



Saxmundham Town Council

Market Hall

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Minutes of a meeting of Saxmundham Town Council held at the Market Hall on Monday 11th APRIL 2016 at 7.15pm

Present:

Cllr R. Plant – Chairman	Cllr Mrs L. Jardine – Vice Chairman
Cllr P. Dunnett	Cllr J. Sandbach
Cllr Mrs A Eves	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
 Richard Cornwell, EADT
 5 members of the Public
 County Cllr Michael Gower arrived at 7.55pm due to prior meetings

PUBLIC FORUM :

- Rubbish has been dumped near the fence between Flagship housing and the Mayflower Green Estate. Cllr Ms C Trotter-Langlois will ring Flagship and inform the residents of the result.
- The Clerk had received a Police report with 11 recorded crimes in Saxmundham during March

REPORT FROM THE COUNTY COUNCILLOR: As County Councillor Michael Gower was delayed Cllr Plant advised that he would close the meeting when Cllr Gower arrived to enable him to report.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Dunnett had previously circulated the monthly Leader & Cabinet Briefing and advised that the Devolution problems in Cambridge continue. Cllr Fisher didn't have anything to add but advised that as there will be an election for the Police and Crime Commissioner in May we are now in the period of Purdah.

AGENDA

4829. 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**

4830. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Ewart, holiday, Cllr Miss MacKay, incapacitated

4831. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 9 MARCH 2016 TOWN COUNCIL MEETING previously circulated: Cllr Plant proposed these as correct, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

4832. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING: previously circulated

Action	By	Status
B289 Saxmundham Town Sign	Town Clerk	Telephoned to obtain cost of refurbishing Town Signs- as yet not received
4819 Financial Regulations	Town Clerk	Updated & circulated to Councillors – previously agreed.
4825 Proposed Neighbourhood Plan	Cllr R Plant	Meeting arranged for Monday 25 th April at 6.00pm

**4833. TO CONSIDER CORRESPONDENCE RECEIVED:
A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:**

- 889 Reade of Aldeburgh – notification of both Julian Alexander & Jon Andrews have retired
- 890 ESTA – Notice of agenda
- 891 email Sue Herne – Community Emergency Planning Newsletter
- 892 email Helen Fairweather – thanks for donation to Headway
- 893 email Suffolk Police Community Safety Unit
- 894 SALC LAIS Broadband

B – CORRESPONDENCE TO BE DISCUSSED BEFORE REPLY:

- 290 email invite to Rural Coffee Caravan AGM at Elmswell 5 May 2pm-4pm
- 291 email D. Adams – complaint about Norse – Clerk has already written to Suffolk Norse who have dealt with the matter.

C – OTHER CORRESPONDENCE RECEIVED TO DATE:

C526	Email Sizewell C	Monthly update	Circulation
C527	Steve Henry Head of Communities	Programme of Community Health workshops SCDC May/June 2016	Circulation
C528	Email SALC	Consultation response Planning changes	Circulation with recommendation to read thoroughly
C529	Email Pauline White	Sax Adventure Playground would like to be considered for a grant towards a new aerial runway to be installed – they are donating £2000 – cost £9648 + vat	Finance committee – 3 May 2016
C530	Email Cllr Ms Trotter-Langlois	Skate Park	Circulated by email to all Councillors
C531	Email Anglian Water's pollution prevention team	Launching Pollution Watch	Circulation

4834. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

A reminder that the Litter Pick is this coming Saturday, 16 April 2016, meeting in Fromus Square at 10am. Cllr Plant also encouraged all Councillors to attend the meeting for the proposed Neighbourhood Plan on Monday 25th April at 6pm.

The Clerk reminded everyone that the Annual Town Meeting is next Monday 18th April, doors opening at 6pm with stalls around the hall.

4835. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS:

- To agree the monthly Finance report to the end of March 2016 – Cllr Mrs Jardine proposed these as correct, seconded by Cllr Plant. Unanimously agreed. **Motion carried.**
- To agree the cost of a new computer – Cllr Mrs Jardine advised that the IT Consultant has provided a quotation for the replacement of the Town Clerk's current computer which cannot be upgraded to operate with Windows 10. Cllr Mrs Jardine advised that, based on prices received, a laptop PC would be more expensive in terms of purchase price and spare parts at a cost of £700-£930. A micro-tower PC with a 500GB drive plus a new monitor is priced at £ 500. Windows software is £ 180.00 for either option. Cllr Mrs Jardine recommended that we opt for the new micro tower PC and the propriety software to make data on the existing PC unrecoverable at £ 48.00. The total cost would be £728.00 and she proposed that we choose this option. Seconded by Cllr Ms C Trotter-Langlois Unanimously agreed. **Motion carried**

4836. TO CONSIDER THE FOLLOWING APPLICATIONS FOR GRANTS:

- 1ST Saxmundham Scout Group to contribute towards the cost of providing Scouting for children of local families with financial hardship – any grant awarded would be kept in restricted funds for hardship funding. Cllr Plant advised that we should donate our local grants for the benefit of our local children as it was more than likely grant applications would increase and we only have a limited amount of money to donate. Cllr Mrs Eves declared an interest because she helps with the Scout movement. After a long discussion Cllr Mrs Jardine proposed that we donate £250.00 now and review a further donation later in the year. Seconded by Cllr Turner. Both Councillors Fisher and Ms Trotter-Langlois voted against this donation. Cllr Mrs Eves did not vote. **Motion carried on majority.**

The following request for donations had been received and will be deferred for discussion at the next Finance Committee meeting together with an email request from the Adventure Playground and a telephone conversation from Saxmundham Museum.

- Disability Advice Service
- EACH
- Magpas Air Ambulance

County Cllr Michael Gower arrived at 7.55pm

4837. TO APPROVE THE STATEMENT OF ACCOUNTS FOR THE YEAR 2015 – 2016 TOGETHER WITH THE ANNUAL GOVERNANCE STATEMENT 2015-2016 (papers attached)

Cllr Plant proposed approval, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

The Clerk and the Chairman signed and dated these statements and the Clerk advised that the Internal Audit will take place next week.

Cllr Plant closed the meeting to enable County Cllr Gower to speak and he advised the following:

REPORT FROM THE COUNTY COUNCILLOR::

- The devolution issue continues and Cllr Gower advised that there had been no consultation with the people of Suffolk. The suggestion of Cambridgeshire joining Suffolk and Norfolk has been declined by Cambridgeshire. If anyone has any views on Devolution Cllr Gower would be more than happy to hear them.
- Cllr Plant thanked County Cllr Gower for his donation for our Youth project from his Locality Budget.

Meeting re-opened

4838. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE: Cllr Dunnett advised the following:

DC16/1167/FUL	Mr Palfreman	Aberfoyle, 86 Fairfield Road, Saxmundham	Proposed loft conversion including insertion of south facing dormer window	Cllr Dunnett advised that the committee supported this and proposed full support from the full Council . Unanimously agreed. Motion carried.
DC/16/0383/FU L	Mr A Smith	Land adjacent, 31 Rendham Road, Saxmundham	Construction of new dwelling	Cllr Dunnett proposed we object due to the fact we have serious concerns about road safety and the close proximity to a pedestrian crossing. Also we do not think that the site is big enough for vehicles to turn round on site to come onto the Highway forwards and not reverse onto Rendham Road which is potentially a dangerous situation. Seconded Cllr Fisher. Unanimously agreed. Motion carried

A ten minute break ensued.

- 4839. TO RECEIVE AN UPDATE ON THE SKATE PARK:** Cllr Ms Trotter-Langlois advised that they had been in contact with all three preferred companies. She encouraged Councillors to look through the previously circulated information on the chosen Contractor as checks are being made. There will be a design workshop meeting at 7pm on April 26th at the Youth Building. Cllr C Trotter-Langlois proposed that due to the time limitation of Section 106 money and the user Consultation having already taken place we should agree a single tender process for the Skate Park. Cllr Plant seconded – Unanimously agreed. **Motion carried.**
- 4840. TO DISCUSS THE MEMORIAL FIELD:** Cllr Plant advised that a strategic plan should be created for the Memorial Field because of a number of potential ongoing projects eg Youth provision, Skate Park and the Scouts. The entrance to the Memorial Field needs reconfiguration with increased parking facilities. However a permeable surface for this would cost in the region of £10k to £15k for a 100 square metre area and all groups need to liaise with each other. A small working party needs to meet – Cllrs Plant and Ms C Trotter-Langlois will be involved. A date for a meeting in the Market Hall needs to be organised.
- 4841. TO AGREE THE TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE (previously circulated):** Cllr Plant proposed we adopt these, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**
- 4842. TO RECEIVE A REPORT FROM THE MARKET HALL MANAGEMENT COMMITTEE:**
Cllr Howe advised that the committee had met last Monday and advised the following:-
Cllr Miss MacKay had contacted someone with regard to flame proofing the stage curtains – awaiting response – as Cllr Miss MacKay is currently in hospital this may take some time.
The Clerk had received a cost for decorating materials of approximately £350 plus VAT

Cllr Plant queried the future of the Market Hall regarding costs for refurbishment and the ongoing project regarding a project being discussed by a working party on Market Hall improvements. Cllr Howe had not been able to attend the last working party meeting where this had been discussed.

The Clerk will investigate costs for labour for repainting the Hall. The meeting was closed to give Mr Lucas an opportunity to inform the Council of the latest proposed developments. Meeting re-opened. Cllr Mrs Jardine advised that following the electrical inspection of the Market Hall by an approved contractor it was proven essential remedial work plus the installation of x 3 metal distribution boards had to be carried out and will be in the region of £1400 plus VAT. These works will comply with 17th Edition (BS7671) and latest amendments. This will then bring the electrical installation completely up to date. Cllr Mrs Jardine proposed that this work is carried out as soon as possible, seconded by Cllr Howe. Unanimously agreed. **Motion carried.**

4843. TO RECEIVE AN UPDATE ON THE ARRANGEMENTS FOR THE QUEEN'S CELEBRATION TEA PARTY:

Cllr Miss MacKay will unfortunately be unavailable for some time due to her being in hospital. Cllr Mrs Eves had been assisting in this project and she advised that 67 invitations had been hand delivered. It is hoped that more residents will be invited. Cllr Mrs Eves advised that the entertainment had been booked and the catering was under control.

4844. TO RECEIVE A PLAN REGARDING THE PROPOSED MEN IN SHEDS PROJECT: Cllr Turner, who is spearheading this project, had circulated a brief plan for this project with start-up costings. He will publicise this to ascertain how many residents would be interested and will inform us at the next meeting.

4845. TO NOTE THE OFFER OF A GRANT FROM THE COMMUNITY RAIL PARTNERSHIP FOR THE QUEEN'S BIRTHDAY CELEBRATIONS: Apparently there is a £100 grant available for the Queen's birthday celebrations in June but not for our arranged Queens Birthday Tea on the 23rd April.

4846. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:

Cllr Howe attended the opening of Saxmundham Museum and advised that there was a new room at the back of their building. They are displaying all schools in this from the past to the present. Cllr Fisher attended the ESTA meeting on the 30th March and advised that some progress is being made regarding bus times.

4847. DATE AND TIME OF NEXT MEETING: Annual Parish Meeting Monday 18th April 2016 -7.15pm – but opening doors at 6pm as there will be stalls around the hall with refreshments available.

The AGM FOLLOWED BY THE NEXT TOWN COUNCIL MEETING will be on Monday 9th MAY 2016.

The meeting closed at 8.55pm

SIGNED _____

DATED _____