



• 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 10 OCTOBER 2016 at 7.15pm

Present:

Cllr R. Plant – Chairman	Cllr K. Howe
Cllr Mrs L. Jardine – Vice Chairman	Cllr J Fisher
Cllr P. Dunnett	Cllr Miss P MacKay
Cllr Mrs A Eves	Cllr J Sandbach
Cllr P Ewart	Cllr M Turner

In attendance:

Ms M. Gallop, Town Clerk
Imogen Green, Clerical Assistant
Richard Cornwell, EADT
County Cllr Michael Gower – arrived at 8.15pm

8 members of the Public

SABRE AWARD 2016 (SAXMUNDHAM AWARD FOR BUSINESS AND RESIDENT ENTERPRISE)

The SABRE Award is awarded to the person or business, who in the opinion of the judging panel, has worked extensively for the benefit of Saxmundham and its residents or “gone the extra mile”.

This year we have pleasure in advising that the SABRE Award was presented to Kelly McKee Community Champions at Tesco.

Cllr Roger Plant presented the award and thanked Kelly and her team for all their help and kindness during the year.

PUBLIC FORUM:

- Enquiry about a date for clearing the ditches – we are waiting for a date from the Contractor
- The Scout Hut will be redecorated during Half Term from 24th October 2016
- It was agreed to request the County Councillor for assistance with support on implementing a controlled crossing in Rendham Road
- The Clerk was requested to write again to both Highways and the School to add leverage for a controlled crossing
- A resident thought a bench could be erected outside Waitrose for those waiting for a bus. The Clerk will investigate
- A resident queried why his email had not been listed on the agenda. The Clerk confirmed it was under the Correspondence C section.

REPORT FROM THE COUNTY COUNCILLOR: County Councillor Michael Gower had not arrived at this point due to attending a previous meeting.

REPORT FROM THE DISTRICT COUNCILLORS:

Cllr J Fisher had nothing to report on.

Cllr P Dunnett advised that Devolution has been postponed by a few days. This is an ongoing project for Suffolk/Norfolk and part of Cambridgeshire.

AGENDA**4921.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. Cllr Fisher declared a further interest in payments to Fishers. Cllr Sandbach declared an interest in Citizens Advice Bureau as he is a Trustee.
- To Consider Full/Partial Dispensations for Pecuniary Interests declared – **n/a**

4922.TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Ms Trotter-Langlois, personal

4923. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 12 SEPTEMBER 2016 TOWN COUNCIL MEETING and the 19 SEPTEMBER EXTRAORDINARY MEETING previously circulated : An amendment was requested by Cllr Fisher to the minutes of 4907 (Youth Facility)

*“We must not exceed the height of the building and Cllr Plant proposed that we would need to apply for a pre planning application for a non- specific building in perpetuity, seconded by Cllr Ewart. Unanimously agreed. **Motion carried**”.* Amendment to 4910 regarding Men in Sheds project Cllr Turner advised that funding will begin in *October* and not December. After the amendments Cllr Plant proposed the minutes of the 12 September were correct, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

Cllr Plant proposed the minutes of the 19 September Extraordinary Meeting as correct, seconded by Cllr Miss MacKay. **Motion carried on majority.** Cllr Mrs Eves did not vote as she was unable to attend that meeting.

4924.TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING: previously circulated

Action	By	Status
Dumped waste – contact with Flagship	Cllr Trotter-Langlois	As Cllr Ms Trotter- Langlois was absent from the meeting we will request an update at the November meeting.

4925.TO CONSIDER CORRESPONDENCE RECEIVED:**A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:**

- 939 AONB Monthly update
- 940 email Nikki Berry EDF Energy statement on Hinkley Point C
- 941 email SALC – in support of Neighbourhood Watch Teams
- 942 email SALC – Report on East Suffolk Partnership for area meeting
- 943 email BOS Latest News
- 944 email Rachel Rowe – Funding for groups to deliver holiday activities
- 945 email Alison Wheatland – recruitment day for Local Area Co-ordinator 6th October

B – CORRESPONDENCE TO BE DISCUSSED BEFORE REPLY: None received**C – OTHER CORRESPONDENCE RECEIVED TO DATE:**

C550	ESTA	News & Survey	Circulation
C551	Email from Mr Hawkley	Various complaints regarding Extraordinary meeting	Previously sent to all Councillors
C552	Email Malcolm Blakeney SPLG	Agenda for general meeting 25 th October	Cllrs Plant/Mrs Jardine to advise by email of availability
C553	Email Keith Fawkner-Simpson SCDC	Community Emergency Planning Newsletter Sept 2016	Circulation
C554	Local Council Public Advisory service	Subscription - £200	Would we like to subscribe?
C555	Email Suffolk Highways	Rendham Road, Sax road widening details	Circulation
C556	Suffolk Libraries	Thank you	Circulation

4926. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

The Clerk advised that she had a meeting with a Police Constable Lewis from Halesworth during the afternoon. She had a long discussion with him regarding current concerns within Saxmundham, eg A12 junction, Rendham Road crossing and speeding.

4927. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS: Cllr Mrs Jardine reported:

- To agree the monthly Finance report to the end of September 2016 – Cllr Mrs Jardine advised that we had received the second half of our Precept but the half yearly loan payment for the Police Station had been taken out of our account on the 1st October. The felling of the diseased tree cost £1140 including VAT. Cllr Mrs Jardine had reconciled the monthly Finance report for September and proposed it as correct, seconded by Cllr Plant. **Motion carried on majority** as Cllr Fisher did not vote as he had previously declared an interest in the payment for Fishers.
- To consider the request for the following donations:
 - Mingle – Social Club for adults with learning disabilities Contributions for funding to support local citizens. Cllr Mrs Jardine proposed £250.00, seconded by Cllr Turner. Unanimously agreed. **Motion carried.**
 - Citizens Advice – Assistance for the continuation of their services – Cllr Mrs Jardine recommended that we cap any donations to them at a maximum of £1000 and review the circumstances once an office is made available to them in the police station building, but agreed to donate £1000 now, seconded by Cllr Miss MacKay. **Motion carried on majority** because Cllr Sandbach had declared an interest.
 - Fund a large sign at Ipswich Hospital for Saxmundham Ward (£130.00)- Cllr Mrs Jardine advised the general consensus was against donating because we normally only donate monies that we know will directly benefit the residents of Saxmundham.
- To consider the replacement of some windows and window sills at the Police Station: Cllr Fisher had received advice from his brother, who is a carpenter, and all windows will need to be replaced after the Police no longer use the Police Station. However in the meantime, Cllr Fisher proposed that we patch them up for the time being, seconded by Cllr Ewart. Unanimously agreed. **Motion carried.**

4928 TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS: Cllr Plant reported.

27 Sept mber 2016	Mr A Good	Church House, Church Hill, Saxmundham	New conservatory	Cllr Plant proposed support, seconded by Mrs Jardine. Unanimously agreed. Motion carried.
----------------------------	-----------	---	---------------------	--

3 October 2016	Mr M Hunter	3 Tennyson Road, Saxmundham	6 ft fence around property – from garage to side of house	Cllr Plant proposed support, seconded by Cllr Miss MacKay who hoped that shrubs etc would be planted to camouflage it. Unanimously agreed. Motion carried.
----------------	-------------	--------------------------------	--	--

4929. TO DISCUSS THE PREVIOUSLY CIRCULATED INFORMATION REGARDING ADVICE ON THE CHARITY SCHEME OF THE MARKET HALL:

The Clerk will chase up the three quotations for implementing the above for the November meeting. Cllr Plant said that the advice received from our solicitors, Marshall Hatchick, referred to a letter received in 2004 regarding declarations of interest where we received dispensations for discussing the Market Hall. Cllr Fisher explained that the Charity regulations changed in 2004 and the then Clerk was required to give the date of birth of Trustees. She incorrectly interpreted this as meaning individual Councillors whereas the Council as a whole is the Trustee of the Market Hall. Therefore the Charity Commission had received the wrong information which was not corrected until new Auditors spotted the error in 2010. This resulted in the letter received from the Monitoring Officer being based on the wrong information which had been held by the Charity commission. Cllr Plant advised that Dr Wil Gibson has agreed to come and explain our options before a Town Council meeting.

4930. TO RECEIVE A REPORT FROM THE MARKET HALL MANAGEMENT COMMITTEE:

Cllr Miss MacKay reported:

The redecoration of the Market Hall is progressing well and looks much better. Cllr Miss MacKay advised that the working group will meet this coming Friday. They are hoping they will receive a response to their request for funding from the Heritage Lottery fund. The fees for structural advice are anticipated to be in the region of £5,500. As the sum is over £1000 three quotations will be required for this advice. Cllr Mrs Jardine will ensure this is discussed at the Budget Meeting.

4931. TO CONSIDER THE DISTRIBUTION OF THE TOWN COUNCIL'S NEWSLETTER: Cllrs Fisher and Mrs Jardine held a meeting regarding various options of distribution of our newsletter due to a proposed price increase from our printers Leiston Press who are moving to a full colour version of Sax News. To incorporate our minutes with our normal four page insert would be an increase of £150 per month. After general discussion it was decided that since Sax News itself is only delivered to 1500 residents, an option is to produce a four-page monochrome document of the Town Council minutes. This would be placed as usual on the website, but also printed for distribution points in the town. The Clerk will write a one-page synopsis of the minutes for inclusion in Sax News to update those residents who receive it, and to include information as to where hard copies of the full approved minutes may be collected. Cllr Fisher proposed that we have 500 copies of the approved minutes, but Cllr MacKay thought that as a growing town we might need 1000. Unanimously agreed to request Leiston Press to print 1000 copies (black print on plain paper) for £129.00 per month. **Motion carried.**

Cllr Michael Gower arrived at 8.15pm

10 minute break ensued.

County Cllr Gower advised that devolution is ongoing but there are a number of issues yet to be discussed. He did not think the Consultation was as thorough as it should be. Mori held a survey on line but clarification was necessary with a number of the questions.

Highways have been re-organised and they will have specialist teams for various departments. David Chenery is our main point of contact and he will be joined by an Assistant from Milan

Cllr Gower has promised £500 grant for our Men in Sheds project. He explained that we need to lobby Highways regarding a controlled crossing in Rendham Road as more and more children and parents are crossing with their buggies and prams. The Clerk will request David Chenery to come and look at the site on a weekday at 4pm when the children are returning home. Cllr Gower does have a Highways budget and may be able to give some support for this proposal of a controlled crossing.

4932. TO DISCUSS PROGRESSING THE NEIGHBOURHOOD PLAN: Cllr Plant advised that we had liaised with both Benhall and Kelsale joining us in this project. Benhall do not wish to join us. Cllr Mrs Jardine advised there is a possibility of applying for external funding– up to £8000.00. Cllr Plant

proposed that we obtain three estimates for Consultants who will lead this project, seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried** The proposed consultants will be asked to make a presentation of their proposals and the Clerk will investigate.

- 4933. TO AGREE A WORKING PARTY TO DEVELOP THE USES OF THE POLICE STATION:** A working party is necessary to discuss the future use of the Police Station once the Police have vacated the building. Cllr Fisher proposed himself, Cllr Turner and Cllrs Mrs Jardine and R. Plant. Seconded Cllr Plant. Unanimously agreed. **Motion carried.**
- 4934. TO RECEIVE AN UPDATE ON THE PROPOSED SKATE PARK:** Cllr Plant advised that it is hoped the building of the Skate Park will commence this month with a provisional date of 17th October. The Tender is valid and could be signed this week. Cllr Plant proposed the Town Council underwrite the shortfall and VAT for the Skate Park. Cllr Dunnett advised that it was not a valid motion or vote because the agenda stated that it was just a general update. However Cllr Fisher said it was perfectly normal for the Council to fund vat because we had before on at least two occasions, the Youth Booth and the Memorial Field drainage and did not require to vote on this.
- 4935. TO RECEIVE AN UPDATE ON THE PROPOSED SAXMUNDHAM BIKE TRACK:** Cllr Fisher advised that Ms Trotter-Langlois is seeking funding as £10,000 is required. Some of the lads involved from ten years ago have designed a bike track.
- 4936. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT:**
Cllr Turner advised that they had a successful meeting in September.
Cllr Turner will receive support from County Cllr Gower for £500.00. He has received funds of £750.00 and our District Councillors intend to give £1000 support between them. Cllr Turner is also seeking support from the County Funding Officer at SCDC. Equipment is essential particularly the purchase of lathes.
- 4937. TO RECEIVE A REPORT REGARDING THE PROPOSED ART STATION:** Cllr Ewart advised that Clare Palmier has had a meeting with Abellio and a Commercial Lawyer is proposing to get a deal next week. Clare is liaising with Christies Care regarding use of the old Sorting Office, to enable the artists to do their work there.
- 4938. TO RECEIVE AN UPDATE ON THE POSSIBLE INSTALLATION OF OUTDOOR GYM EQUIPMENT:**
Cllr Mrs Eves advised she has been liaising with Fresh Air Fitness enquiring about the provision of nine pieces of equipment including use for disabled and the younger users. The cost for this equipment would be around £14,000.00. Chris Lucas has offered to assist Cllr Mrs Eves.
- 4939. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:**
Cllr Mrs Eves gave an update on the proposed Tea Party. She has been in touch with both Saxmundham School who wish to attend and Benhall who have responded with a 'maybe'.
Cllr Fisher will be attending a public meeting of ESTA on the 15th October at 7pm and will report back.
Cllr Ewart has a meeting with BOS on Friday regarding details about the Christmas lights and Carol singing on Saturday 3rd December. The lights will be switched on at 5pm. They are going to synchronise the movement of the Lantern process and the Scouts are kindly helping through the walkways. Marshalls are needed. Any offers of help are welcomed.
- 4940. DATE AND TIME OF NEXT MEETING: 14 NOVEMBER 2016 AT 7.15pm** Cllr Howe gave his apologies for non-attendance at this meeting as he will be away.

Meeting closed at 9.05pm

Signed.....

Dated.....