



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday 13th February 2023, Market Hall,

Councillors

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

Also present: Katy Bailey (Town Clerk), Sharon Smith (RFO)

Open Forum: There were four members of the public.

123/22TC A member of the public raised her dissatisfaction at not receiving leaflets pertaining information about the Sealink Development. She wanted to follow up from the last meeting and asked about progress with regards to encouraging the importance of off-shore sub stations and organising a public meeting. (Item 12 discussed after declaration of interest 126/22TC)

124/22TC **Apologies and approval for absence:**

- No absences

125/22TC **Declaration of Interest:**

- Cllr Di Eastman declared a non-pecuniary interest for IP17 GNS
- Cllr John Fisher declared a non-pecuniary interest as a District Councillor

126/22TC **Item 12 on the agenda – The Council agreed to move this item forward as it was relevant to the concerns raised by the public.**

Energy Projects:

- Tom McGarry from Sizewell C is leaving EDF to join the National Grid to lead on the Sea Link project 23rd February 2023.
- The Council is considering having an open public meeting with EDF but will wait until Tom McGarry's successor is in place.
- EDF are planning some trial train movements on the East Suffolk Line. They are going to put a test train through on Saturday 18th February 2023 overnight, undertaking live exercises to understand how to reduce possible disruption.
- A member of the public referenced 700 extra lorries and that the infrastructure would not be able to cope with the disruption.
- Cllr Nigel Hiley informed the Council the opposition Councillors of the District Council had tried to initiate a debate on Sea Link and Euro Link but the motion to debate it was defeated so it was taken back to cabinet.
- It was noted that the Council would pass on any notification of meetings when received.

127/22TC **Minutes of the Previous Meeting:**
The Minutes of the meeting held on 9th January 2023 were presented for approval.
Amended errors.

Signed _____ Date _____

- 109/22TC C) – Cllr Jeremy Smith referred to as Cllr John Smith
- 110/22TC – Cllr Jeremy Smith referred to as Cllr John Smith

It was unanimously resolved to accept the amended Minutes of the meeting and the Chair signed the document.

The Minutes of the Extraordinary Meeting held on 16th January 2023 were presented for approval.

It was unanimously resolved to accept the Minutes of the meeting and the Chair signed the document.

128/22TC

Minutes of the Previous Committee Meetings:

- a) The draft minutes of the Resources Committee held 30th January 2023 **were noted.**
- b) The draft minutes of the Amenities Committee held 1st February 2023 **were noted.**
- c) The draft minutes of the Market Hall Management Committee held on the 18th January 2023 **were noted.**
- d) The draft minutes of the Gannon Institute Management Committee held on the 18th January 2023 **were amended (spelling error 28/22GIMC singed replaced with signed) & noted.**
- e) The draft minutes of the Events and Communications Committee held 23rd January 2023 **were noted.**
- f) Planning & Development Committee:
 - a. The draft minutes of the Planning & Development Committee held 1st February 2023 **were noted.**
 - b. The proposal from the Planning & Development Committee regarding the Town Council's response to the consultation on the Levelling Up and Regeneration Bill was presented by Cllr Nigel Hiley.
 - c. The Council resolved to endorse the recommendations of the Planning Committee and invite any further contributions by other Councillors by 20th February 2023, then delegate authority to the Chair and Clerk to draw up any final draft if any comments made on a consensus basis.

129/22TC

County Councillor's Report:

County Councillor Richard Smith was unable to attend the meeting and sent his apologies.

130/22TC

District Councillor's Report:

District Councillor John Fisher:

- Cllr John Fisher said that there was nothing to report.
- Cllr Jeremy Smith enquired about the final budget decision from the District Council. The Chair reported that the increase had been agreed at 2.81% from East Suffolk District Council and 3.99% from Suffolk County Council.

131/22TC

Chair's Report

Coronation Feedback

- The Coronation logo had been released for media promotion.
- Cllr Di Eastman confirmed the dates for the Coronation weekend 6th May – 8th May 2023.
- The Coronation will be shown in The Market Hall with light refreshments served.
- Monday 8th May will be Volunteers Day including activities around the town in the morning possibly involving the Green Team and then a cream tea at The Market Hall in the afternoon
- Action - Flags and bunting to be organised.

Arts Festival Update

- Building on last year's summer event, The Arts Festival is happening on the 10th June 2023 in collaboration with The Art Station, Britten Pears Arts Trust and other community groups. It was confirmed that road closures would be in place for the event.

Signed _____ Date _____

132/22TC

Clerks Report

The Clerk commented on the following:

- The Town Council is in the process of updating the website after training last week.
Action – Councillors asked to check the website, especially their own details and let the Town Clerk know if there were any updates.
- The Town Clerk had met with Stuart Watson from CYDS with regards to linking up and consulting with them about improvements to the Seaman Avenue playground.
- Newsletter – e-newsletter sent out at the end of January. Councillors were asked for contributions to future editions.
- Main newsletter may be delayed until May.
Action – Cllr Di Eastman to make a decision as to when this will go out.

133/22TC

Financial Matters (chaired by Cllr John Findlay):

a) It was unanimously **RESOLVED** to note and ratify the payments and receipts for January 2023 for the Town Council, Gannon Institute and the Market Hall.

b) The Bank balances were reported as follow:

Gannon Institute	£4,664.13
Market Hall	£16,806.41
Town Council (Unity Bank & Cambridge BS)	£197,573.67

c) The Town Council reviewed the budget versus actual income and expenditure at 31st January 2023.

Cllr John Findlay talked about tracking the budget to see where we have over and under spent. Where there is unexpected expenditure, he asked whether you modify the budget, or do you show where the expenditure has been over or under budget.

Cllr Jeremy Smith referred to the Financial Regulations and highlighted that this should be set out there and they should be followed by the Council.

- Cllr Jeremy Smith asked if we were on track as the Rialtas statement was not clear and he was concerned that we had spent our budget, yet we were not at the end of the year. Sharon Smith (RFO) confirmed that everything was on track.
- Action - It was agreed that in future the budget spreadsheet would be submitted for the Full Council Meeting as it is clearer for looking at the budget.

d) It was unanimously agreed to approve the Resources Committee recommendations to adopt the revised Model Publication Scheme.

It was unanimously agreed to approve the Resources Committee recommendations to adopt the Model Financial Regulations (unchanged since the last approval).

e) It was noted the s.137 expenditure limit of £8.82 per elector for the financial year 2022-2023.

f) Sharon Smith (RFO) reported that she was preparing for the audit. Everything was on track for the 27/04/2023. The RFO also announced that she had been appointed as Finance Manager for SALC as of 1st March 2023 on a part-time basis. This will not affect her employment at Saxmundham Town Council.

134/22TC

Council Election

a) Arrangements for the nominations of councillors were noted.

- Nomination papers must be submitted for **all candidates**, including current councillors wishing to stand for re-election.

Signed _____ Date _____

- Town Clerk will submit the nominations to East Suffolk District Council if wanted.
 - Deadline is 4th April 2023 16:00
 - The nomination paper requires the name, signature and the elector number of two electors on the Electoral Roll , proposing and seconding the candidate.
 - Voters must bring photo ID to the election or the free voter ID available from the Government.
- b) It was noted that the pre-election period (Purdah) commences on 16th March with the elections being on 4th May 2023.
- c) It was agreed to change the date of the Town Council meeting scheduled for 8th May 2023 to 15th May 2023 to comply with paragraph 7 (2) of Schedule 12 to the LGA 1972.

135/22TC **Memorial Field**

An update from Cllr Tim Lock regarding the progress with the Memorial Field was received.

- There were a couple of outstanding items, including the watering system and a spring for the gate.
- Action – Town Clerk to chase up on the picnic bench and other benches.

Neighbourhood Plan

136/22TC

Cllr. Jeremy Smith updated the following:

- Cllr Jeremy Smith expressed thanks to all who had attended The Neighborhood Plan public hearing.
- Cllr Jeremy Smith had received and circulated the post hearing note by the Examiner in which he indicates his view that the Council was not allowed to have specific policies for the Garden Neighbourhood given that it splits between Saxmundham and Benhall.
- Cllr Jeremy Smith had worked with our consultant to update The Neighbourhood Plan changing the policies and giving greater weighting to AECOM.
- The Examiner has invited Ben Woolnough to explain what the District Council master planners are proposing. Cllr Jeremy Smith thought that there may be a referendum in the Autumn.
- Cllr John Findlay proposed that Cllr Jeremy Smith be thanked for his work on the Neighbourhood Plan. This was unanimously agreed.

137/22TC **East Suffolk Democratic Planning Alliance**

- There was a meeting involving several Parish Councils at Grundisburgh because they felt that East Suffolk District Council planning department was not listening to the concerns of the smaller parishes.
- The sentiment of this proposal has sympathy from the Council but it was felt that they were unsure about the course of action and needed more information.
- Action – Cllr Nigel Hiley to send updated letter and report back to full Council after the group's next meeting.
- The motion was withdrawn, to be submitted at a later date.

138/22TC **Reports from outside bodies**

Reports received from outside bodies:

- a) CAB – Cllr James Sandbach –
 - Nothing to report – Cllr James Sandbach no longer on the board.
- b) Community Partnership – Cllr Di Eastman – nothing to report.
- c) IP17 GNS – Cllr Di Eastman
 - Cllr Di Eastman to report back after strategic planning meeting.

Signed _____ Date _____

- d) ESTA- Cllr John Fisher - committee met – nothing to report.
- e) Footpath Warden – Cllr John Fisher –
 - Flooding on path between Seaman Avenue and Mill Road was reported to the District Council, but they felt that it was not bad enough to take action.
- f) Tree warden – Cllr John Fisher- nothing to report.
- g) PPG – Cllr Nigel Hiley & Cllr James Sandbach. Cllr Hiley had received the minutes from the November meeting.
- h) SALC – Cllr Di Eastman & Cllr John Findlay. Nothing to report.
- i) Sizewell A,B & C – Cllr James Sandbach and Cllr Nigel Hiley. Final investment likely in the next 12 – 18 months. They have begun cutting trees down in Kenton Hills.

139/22TC

Possible Land Transfer

The Council considered a possible transfer to the Council of land adjacent to 32 High Street. It was unanimously RESOLVED to, in principle, support the acquisition of the land subject to the satisfactory conclusion of legal, financial, maintenance, and public access rights' matters. It was further agreed to authorise Cllr Jeremy Smith, in conjunction with the Officers, to liaise further with the landowners and for the Town Council to contribute a reasonable financial amount towards legal expenses.

140/22TC

The Council noted that a complaint had been made to the ESC Monitoring Officer.

Meeting ended at 21:15 (It was noted at 21:00 that 2 hours had been passed, but agreed that we should complete the final item on the agenda)

Katy Bailey

Clerk to Saxmundham Town Council

Signed _____ Date _____