



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday 13th June 2022, Market Hall, Saxmundham

Councillors

Di Eastman (Chair), John Findlay (Vice-Chair), John Fisher, Charlotte Hawkins, Tim Lock, James Sandbach, Jeremy Smith, Nigel Hiley, Benjamin Gulliford

Also present: Karen Forster (Town Clerk), 2 representatives from East Suffolk District Council, Jess Palmer and a member of the public.

Open Forum:

Jo McCallum (Business Development) and Stacy Cosham (Town Development Co-ordinator) of East Suffolk District Council gave a talk about the support and objectives that are available to the Council in the development of the town. They are working with Halesworth, Bungay and Saxmundham.

Their objectives include supporting community groups, increasing tourism footfall and adding extra support to town councils. They are also working on a cost of living project.

There was a short question and answer session and the Chair thanked them for their presentation and stated that Council and the Town Co-ordinators would be in touch in the future.

14/22TC **Interim Clerk/Responsible Finance Officer:**
It was unanimously resolved to appoint Karen Forster as the Interim Clerk/Responsible Finance Officer.

15/22TC **Apologies:** There were no apologies received.

16/22TC **Declaration of Interest:** Cllr. Eastman declared a non-pecuniary interest in IP17 Good Neighbour Scheme

17/22TC **To consider co-option of new councillor:**
The Council considered Elizabeth Clark's request to join the Town Council. **It was unanimously resolved to co-opt Elizabeth Clark to the Town Council.** She duly signed the acceptance of office which was countersigned by the Clerk. Cllr. Clark then joined the meeting.

18/22TC **Minutes of the Previous Meeting:**
The minutes of the meeting 9th May 2022 were presented for approval. There were two minor amendments made. **It was unanimously resolved to accept the minutes of the meeting held and the Chair signed the document.**

19/22TC **Minutes of the Previous Committee Meetings:**
a) The draft minutes of the Resources Committee held on the 13th May 2022 were received and noted.
b) The draft minutes of the Market Hall Committee held on the 18th May were received and noted.

20/22TC **County Councillors Report:** County Councillor Richard Smith sent his apologies.

Signed _____

Date _____

21/22TC **District Councillors Report:** District Councillor John Fisher stated that:

- A Climate Change officer had been appointed by ESDC.
- An affordable housing plan has been adopted.

The Chair thanked him for his report.

At this point Cllr. Sandbach arrived (7.40pm)

22/22TC **Chairs Report:**

- 1) The Town House door now had a new lock. Due to an incident, the code for this would only be given to members of staff, a member of IP17 and a couple of Councillors. There are now bells to gain access.
- 2) The Chair had attended a meeting with East Suffolk and Anglia Rail to discuss a link between the East Suffolk District Council car park and the Station car park. Both parties are keen to progress. They are looking at a feasibility study which will be funded by ESDC. Cllr. Lock asked to be involved in this project.
- 3) The Chair reported that she and Cllr. Smith had attended a meeting with S. Salter regarding lighting in the passageway of 32, High Street. The owners are happy to allow STC to install lighting on their land. This would be financed through CIL.

23/22TC **Committee Structure:** Cllr. Findlay presented the recommendations from the Resource Committee regarding the committee and working groups. After discussion the following was proposed:

- The CIL working Group will be incorporated within the Neighbourhood Plan Steering group on the basis that the NPSG will make recommendations, recognising that the decision will be made by the Council.
- The Communications & Consultation working group and the Events Working group will be disbanded. In its place a new Committee called Events and Communications will be created. Members and terms of reference to be agreed. **NOTED**
- The Memorial Field working group will be disbanded and its activities incorporated within the Amenities & Services committee.
- There will be a new Committee known as the Gannon Institute Management Committee. The members of the Market Hall Management Committee will be on this new committee which will meet directly after the Market Hall Management Committee. **NOTED**

It was resolved with a vote of 9 members in favour and 1 abstention to proceed with the above items.

24/22TC **Code of Conduct:** After discussion, it was unanimously resolved to adopt the Model Code of Conduct 2020.

25/22TC **Financial Matters:**

The Clerk apologised that due to time constraints she did not have the detail of the payments and would provide them next month. She stated that the Chair had checked and validated the bank reconciliation for end of May.

26/22TC **Audit:**

- a) The Internal Audit was presented – there were 3 minor items which had been resolved. **NOTED**
- b) **It was unanimously resolved to approve the completed Annual Governance Statement and the Chair and the Clerk signed the document.**
- c) **It was unanimously resolved to approve the completed Accounting Statements and associated Annual Return and the Chair and the Responsible Finance Officer signed the document.**

Signed _____

Date _____

27/22TC **Gateway Entrances:**

Cllr. Lock proposed to proceed with the design of the gateways by the Highways division of Suffolk County Council at a cost of £ 4,458.06. This is within the current year budget. After discussion **it was resolved to proceed with this order by 8 members in favour and 2 abstentions.**

28/22TC **Speedwatch:**

Cllr. Lock reported that he had been in contact with Highways who have completed the monitoring of the speed on the road exiting to the A12 from Saxmundham. The data will be forwarded shortly. There has been some response to setting up a speedwatch team. The Clerk is to liaise with Cllr. Lock and Cllr. Smith. **NOTED**

29/22TC **750 year Anniversary of the Charter of Saxmundham**

The Chair reported that a small team of people had been created to manage this event that she was heading up. She made the following comments:

- Volunteers would be needed on the Friday and Saturday.
- The event is currently in budget
- Street posters are arriving 14/6/22
- A flyer is being delivered through the postal system before the end of June
- A supplement is being included in the EADT, highlighting the event.

30/22TC **Worknest Health & Safety Matters.**

- a) **It was unanimously resolved to adopt the Health and Safety Handbook 2022 as prepared by Worknest**
- b) **It was unanimously resolved to adopt the Health and Safety Policy Manual 2022.**

Council wished to minute their thanks and appreciation to Jen Morcom for all her work in setting up and managing the Health and Safety procedures in the past.

31/22TC **Community Governance Review**

The recommendation was made to amend the parish boundary of Saxmundham to incorporate the new garden neighbourhood. ESDC has agreed and they will vote on it 6th July 2022. Cllr. Smith proposed that Saxmundham Town Council should write to support their proposal. **It was unanimously resolved to support this proposal.**

Meeting ended at 8.40pm

Karen Forster
Interim Clerk to Saxmundham Town Council

Signed _____



Date _____

13/7/22.

