



Saxmundham Town Council

Minutes of the meeting of Saxmundham Town Council held on Monday 8th December 2025
at the Fromus Centre, Street Farm Road, Saxmundham at 7:00 pm.

Minutes

89/25TC Attendees

Cllr John Findlay (Chair)
Cllr Geraldine Barker (Vice Chair)
Cllr Marianne Kiff
Cllr John Fisher
Cllr James Sandbach
Cllr David Humphreys
Cllr Steve Peck
Cllr Georgina Burns
Cllr Laura Purina
Cllr Tim Lock

Apologies

Cllr Jeremy Smith - accepted
Cllr Elizabeth Clark - accepted

Also Present

Sharon Smith (Town Clerk)

90/25TC Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

91/25TC Open Forum

County Cllr Richard Smith sent apologies for absence. District Cllr John Fisher had nothing to report. There were no members of the public present.

92/25TC Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 10th November 2025

93/25TC National Association of Local Councils Star Council Awards

The Council noted that it has been shortlisted as finalists for 'Council of the Year' in the NALC Star Council Awards 2025-2026. The winners will be announced at a Parliamentary Reception in February 2026 at the House of Lords.

94/25TC Committee Minutes

The Council received the draft minutes from the:

- a) Civic and Community Committee meeting held on 6th November 2025.
- b) Planning and Development Control Committee meeting held on 10th November 2025.
- c) Amenities and Services Committee meeting held on 20th November 2025.

Signed _____ Date _____

95/25TC Nationally Significant Infrastructure Projects

- a) Cllr Geraldine Barker presented her written report on energy projects, which had been circulated in advance and is published on the Town Council's website. She further updated the Council on the outcomes of the most recent Sizewell C Southern Transport Forum, including updates on roadworks and the planned opening of the Park and Ride sites. Cllr Barker reported that she had raised a concern at the Forum regarding the potential for increased fly-parking arising from Sizewell C's provision of bus services collecting workers from Saxmundham railway station, which may encourage workers from neighbouring villages to park in the town. The Forum advised that the Fly-Parking Response Unit would respond promptly to any issues identified.
- b) The Council noted the Written Representation submitted for the Sea Link examination which had a deadline before the meeting date.
- c) It was **unanimously resolved** to approve responses to the East Suffolk Council and Suffolk County Council Local Impact Reports for the Sea Link examination.
- d) It was **unanimously resolved** to approve the response to the applicant's change request for the Sea Link examination regarding the proposed B1119 diversion route.
- e) It was **unanimously resolved** to approve the response to the Suffolk Water Recycling, Transfer and Storage Project non-statutory consultation.

96/25TC Local Government Reorganisation

- a) The Council received a report from the Town Clerk on Opportunities for Devolved Assets and Services and **unanimously resolved** to approve the recommendations set out in the report. It was noted that, should the proposed Garden Neighbourhood be approved, this could result in an increase in the number of Town Councillor seats and, on that basis, it was not approved to pursue this matter at this time.
- b) The Council noted the government's consultation on proposals for Local Government Reorganisation for Norfolk and Suffolk which closes on 11th January 2026.

97/25TC Strategic Planning

The Council reviewed and noted progress against the current year's Annual Delivery Plan. Following consideration of member contributions on future priorities, it was **unanimously resolved** to approve the Annual Delivery Plan for the forthcoming year.

98/25TC Finance

- a) The Council noted the schedule of payments and receipts together with the bank balances as at 30th November 2025.
- b) The Council received the budget versus actual income and expenditure report to 30th November 2025, including the year-end forecast.
- c) It was **unanimously resolved** to create new earmarked reserves to hold grant funding for the Destination Website - £4,275 and the Saxon Road Allotment Garden - £3,000.

Signed _____ Date _____

99/25TC Financial Year 2026-2027

- a) The Council received a report from the Town Clerk setting out the outcome of the staffing review and the recommended staffing restructure, as endorsed by the Resources Committee.
- b) It was **resolved by majority** to adopt the draft balanced budget of £312,781 for the financial year 2026–2027.
- c) It was **resolved by majority** to set the precept at £304,121 for 2026–2027, representing a 10% increase on last year’s precept, principally to increase staffing capacity to address current operational pressures. The cost to a Band D property will be £181.65 per annum (£3.49 per week), representing an increase of £16.51 per annum (£0.31 per week) compared with last financial year.
- d) The Council received an update from the Town Clerk regarding the Resources Committee’s original recommendation for an 11% precept increase for 2026–2027, and the subsequent use of an earmarked reserve which enabled the Town Council to approve a revised 10% increase.

100/25TC Policies

- a) It was **resolved by majority** to approve the annual review of the Community Events Policy.
- b) The Council conducted the annual review of the Civility and Respect Pledge and the Model Councillor-Officer Protocol.

101/25TC Next Meeting

The Council noted the date and time of the next meeting which is scheduled for Monday 12th January 2026 at 7:00 pm.

The meeting closed at 8:30 pm.

Sharon Smith
Town Clerk

Signed _____ Date _____