

Saxmundham Town Council



Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday April 11, 2022, Market Hall, Saxmundham

In Attendance – Councillors

Councillors: Di Eastman (Vice Chair), John Findlay, John Fisher, Charlotte Hawkins, Roger Hedley Lewis Nigel Hiley
Tim Lock, James Sandbach, Jeremy Smith (Chair)

Also present: Roz Barnett (Town Clerk) Richard Smith (County Councillor)

Open Forum:

Dr Havard sent his apologies as he was unable to complete the scheduled presentation on the new health centre because of testing positive for Covid 19.

A young person asked the Town Council whether they would consider developing a Youth Council. The Chair responded by suggesting that he presents a written proposal to the Council for consideration. It was noted that the Town Council would need to ensure any Youth Council or Youth Involvement activities was run appropriately and safely which may mean procuring specialist advice.

172/21TC	Apologies and Approval of absence. None Received
173/21TC	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. Councillors Sandbach Hiley and Hedley Lewis declared a non-pecuniary interest in item 163/21TC as they are Trustees of the Gannon Institute.
174/21TC	Minutes of the Previous Town Council meeting. RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 14 March 2022 with a change to the date on page 6.
175/21TC	County Councillor Report. County Councillor Richard Smith reported that he had submitted a letter of support for one stop shop health centre proposed for Saxmundham. He also gave a brief update on the Sizewell C developments and his dismay at the recent statements made by the minister. He reiterated that if the development goes ahead that he would act as spokesperson for the community and would seek maximum compensation for the Town. He was delighted to report that he will pay the full amount for a clock for the Market Hall in commemoration of the Queen's platinum jubilee He explained that Suffolk County Council will continue with a hybrid system of online and face to face meetings. Questions was raised about what the County Council are doing to help families with the cost-of-living crisis and whether there will be a further roll out of the solar panel scheme. It was noted that the Fromus Centre Development team had consulted with the Town Council and Greener Sax on the future of the Saxmundham Community Garden
176/21TC	District Councillor Report Councillor Fisher expressed his concerns that the minister statements on the Sizewell C development could be considered predetermination and would open the doors to a judicial review. Councillor Fisher explained that East Suffolk council taxpayers will receive a £150 automatic tax rebate to help them with the cost of living crisis.

Signed

Date

9/5/22

	<p>He also stated that East Suffolk are running a campaign to encourage residents to recycle glass.</p> <p>He reported that the feedback from the Community Governance Review will be considered by a working group which is being set up</p>
177/21TC	<p>Chair's Report.</p> <p>Councillor Smith explained that he had submitted the Town Council's paper on the proposed changes to Saxmundham's parish boundary. He added that the maps had been discussed with Benhall Parish who had agreed with the Saxmundham proposal.</p> <p>The Chair reported that the Town Council is now carry two vacancies, which have been advertised locally.</p> <p>The Chair informed council that he had attended a Sea Link Virtual Briefing regarding the proposed high voltage undersea electricity link between Suffolk and Kent.</p> <p>The Chair invited Councillors to the 750 Launch event on the 23rd of April which is being run in partnership with the museum.</p> <p>He also asked Councillors to promote the Jubilee Event planned for the 5th of June in the Market Place</p> <p>The Chair shared the news that Clerk will be leaving Saxmundham to take up a post at Bungay Town Council.</p>
178/21TC	<p>Minutes of the previous committee meetings.</p> <p>a) The Council received and noted the draft minutes of the Amenities Committee held on the 28 March 2022.</p> <p>Councillor Lock updated the Council on the Memorial Field project, and that the Committee were expecting the plans for the Memorial Field entrance from garden designer imminently. Councillor Lock reported that the volunteers who are developing the Saxmundham Memorial Trail have researched over 30 casualties and recorded the poignant details of their lives. He was pleased to inform Council that the primary school children have designed the trail markers and were presented with certificates and prizes.</p> <p>He wanted to record the Council's thanks to David Smith from DS Memorials who has donated a memorial stone and has offered to engrave it free of charge.</p> <p>b) The Council received and noted the draft minutes of the Resources Committee held on the 1 April 2022</p> <p>c) The Council received and noted the draft minutes of the Planning and Development Control Committee meetings held on the 3rd and 15th of March 2022</p> <p>The chair asked if they include Town Council decision in the minutes.</p>
179/21TC	<p>Financial matters.</p> <p>a) RESOLVED: That the Town Council received and ratified the payments and receipts for the Town Council up to the 31st of March 2022. (Appendix A)</p> <p>b) RESOLVED: That the Town Council received and ratified the payments and receipts for the Market Hall up to the 31st of March 2022. (Appendix B)</p> <p>c) The Council received and noted the draft year end budget report to the 31st of March 2022 for the Town Council, which showed a projected healthy outturn due to additional income received during the year.</p> <p>The Clerk sent out a report on the public works loan boards still £71,000 and payment will be completed 2025/26.</p> <p>The Clerk reported the balances as of the 31st of March 2022 Cambridge Account £110,091 was and the Barclays Current Account is £122,862.44</p> <p>d) The Council received and noted the budget report to the 31st of March 2022 for the Market Hall. The Clerk reported that the Market Hall was showing a projected healthy outturn due to higher than anticipated income from Market Hall lettings.</p>

Signed



Date

9/5/22

180/21TC	<p>Neighbourhood Plan</p> <p>a) The Council considered the feedback from the public and the revised Neighbourhood Plan for submission RESOLVED: The Town Council agreed the Neighbourhood Draft for submission to East Suffolk District Council</p> <p>b) To consider the Consultation Statement RESOLVED: The Town Council agreed the Consultation Statement</p> <p>c) To consider the Basic Conditions Statement RESOLVED: The Town Council agreed the Basic Condition Statement</p> <p>The Chair paid tribute to the members of the steering group and the thanked them for their contribution.</p> <p>Councillor Eastman reported that she had met with the East Suffolk Council and Greater Anglia to discuss the merging the carparks.</p>
181/21TC	<p>Induction and Training Policy for Councillors - To consider the draft induction and training policy for councillors (Appendix 9). RESOLVED: The Town Council agreed to adopt the induction and training policy for councillors.</p>
182/21TC	<p>Meeting Schedule - To Agree Meeting schedule for 2022-2023 (Appendix 10) RESOLVED: The Town Council agreed to adopt the Meeting schedule for 2022-2023. The Council agreed to hold the Annual Town Meeting on Friday the 27th of May</p>
183/21TC	<p>Gannon Rooms – To receive Report and consider the next steps forward</p> <p>The Council noted that the Charity commission records have been updated and the Town Council is now the sole Trustee for the Gannon Rooms. The Clerk was authorised to remove the three individual trustees.</p> <p>The Council noted that the Clerk has now filed the 2020/21 charity commission annual report.</p> <p>RESOLVED: The Council agreed to quarterly meetings of the Gannon Institute Trust.</p> <p>RESOLVED: The Council agreed to set up the accounts for 2021/2022 on the Rialtas System at a cost of £350.</p> <p>RESOLVED: The Council agreed to advertise the North Room for expressions of interest however any decisions on the Tenant would have to be made at a meeting of the Trust</p> <p>RESOLVED: The Council agreed to seek quotes from architects to draft the specification for improvements and act as project manager for further works in a 3-phase approach.</p> <ul style="list-style-type: none"> • Phase 1 – Heating, basic redecoration, DDA compliant access and essential internal works to re-open the building. e.g., fire detection, alarm, emergency lighting and ring main • Phase 2 – Replacement and reconfiguration of the toilets and reception area. • Phase 3 – External refurbishment including the cupulas
184/21TC	<p>Environment And Climate Change</p> <p>a) Councillor Hiley presented the updated Environment and Climate Change Action Plan. Council agreed that the Environment and Climate Change Working Group would continue monitoring the plan and initiate projects. RESOLVED: The Council agreed the updated Environment and Climate Change Action Plan</p> <p>b) Councillor Hiley outlined the exciting plans for the September Green Market and Consultation event planned for September the 10th 2022 RESOLVED: The Council agreed to a budget of £1000 for the event.</p>

Signed  Date 9(5)22

185/21TC	<p>Correspondence</p> <p>The Council discussed the request for CCTV, and they agreed to consult with Businesses about the installation of CCTV in the Town in the first instance.</p> <p>The Council discussed the concerns of wasted energy at the Market Hall and this was referred to the Market Hall Committee.</p> <p>It was agreed that Stocks could use the Memorial Field for the funfair, but measures needed to be taken to avoid the difficulties experienced the previous year.</p> <p>The Council agreed to sign the Sizewell C letter to the business secretary but suggested amendments to the proposed document.</p>
186/21TC	<p>Reports from Councillor Representatives on other Organisations.</p> <p>Citizens Advice Bureau - Councillor Sandbach reported that the CAB have officially merged. members</p> <p>Footpath warden – Councillor Fisher reported that Mill Lane footpath is still ongoing problem.</p> <p>IP17 Good Neighbour Scheme – Councillor Eastman reported that they have received a grant from a legacy trust fund to be used for health projects in the community. She had also visited Deben community farm which delivers therapeutic activities for young people and adults</p> <p>Sizewell A & B & C – Councillor Hiley and Sandbach reported that they had met with the Sizewell Community team and the slides from the meeting had been circulated to councillors. They advised council that there are sizeable pots of money for community projects and that it is important that Saxmundham benefits from any legacy funding.</p>
187/21TC	<p>Staffing Matters</p> <p>a) The Council noted the resignation of the Town Clerk and that she will be leaving Saxmundham in June.</p> <p>b) RESOLVED: The Council agreed the job description, person specification and advert for the Town Clerk position.</p>
188/21TC	<p>RESOLVED: a Motion to Exclude the Public under the Public Bodies (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted.</p>
189/21TC	<p>Staffing Matters</p> <p>Councillors discussed the staffing structure and agreed that they could afford to proceed with a full time Clerk and the Finance Officer. It was agreed that the Council will discuss interim arrangements if required at the next meeting.</p> <p>RESOLVED: That the Town Council proceeds with the appointment of the Finance and Administration Officer.</p> <p>RESOLVED: That the new Finance Officer and Town Clerk be added to the Bank signature mandate.</p>

Meeting ended at 9.57pm
Roz Barnett, 26/04/2022 Clerk to Saxmundham Town Council

Signed  Date 9/5/22

Appendix A - Town Council Payments March 2022

Saxmundham Town Council				
Payments and Receipts up to 31/03/2022				
Receipts				
Date	Payee/Reference	Description	Amnt Banked	
24/03/2022	Rachel Leggett	Refund	£ 0.20	
25/03/2022	Marketk Hall	WIFIQ3	£ 135.00	
		Total Receipts	£ 135.20	
Payments				
Date	Payee Name	Description	Amnt Paid	Authorisation
01/03/2022	Market Hall	VAT Refund	£ 1,252.28	Annual
03/03/2022	Citizens Advice Bureau	Grant	£ 1,500.00	Minute Number
03/03/2022	British Telecom	Phone & Wifi	£ 211.52	Annual
04/03/2022	NEST	Pension Contributions	£ 407.02	Annual
07/03/2022	Barclays	Bank Charges	£ 8.50	Annual
07/03/2022	Opus Energy	Gas	£ 632.81	Annual
17/03/2022	British Gas	Electric	£ 293.06	Annual
17/03/2022	Corona Corporate Solutions	Photocopying	£ 11.83	Annual
21/03/2022	A Rayner	Refund Compost	£ 25.98	Delegated
21/03/2022	Rosalind Barnett	Salary 1	£ 2,522.05	Annual
21/03/2022	Jennifer Morcom	Salary 2	£ 991.24	Annual
21/03/2022	Amy Rayner	Salary 3	£ 356.17	Annual
21/03/2022	Michael Light	Salary 4	£ 275.44	Annual
21/03/2022	Jess Palmer	Salary 5	£ 267.17	Annual
25/03/2022	HMRC - Employee contribution	Quarter 3 & 4	£ 10,059.40	Annual
25/03/2022	NEON CONTENT & COPY	Website Content	£ 472.50	Minute Number
25/03/2022	Leiston and Sax Mens Sheds	Grant	£ 446.00	Minute Number
25/03/2022	PETER KING Electrical	Gannon & Market Hall	£ 1,041.00	Minute Number/ delegated
25/03/2022	GANNON INSTITUTE	Grant Balance	£ 888.00	Minute Number
25/03/2022	R Barnett	Refund Expenses Clerk	£ 689.92	Delegated
25/03/2022	Wave Utilities	Water final bill	£ 226.89	Annual
25/03/2022	Suffolk Assoc. of Local Council	Payroll	£ 165.60	Annual
25/03/2022	Red Dune Ltd.	Software and IT support	£ 606.00	Minute Number
25/03/2022	Judy Chesterfield	Cleaning	£ 114.00	Annual
25/03/2022	Binder Ltd.	Sewage call out	£ 121.20	Delegated
25/03/2022	SAX MUSIC Festival	Grant	£ 5,000.00	minute Number
25/03/2022	St john's church	Grant	£ 350.00	Minute Number
25/03/2022	RACHEL LEGGETT	Stage 3 Payment	£ 900.00	Minute Number
25/03/2022	CompassPoint Planning & Rura	Stage 3 Payment	£ 1,980.00	Minute Number
25/03/2022	Ethan Salmon	Poster design	£ 100.00	Delegated
25/03/2022	Coastal Fire Ltd.	Sevicing Equipment	£ 81.06	Annual
25/03/2022	OBJENIX Limited	Domain for email Account	£ 72.00	Annual
25/03/2022	Suffolk Coastal Norse Ltd	Waste Disposal	£ 56.00	Annual
25/03/2022	Design Folk digital media & gr	Website Mainenance	£ 45.00	Minute Number
25/03/2022	Sax and District Community Int	Hall hire	£ 60.00	Delegated
25/03/2022	Herring Bone Design Ltd.	Website support	£ 30.00	Minute Number
25/03/2022	Saxmundham Market Hall	Hall Hire	£ 550.00	Annual
		Totals Payments	£ 32,809.64	
Current Account Balance		£122,862.44		

Signed



Date

9/5/22

Appendix B - Market Hall Payments March 2022

Saxmundham Market Hall				
Receipts and Payments up to 31/03/2022				
Receipts				
Date	Payee Reference/Name	Description	Amnt Banked	
01/03/2022	MH118	Hall Hire	£	20.00
01/03/2022	HMRC	VAT Quar 3 Refund	£	1,252.28
02/03/2022	MH 114,115	Hall Hire	£	200.00
03/03/2022	MH125	Hall Hire	£	100.00
04/03/2022	MH127	Hall Hire	£	300.00
11/03/2022	MH114/115	Hall Hire	£	125.00
21/03/2022	108/110/11	Hall Hire	£	550.00
29/03/2022	MH 124/133	Hall Hire	£	30.00
29/03/2022	MH130	Hall Hire	£	290.00
		Total Receipts	£	2,867.28
Payments				
Date	Payee Name	Description	Amnt Paid	Authorisation
07/03/2022	BARCLAYS BANK	Bank Charges	£ 8.50	Annual
15/03/2022	Smartest Energy	Electric	£ 203.00	Annual
16/03/2022	E.ON	Gas	£ 338.40	Annual
25/03/2022	R Barnett	Heater/storage boxes	£ 60.99	Delegated
25/03/2022	Coastal Fire Ltd.	Servicing Equipment	£ 90.60	Annual
25/03/2022	Herringbone Design Ltd	Website maintenance	£ 120.00	Minute Number
25/03/2022	Judy Chesterfield	Cleaning	£ 168.00	Annual
25/03/2022	Saxmundham Town Council	Wifi Contribution	£ 135.00	Annual
		Total Payments	£	1,124.49
Current Account Balance 31/3/2022		£	12,293.17	

Signed _____ Date _____