Saxmundham Town Council

Market Hall
High Street
Saxmundham Suffolk IP17 1AF
Tel/Fax: 01728 604595
www.saxmundham.org
townclerk@saxmundham.suffolk.gov.uk

Minutes of a meeting of Saxmundham Town Council held at the Market Hall on Monday 9th MAY 2016 at 7.15pm

Present:

Cllr R. Plant – Chairman
Cllr Mrs L. Jardine – Vice Chairman
Cllr P. Dunnett
Cllr Mrs A Eves
Cllr P Ewart
Cllr J. Fisher
Cllr K Howe
Cllr Miss P MacKay (left at 9pm)
Cllr Ms C Trotter-Langlois
Cllr M. Turner

In attendance:

Ms M. Gallop, Town Clerk
Imogen Green, Clerical Assistant
Richard Cornwell, EADT
6 members of the Public
County Cllr Michael Gower arrived at 8.20pm due to prior meetings

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AGENDA

1. ELECTION OF CHAIRMAN: Cllr Miss MacKay proposed Cllr Plant to continue in this role and carry on with his excellent work. Seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE CODE OF CONDUCT: Cllr Plant signed the Declaration of Acceptance and chaired the meeting.

3. ELECTION OF VICE CHAIRMAN: Cllr Plant proposed Cllr Mrs Jardine, seconded by Cllr Ewart. Unanimously agreed. **Motion carried.**

4. APOLOGIES FOR ABSENCE: Cllr J. Sandbach, work commitments

5. TO DETERMINE THE MEMBERSHIP OF COUNCIL COMMITTEES and WORK PARTIES: (Normally 3 members plus Chair & Vice Chair ex officio)

5.1 Market Hall Management Committee – Unanimously agreed - Cllrs Miss P. MacKay, M. Turner and Ms Trotter-Langlois
5.2 Market Hall Development Committee – Unanimously agreed - Cllrs Mrs A Eves, Miss P. MacKay and M. Turner.
5.3 Finance Committee – Unanimously agreed - Cllrs P.Ewart, J. Fisher, Ms Trotter-Langlois as members and Cllr Miss MacKay expressed her interest in attending for experience.
5.4 Personnel Committee - Unanimously agreed – Cllrs P.Ewart, P. Dunnett and Ms C.Trotter-Langlois
5.5 Planning Committee – Unanimously agreed – Cllrs Dunnett, P. Ewart, Miss P. Mackay, and Ms C.Trotter-Langlois.
5.6 Neighbourhood Plan Working Party- Unanimously agreed -Cllrs P. Ewart, Mrs Eves, and K. Howe & Cllr Miss P. MacKay
5.7 SABRE Award Selection Task Group- Unanimously agreed Cllrs Mrs. Eves, J. Sandbach, Ms Trotter-Langlois and M. Turner

Motion carried for all the above .

6. NOMINATIONS OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS:

6.1 Footpath Warden – Cllr Fisher
6.2 Saxmundham Welfare Charities – 1 representative – Mr D. Willett is continuing in this role.
6.3 SALC – Cllrs Plant and Mrs Jardine
6.4 Sizewell A and B Stakeholder Group – Cllr Fisher
6.5 Press Correspondent – Town Clerk
6.6 CATS – Cllr Miss MacKay
6.7 CYDS – Cllr Ms Trotter-Langlois
6.8 Saxmundham in Bloom - Town Clerk
6.9 Businesses of Saxmundham (BOS) Cllr Ewart
6.10 ESTA – Cllr Fisher
6.11 Citizens Advice Bureau – Cllr Sandbach
6.12 Tree Warden – Cllr Ms Trotter-Langlois
6.13 Dog Warden – Cllrs Mrs Jardine and Ms Trotter-Langlois
6.14 Action Sax – Cllrs R. Plant and Howe
6.15 SAVVY – Cllrs Ms Trotter-Langlois, Mrs Eves and M. Turner
6.16 Other bodies requiring a representative
Sizewell C Liaison Group – Cllr Mrs Jardine
Youth Provision Service Level Agreement – Cllrs Mrs Eves, M. Turner

It was resolved that all nominations above were unanimously approved. **Motion carried.**

7. TO APPOINT AN INTERNAL AUDITOR: suggested as previously used, Heelis & Lodge – Audit plan previously circulated. Cllr Fisher proposed acceptance of the Audit Plan and appointment of Heelis & Lodge as our Internal Auditor, seconded by Cllr Ewart. Unanimously agreed. **Motion carried.**

8. TO APPOINT THE RESPONSIBLE FINANCIAL OFFICER (The Town Clerk): Cllr Plant proposed the Town Clerk to continue in her role as the RFO, seconded by Cllr Fisher. Unanimously agreed. **Motion carried**.

9. TO DECIDE CHEQUE SIGNATORIES: Cllr Plant proposed we continue with our present cheque signatories, namely Cllr Fisher, Mrs Jardine and Cllr Plant. Cllr Fisher proposed a further cheque signatory – Cllr Dunnett, seconded by Cllr Ewart. Unanimously agreed. **Motion carried**.

TO BE FOLLOWED BY AN ORDINARY MEETING OF SAXMUNDHAM TOWN COUNCIL

PUBLIC FORUM:

- An update on the Three Communities Link – cycle path . A survey has been carried out at the local schools inside and outside school hours. They are sifting through the responses and using the figures to do a sustainable report. This will be submitted to Suffolk County Council. Support has been given from our County Councillor, District Councillors and the Town Council, although the Town Council cannot give finance support at this moment in time. A strong business plan is necessary as they will need around £400k.
- Speeding continues to be a problem particularly on the Brook Farm Estate and Rendham Road. The Clerk advised that a speed watch by Police Officers had taken place this afternoon at 2.30pm in Rendham Road. The Clerk had liaised with PCSO Taylor today who informed her that PCSO Christian Hassler is leading a campaign on this problem.
  He can be contacted by email - Christian.Hassler@suffolk.pnn.police.uk. A resident has kindly offered to liaise with PCSO Hassler to begin a Community Speedwatch group – eight people will be needed to volunteer for this and funds will have to be raised, possibly by grants, to purchase a speed gun which would cost between £1,500 and £2,500. Speeding in the High Street also continues to be a

problem particularly with vehicles parking on both sides of the road. Although this is basically a police issue parking is going to be put into the hands of Suffolk County Council. A reminder that parking on the zig zags is a criminal offence.

REPORT FROM THE LOCAL POLICE: The Police no longer give a report but statistics can be obtained on-line and Cllr Plant advised that recorded crimes from March 2015 to February 2016 had gone down.

REPORT FROM THE COUNTY COUNCILLOR – County Cllr Michael Gower had not yet arrived due to his attendance at another meeting.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher did not have anything to report on and Cllr Dunnett advised that devolution was continuing to be discussed. The condition of the roads was a major concern on a recent survey.

AGENDA

4848.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**

4849. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Sandbach, work commitments.

4850. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 11 APRIL 2016 TOWN COUNCIL MEETING previously circulated: Unanimously agreed and signed**. Motion carried.**

4851. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING:

ACTION FROM:	BY:	STATUS:
4835 Purchase of computer	Town Clerk	Ordered
4840 Memorial Field meeting	Cllrs Plant & Ms C Trotter-Langlois	Cllr Plant advised that they will be holding a meeting shortly.
4842 Labour costs for painting Market Hall	Town Clerk	Investigating use of labour from Hollesley Bay. Cllr Plant had spoken to the Authorities over the weekend and will be liaising with them this coming week. The Electrician will be carrying out essential updates during the 19/20 May.
4842 Essential electrical work for Market Hall	Town Clerk	Work to be carried out 19/20 May 2016

Cllr Ms Trotter-Langlois advised that she had arranged a meeting with Flagship to discuss the issues raised in the April public forum regarding dumped waste.

4852. TO CONSIDER CORRESPONDENCE RECEIVED:

A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:

895 Coastline Lite SCDC
896 email Christian Figg SCDC – events
897 Suffolk Coast & Heaths monthly update

898 Email SALC – Right to appeal – Government refused petition from Parish Councils
899 email SALC – Sheepwatch UK
900 Various correspondence regarding Saxmundham parking issues
901 email SALC Information about a scam donation request
902 email Keith Fawkner-Simpson SCDC New flood widget external briefing
903 Response letter to Town Clerk from Robert Scrimgeour Conservation Officer SCDC confirming their agreement to include the station building on their at risk register
904 Letter IPScene – free online community directory
905 email Brenda Gibberd Secretary BFRA – complaints about dog waste bins – Clerk reported
906 Various thank you letters/cards from residents who attended the Queen's b.day party
907 email SALC Community Governance Review - Framlingham Town Council

B **– CORRESPONDENCE TO BE DISCUSSED BEFORE REPLY:**

292 CATS AGM invitation to AGM 23rd June 2016 7.30pm-9.30pm – Cllr Ms MacKay to attend

C – OTHER CORRESPONDENCE RECEIVED TO DATE:

C532	Email Jayne Whiteman St. Edmundsbury Cathedral	Invitation from the Lord Lieutenant to Choral Evensong to celebrate the 90th b.day HM The Queen Saturday 11 June at 3.30pm	Cllr Mrs Jardine may be able to attend.
C533	Email Environment SCDC	New air quality report for Felixstowe	Comments can be made
C534	Email Mayor's Secretary Felixstowe TC	Invitation to Civic Service Sunday 26th June 3.00pm	No-one was able to attend
C535	Email SCC	Invitation letter from Assistant Chief Fire Officer regarding proposal to extend Sax Fire Station to create a shared Suffolk Fire & Police Station facility event 20th May 3pm – 7pm	Cllr Plant encouraged as many Councillors to attend.
C536	Email SALC	SCC Waste Team recycling centres- From Wednesday 1 June 2016 opening hours will be changing to extended hours on Sundays, Bank Holidays, and Thursday evenings(late night during May – August.)	Circulation
C537	Email SCC Chief Fire Officer Suffolk Fire & Rescue Service	Integrated Risk Management Plan 2015 - 18	Circulation

4853. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

The Clerk thanked Cllrs Miss MacKay and Mrs Eves for all their hard work in arranging the Queens celebratory birthday tea. This was an excellent afternoon and was enjoyed by the residents who attended. The food was delicious and the entertainment very enjoyable. It was also lovely to watch the young people mixing with the elderly and everyone had a good time. Cllr Mrs Eves thought that due to such positive feedback on this event maybe a regular get together for the older residents of

Saxmundham could be arranged together with some of our school children. The Free School have expressed their wish to be more involved with the community.
The Clerk advised that she had received an email from Mr Ashwell regarding the cost of renovating the Town Signs. This expenditure will be discussed at the next Finance meeting.

4854. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS:

- To recommend approval of the monthly Finance Report to the end of April 2016 – Cllr Mrs Jardine advised that a copy of the budget will be re-issued to Councillors before the next meeting. Cllr Fisher thought that some expenditure had not been pre-authorised although they were annual obligations e.g. boiler service. Cllr Fisher queried the call out for the kitchen water heater, as the water heater had broken down at the beginning of the Queens 90th birthday celebratory tea party leaving the kitchen with cold water and unsurmountable dirty crockery. Cllr Plant proposed approval of the Finance report, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**
- To recommend consideration of the previously circulated report and pass the following resolution. "The Town Council resolves from 9th May 2016, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence" – Terms of Eligibility attached. Cllr Miss MacKay proposed adoption of this, seconded by Cllr Fisher.
- To consider the following requests for a donation:
  Disability Advice Service – Cllr Mrs Jardine proposed that we offer them free of charge space at the Police Station, seconded by Cllr Mrs Eves. Unanimously agreed. **Motion carried.**

  Cllr Mrs Jardine proposed that as both these charities do receive a lot of support and are not significantly local we are unable make a donation at this moment in time. (EACH & Magpas Air Ambulance) Seconded by Cllr Plant. Unanimously agreed. **Motion carried**.

  The following charities have made donation requests and these will be discussed in July.

  Adventure Playground
  Saxmundham Museum
  Saxmundham Welfare Charity

- To consider the use of the Police Station (papers attached)

1) Council Office to move in when police move out and, except as specified below, only decorating & essential repairs to be done meanwhile. .
2) Cllr Fisher proposed that all Councillors and staff are given the key code to the back door. Seconded by Cllr Ms Trotter-Langlois. Unanimously agreed. **Motion carried.** He proposed that a combination lock should be fitted on the cupboard shaded yellow on attached plan which could be used for the storage of all keys. However the Clerk informed him that there is already a combination lock for keys installed.This can be reviewed on permanent occupation by the Town Clerk's office.
3) Phone line and broadband to be fitted a.s.a.p. They need installation and monthly cost including public access Wi Fi. Cllr Fisher will research this and bring the estimates to the next Finance Meeting.
4) Any essential repairs should be done and the building, apart from the section occupied by the Police, redecorated throughout.
5) A new sliding door needs to be fitted to reception from the corridor for security reasons. This will cost about £940.00 and Cllr Fisher will circulate the details to all Councillors to agree at the next meeting.
6) The Police Station may be used by the Citizens Advice Bureau who would require broadband before they could utilize the space. It will also be used as an Information Point, Councillor drop-in to use the computer and access their pigeon holes and ad hoc for various meetings (such as neighbourhood planning)
7) Cllr Fisher thought negotiations should begin with SCDC to see if they are interested in setting up a Customer Service Desk similar to the ones in Felixstowe & Woodbridge libraries. SCDC have their own desk in both locations.

8) The Clerk has already requested that the Police clean- up the Notice Board and they have inserted a notice from the Town Council advising that we have purchased the Police Station but our office remains in the Webster Room at present.

The meeting was closed to enable County Councillor Michael Gower to give a report. He advised that Tim Passmore had been re-elected as the Police and Crime Commissioner. He was pleased to announce that schools have improved with achieving 80% for attaining good or outstanding. Suffolk schools have improved by 6% and nationally by 3%.
It is no clearer when Sizewell C Stage 2 will take place, but it is unlikely to be before September.
Cllr Gower has been asked for finance from the Adventure Playground.

4855. TO CONFIRM THAT ALL COUNCILLORS HAVE UPDATED THEIR REGISTER OF INTERESTS:
The Town Clerk gave a reminder to all Councillors to ensure they update their interests.

A ten minute break ensued:

4856. TO CONSIDER INVESTIGATING FUNDING FOR THE SUPPLY OF CCTV:

This subject has been explored previously and consideration has to be given as to whether it would be a worthwhile expenditure. Cllr Ms Trotter-Langlois remembers looking into this as a joint venture with the Businesses of Saxmundham a few years ago.
CCTV cameras would need to be a high definition and research into the cost is essential. The Manager of Waitrose is concerned about this and it is possible that a joint venture could be looked into. It was perceived that Leiston Town Council might have provided CCTV for their town. The Clerk will investigate. The Police will need to be requested for information so research is necessary. Cllr Plant proposed we ask the Town Clerk to investigate. Seconded by Cllr Ewart. Unanimously agreed. **Motion carried.**

4857. TO INSTIGATE A DISCUSSION AND VOTE ON THE PURSUANCE OF AN ENHANCED MARKET HALL DEVELOPMENT BUSINESS MODEL, INCLUDING A COMMITMENT TO EXPLORE MOVING THE SAXMUNDHAM LIBRARY INTO THE SAXMUNDHAM MARKET HALL. (the vote should encompass the pursuance and the authorisation of external funding from the heritage lottery fund or elsewhere, by our already authorised Market Hall Development working party, with the current, or subsequent elected Market Hall Management Committee Chairman acting as an active member of the development committee and ongoing information conduit.)

Cllr Plant advised that the Market Hall Development working party has been running along at a different pace to our own Market Hall Management Committee. We have now instigated a new committee ourselves which will need Terms of Reference before it is up and running but it is hoped that both parties can work closer together and inform the Town Council of any developments as soon as they occur. The meeting was closed to enable Mr Lucas to speak.

Apparently The Market Hall Development working party have had two meetings with the County Library and Suffolk Libraries would be interested in coming to our Market Hall in Saxmundham. If the proposed development of the Market Hall takes place the Library could be installed on the ground floor. The financial planning is of course a definite challenge.

Meeting re-opened.

Cllr Plant advised that the Deed of Trust may have to be modernised to make it more diverse. Cllr Trotter-Langlois proposed that as Trustees of the Market Hall we agree to have the Library incorporated in the Market Hall. Seconded by Cllr Dunnett. Cllr Mrs Jardine was unable to vote due to a non-pecuniary interest. **Motion carried on majority.**

4858. TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS:

DC/16/1685/FUL	Mrs L Jardin	Raceway Services, Back of Market Place, Saxmundham	Change of use from Tanning Shop/Office to Residential Home	The Town Council unanimously supported this. **Motion carried.**
DC/16/0709/ARM	SCC	Former County Primary School, Fairfield Road, Sax	Reserved matters (layout, appearance, scale & landscaping) for 15 dwellings	Cllr Ms Trotter-Langlois objected on the grounds that some mature trees were going to be cut down. Seconded by Cllr Plant. **Motion carried on majority.**

4859. TO RECEIVE AN UPDATE ON THE MEN IN SHEDS PROJECT: Cllr Turner advised that he will be applying for a grant from the NHS and is meeting up with the gentleman from Halesworth Men In Sheds

4860. TO RECEIVE AN UPDATE ON THE SKATE PARK PROJECT: Cllr Trotter-Langlois advised that they had held a meeting with Freestyle, the proposed contractors, on Tuesday 26th April. Mixed ages of youngsters attended who picked their chosen design. The detailed work will then be sent to SCDC Planning for their consideration of the application before a 4-12 week wait before the decision is received. Cllr Trotter-Langlois confirmed that the shortfall in funding has been resolved. The Town Council will need to set aside money for the maintenance and the cost of insurance.

4861. TO CONFIRM THE DATES OF TOWN COUNCIL MEETINGS IN 2016/17 AND THE DATE OF THE ANNUAL TOWN MEETING IN 2017:

13 June; 11 July; 12 September; 10 October; 14 November; 12 December; 09 January 2017; 13 February; 13 March; 10 April; 08 May: Annual Town (Parish) Meeting – 24 April 2017

The meeting closed at 9.40pm

SIGNED _____

DATED _____`