



Saxmundham Town Council

Market Hall

High Street

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Minutes of a meeting of Saxmundham Town Council held at the Market Hall on Monday 14th MARCH 2016 at 7.15pm

Present:

| | |
|--------------------------|----------------------------|
| Cllr R. Plant – Chairman | Cllr Mrs L Jardine |
| Cllr P. Dunnett | Cllr Miss P MacKay |
| Cllr Mrs A Eves | |
| Cllr P Ewart | Cllr Ms C Trotter-Langlois |
| Cllr J Fisher | Cllr M. Turner |
| Cllr K Howe | |

In attendance:

Ms M. Gallop, Town Clerk
Imogen Green, Clerical Assistant
Rachel Rowe SCC
Richard Cornwell, EADT
2 members of the Public

PUBLIC FORUM :

- An update on the Three Communities Cycle path was given - a survey will be conducted at the local schools the week after the Easter break. They will request responses back as soon as possible.
- The Scout Leader thought it would be beneficial to have a plan for usage on the Memorial Field with increasing numbers of children attending clubs, public usage, the hiring out of the Scout Hut for events, and the proposed implementation of a Skate Park. A full crossing is badly needed together with seating and a larger area for parking. Cllr Plant advised that Highways had previously told us that there is no need for a controlled crossing despite the increased housing. The Youth facility will soon be up and running together with other various events planned for the Memorial Field. The possibility of supplying a permeable surface for extra parking would need to be financed by a number of users of the Memorial Field. Agenda item for April meeting.

REPORT FROM THE COUNTY COUNCILLOR: Cllr M Gower did not attend.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Dunnett had circulated the monthly report and advised that there was a joint Cabinet meeting being held this evening.

Cllr Fisher advised that Devolution is changing all the time and the possibility of closer working with Waveney is still under discussion.

AGENDA

4813. TO RECEIVE DECLARATIONS OF INTEREST:

- To Receive Amendments to the Register – **None declared**
- To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda – **None declared**
- To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda – Cllr Dunnett and Cllr Fisher declared an interest as District Councillors regarding planning matters.
- To Consider Full/Partial Dispensations for Pecuniary Interests declared **n/a**

4814. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Sandbach, work commitments

4815. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 08 FEBRUARY 2016 TOWN COUNCIL MEETING: Unanimously agreed and signed. **Motion carried.**

4816. TO CONSIDER CORRESPONDENCE RECEIVED:

A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:

- 881 email from SALC regarding Highways matters
- 882 AONB monthly update
- 883 email Nikki Berry – new leaders for Sizewell B and Sizewell C Press release
- 884 email Suffolk Police Community Safety Unit
- 885 CATS – Rural Transport Contracts
- 886 email Eastfeast – thank you for donation
- 887 Age UK Suffolk – thank you for donation
- 888 email SCC – Suffolk’s Year of Walking May 2016 to May 2017 – ideas please

B – CORRESPONDENCE TO BE DISCUSSED BEFORE REPLY:

- 287 email SALC War Memorials – free workshop in Pulham St. Mary- 19th March. No one was able to attend.
- 288 Saxmundham Free School – response to our letter regarding traffic congestion on Seaman Avenue. The meeting was closed to enable Cllr Plant to converse with Rachel Rowe. Meeting re-opened.
School transport is available for students living in Saxmundham travelling to Leiston but the same does not apply to students living in Leiston and the surrounding area who wish to come to Saxmundham Free School. This results in a large number of students having to travel to the school independently. The Free School are doing all they can to alleviate this problem by running their own school minibuses but cannot accommodate the number of students. It was thought that education for all children should be the responsibility of the state. The entrance to the Ambulance Station in Seaman Avenue is frequently being blocked by parked cars which could have serious consequences if Ambulances cannot get out of their entrance immediately. Cllr Plant will write to them.
- 289 Letter from Mary Moore regarding Saxmundham Town Sign – refurbishment of sign needed – Clerk to ascertain costs.

C – OTHER CORRESPONDENCE RECEIVED TO DATE:

| | | | |
|------|-------------------------|--|--|
| C521 | Email Live well Suffolk | Health Walks | Circulation |
| C522 | Suffolk Police | Newsletter Neighbourhood Watch | AGM 15 April -Woolpit Suffolk - circulation |
| C523 | Email Neil Thomas | Suggestion – he thought the TC should consider purchasing an additional dog bin on the Memorial Field | There are two bins on the Memorial Field and they have to be accessible to the bin collectors. |
| C524 | Email Andrew Gee SCC | Buses 196 & 521 – one journey per day cancelling service as of 20 April 2016 –Low patronage & poor revenue | Circulation |
| C525 | Email Jane Gale | Sax Museum 23 March 7pm celebrating 2016 season opening | The Clerk and Cllrs Mrs Jardine, Howe and Plant will attend. |

4817. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS: Cllr Plant thanked everyone who had worked tirelessly in planting the trees on the Memorial Field. The Clerk advised that is exactly what she had been going to say herself!

4818. TO NOTE ACTIONS FROM FEBRUARY MEETING:

| ACTION FROM: | BY: | STATUS: |
|---|------------|---|
| B 286 Traffic Congestion on Seaman Avenue | Town Clerk | Letter written to Sax Free School – response received – B 288 – previously discussed. |

4819. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE: Cllr Mrs Jardine advised:

- To approve the monthly Finance Report to the end of February 2016: The Clerk had reconciled this last week and Cllr Mrs Jardine signed them off and proposed approval of the monthly Finance Report Seconded by Cllr Ewart. However Cllr Fisher queried the payment of £500 to the Architect as he explained that just because we had an amount in the budget for a project did not mean that it was agreed for payment. He thought that the Town Council should agree the actual work before it was begun to enable payment when completed. Cllr Plant thought that we may have inadvertently confused Mr Lucas with the procedure of work being carried out on the Market Hall and a letter has been written to him with our explanation. Cllr Plant proposed we vote on the motion, 9 Councillors in favour. Cllr Fisher abstained. **Motion carried on majority.**
- To agree the Management Risk Assessment – Cllr Mrs Jardine explained that four people had spent some considerable time and effort on this and recommended approval of the Management Risk Assessment, seconded by Cllr Plant. **Motion carried.**
- To agree the revised Financial Regulations - Cllr Mrs Jardine had previously circulated the Regulations to all Councillors with notes on amendments. The amendments were agreed and Cllr Mrs Jardine proposed approval of the revised Regulations , seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried.** The Clerk will update these and circulate to all members.
- To consider the purchase of an additional Town Council computer. Cllr Mrs Jardine advised that this proposed purchase originally came from Cllr Fisher for use to look at the accounts system and for the Information Point at the Police Station. However after much discussion between Cllrs Fisher and Mrs Jardine regarding compatibility of computers for the accounts it transpired that the Town Clerk's computer cannot be updated with Windows 10 due to its age and it might be more appropriate to supply the Clerk with either a new desk top around £500 together with a new monitor about £180. A laptop would cost in the region of £550 to £750 but concern was raised about the safety of having a mobile computer. Also consideration has to be given to the content on the disk and whether the data could be recovered or completely replace the drive. Costs on this will be available for the next Finance meeting.
- To confirm the decision of the Finance Committee to give a donation to Headway Suffolk – After further enquiries regarding the number of local residents this charity has assisted Cllr Mrs Jardine proposed we donate £400, seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

4820. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE: - Cllr Dunnett advised the recommendations of the Planning Committee to the Council regarding the applications below:-

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| DC/16/0506/FUL | Mr G & M Jackson | Bakery, Back of Market Place, Saxmundham | Demolition of existing buildings and erection of four new dwellings and associated parking | No objection to this actual development .However this will have a general impact on infrastructure in this town. |
| DC/16/0383/FUL | Mr A Smith | Land adjacent 31 Rendham Road, Saxmundham | Construction of new dwelling | Serious concerns regarding vehicular access without the need to reverse onto a busy highway with close proximity to pedestrian crossing. |

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|----------------|------------|---|---|---|
| DC/16/0709/ARM | SCC | Former County Primary School Fairfield Road, Saxmundham | Reserved matters (layout appearance, scale & landscaping) for 15 dwellings | No objection to the plan itself but this will have a serious impact on infrastructure. –Distinct lack of parking, congested parking -an already over-subscribed Primary school and Drs surgery. |
| DC/16/0663/ADN | Mr A Smith | 26 High Street, Saxmundham | New non illuminated fascia signage to the exterior of the building and internal illuminated displays. | No objections to this application. |

Cllr Dunnett proposed approval of the above as agreed at the Planning Committee meeting. Seconded by Cllr Fisher. Unanimously agreed. **Motion carried.** However he expressed the concern of the Council regarding the shortage of parking in the various developments and many congested roads in Saxmundham. We also already have an over-subscribed Primary School and Doctor's surgery and have expressed our concerns to Suffolk Coastal District Council.

- 4821. TO CONSIDER A DATE FOR A LITTER PICK IN SAXMUNDHAM:** It was unanimously agreed to hold a Litter Pick on Saturday 16th April at 10am. The Clerk will advertise this in Sax News requesting volunteers and informing everyone to meet up on that date in Fromus Square at 10am.
- 4822. TO RECEIVE AN UPDATE ON THE PROPOSED SKATE PARK:** Cllr Ms Trotter-Langlois advised the top three Skate Park providers chosen by the youngsters were as follows: i) Free Style Skate Park, ii) Canvas Skate Park and iii) Wheelscape . Financial Insurance checks and organisation procedures have to be checked. Having looked at the maps of the underground drainage on the Memorial Field it was decided that it would be the best place to site the Skate Park. Cllr Miss MacKay proposed that the Skate Park is located on the Memorial Field, seconded by Cllr Turner. Unanimously agreed. **Motion carried.** A planning application will be completed and sent to SCDC from the Town Council with the appropriate fee . Once we receive a favourable response work can commence.
- 4823. TO RECEIVE AN UPDATE ON THE PROPOSED SAXMUNDHAM BIKE TRACK:** Cllr Ms Trotter-Langlois advised that the land has been cleared and sorted and only the burning has to be completed. A meeting with Rob Coxage, who was involved in the Sudbourne bike track, has taken place and they have agreed to assist. Funding will be needed of approximately £5k-£10k. Cllr Ms Trotter-Langlois has already written to Tesco's for a possible grant.
- 4824. TO RECEIVE AN UPDATE ON THE MEN IN SHEDS PROJECT:** Cllr Turner advised that they wish to have a computer repair workshop. The possible location for the Men's Shed will be in a garage at the Police Station but infrastructure will have to be installed. Cllr Turner advised that he will bring a Plan to the April meeting.
- 4825. TO RECEIVE AN UPDATE ON PROGRESS ON FACILITATING A NEIGHBOURHOOD PLAN:** Cllrs Plant and Mrs Jardine have been researching this proposed plan and Cllr Plant will organise an informal meeting with the Chair/Vice Chair of Benhall and Kelsale/Carlton. A strong Chairman of the Steering Committee will be necessary. Both David Lees from the Free School and the Manager of Meadowbrook Play group have shown a keen interest. Benhall will meet Thursday week and Councillor Plant will attend their meeting on Thursday 31st March.
- 4826. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:**
Cllr K Howe advised that the Terms of Reference for the Market Hall, prepared by the Clerk, had been approved by the Market Hall Management Committee. He proposed that the Town Council approve them, seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried.** These Terms may have to be modified once the Deed of Trust has been allocated.
Possible re-decoration of the Market Hall has been investigated and Cllr Miss MacKay will assist Cllr Howe with the colour scheme.

Cllr Miss MacKay advised that the caterers for the tea party to celebrate the Queen's birthday are unable to assist but another caterer has been found. The WI have also offered to help. The entertainment has been organised and Cllrs Ewart, Mrs Jardine and Plant have kindly offered lifts to any residents who are unable to get to the Market Hall for the tea party. Cllr Mrs Eves is assisting Cllr Miss MacKay with this event.

Cllr Mrs Jardine has attended all meetings regarding the Local development Plan. The plan has been reviewed by SCDC Scrutiny Committee and will now be forwarded to SCDC full Council..

Cllr Fisher advised that the idea of purchasing 40 trees was agreed some two years ago to commemorate those who had died in the First World War. He and two others met with a rep from Crown Nurseries on the Memorial Field. The Nurseries suggested various planting materials and Cllr Fisher expressed his gratitude to all those who had helped with this project during last week, namely Cllr Miss MacKay, Cllr Ms Trotter-Langlois, Cllr Turner and members of Greener Sax. Cllr Ms Trotter-Langlois gave her thanks and appreciation for all the work Cllr Fisher had done in planting and organising this project. It was decided over two years ago that the Town Council would purchase 40 trees in memory of the fallen in the first World War. The Clerk will contact the gentleman who offered to provide a placard in memory of those who died. Children will also need educating about the care and growth of the fruit trees.

Cllr Ewart advised that the BOS AGM will be taking place at Marshall Hatchick on this coming Friday and the next event will be on the 22nd June. The Customer Services Award will be presented at the AGM.

4827. DATE AND TIME OF NEXT MEETING: 11 APRIL 2016 at 7.15pm and the Annual Meeting of the Town - Monday 18 April 2016 at 7.15pm

The meeting closed at 10.00pm.

4828. 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 :

TO RECEIVE A REPORT FROM THE PERSONNEL COMMITTEE AND CONSIDER ITS RECOMMENDATIONS:

SIGNED _____

DATED _____