021	Cleaning materials	Eastern Shires Purchasing	£ 60.20	£ 72.24	Annual
18/11/2021	Noticeboards	Eastern Shires Purchasing	£ 254.00	£ 304.80	Annual
18/11/2021	Stik walkers	DIDDY LONG LEGS	£ 100.00	£ 100.00	Delegated
18/11/2021	Website	NEON CONTENT & COPY	£ 90.00	£ 90.00	Annual
18/11/2021	Printing plan	HUSSEY KNIGHTS Limited	£ 488.50	£ 488.50	Annual
08/11/2021	VAT Registration	Rialtas Business Solutions	£ 59.00	£ 70.80	Annual
18/11/2021	Fire risk assesment	Morgan Fire Protection Ltd	£ 250.00	£ 300.00	Minute Number
01/11/2021	Charges	BARCLAYS BANK	£ 18.15	£ 18.15	Annual
18/11/2021	Newsletter	Leiston Press Publishing	£ 540.00	£ 579.00	Minute Number
29/11/2021	IT Support	Red Dune Ltd.	£ 208.05	£ 249.66	Annual
29/11/2021	Cleaning materials	Judy Chesterfield	£ 138.00	£ 138.00	Annual
01/11/2021	Photocopying	SIEMENS FINACIAL SERVICES	£ 270.52	£ 324.62	Annual
18/11/2021	Grant	MARIE CURIE Cancer Trust	£ 500.00	£ 500.00	Minute Number
18/11/2021	Events update	Design Folk digital media & graphic	£ 348.00	£ 348.00	Delegated
18/11/2021	Garage Doors	Phil Leon Painting and Decorating	£ 421.32	£ 421.32	Minute Number
18/11/2021	Website	Herring Bone Design Ltd.	£ 135.00	£ 135.00	Annual
18/11/2021	NHP Signage	Leiston Press Publishing	£ 348.00	£ 417.60	Minute Number
18/11/2021	New sletter	Leiston Press Publishing	£ 882.00	£ 910.80	Minute Number
01/11/2021	Electric Town Hous	British Gas	£ 62.80	£ 65.94	Annual
09/11/2021	gas Town House	Opus Energy	£ 34.64	£ 36.37	Annual
09/11/2021	ICO registration	Information commisioner	£ 35.00	£ 35.00	Annual
18/11/2021	Xmas Signage	Leiston Press Publishing	£ 218.00	£ 261.60	Delegated
30/11/2021	Water Town House	Wave Utilities	£ 40.00	£ 40.00	Annual
18/11/2021	Serviong	Coastal Fire Ltd.	£ 42.90	£ 51.48	Annual
30/11/2021	Phones	British Telecom	£ 104.98	£ 125.98	Annual
18/11/2021	Logo Design	Ethan Salmon	£ 60.00	£ 60.00	Delegated
18/11/2021	Photocopying	Corona Corporate Solutions	£ 77.88	£ 93.46	Annual
18/11/2021	Xmas Trees	Ian Rix Rookery Farm	£ 600.00	£ 720.00	Minute Number
30/11/2021	WIFI	British Telecom	£ 26.66	£ 31.99	Annual
18/11/2021	Refund expenditurs	Rosalind Barnett	£ 425.40	£ 430.19	Delegated
01/11/2021	Loan Town House	PWLB Lending facility	£ 10,688.62	£ 10,688.62	Annual
29/11/2021	Stationery	H G Crisp (Whites of East Anglia)	£ 81.18	£ 81.18	Annual
18/11/2021	ID Badges	BBB PRINTING	£ 11.25	£ 13.50	Annual
29/11/2021	Stationery	Eastern Shires Purchasing	£ 17.55	£ 21.06	Annual
29/11/2021	Trees/Burning	The George Farnham Gallery	£ 460.00	£ 460.00	Minute Number
01/11/2021	Photocopying	SIEMENS FINACIAL SERVICES	£ 27.32	£ 32.78	Annual
			£ 78,083.64	£ 78,823.25	
Bank Account Balance 30/			£	196,433.51	

Signed

Date

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Market Hall					
Payments November 2021					
for the period 01/11/2021 to 30/11/2021					
Date Paid	Description	Payee	Net Value	Invoice Total	Approval
18/11/2021	ANGLIA	ANGLIA KITCHEN EQUIPMENT LTD	£ 4,610.00	£ 5,532.00	Minute Number
18/11/2021	PETER KING	PETER KING Electrical LTD	£ 280.75	£ 336.90	Minute Number
29/11/2021	JUDY	Judy Chesterfield	£ 192.00	£ 192.00	Annual
18/11/2021	PETER KING	PETER KING Electrical LTD	£ 510.00	£ 612.00	Minute Number
18/11/2021	CURLE	RW Curle	£ 120.00	£ 144.00	Delegated
18/11/2021	ABOUT MEDI	About media	£ 75.00	£ 90.00	Delegated
19/11/2021	EON	E.ON	£ 211.20	£ 221.76	Annual
		Totals	£ 5,998.95	£ 7,128.66	
Bank balance 30/11/2021		£	29,306.00		

Signed  Date 10/1/22