



Saxmundham Town Council

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Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 12th JUNE 2017 at 7.15pm.

Present: Cllr R. Plant – Vice Chairman
Cllr P. Ewart
Cllr J. Fisher
Cllr Mrs L. Jardine
Cllr J. Smith
Cllr M. Turner

In attendance: Maddie Gallop, Town Clerk/RFO
Imogen Green, Assistant Town Clerk
4 members of the public

PUBLIC FORUM: The following concerns were discussed with members of the public :

- Memorial Field – An accident to a young teenager had occurred recently on the Rendham Road. The Town Council was asked to consider purchasing signs for the gates to request they are closed at all times as children and pets are likely to run onto the road. Alternatively a stile or a kissing gate would be beneficial to ensure the safety of children running out onto the road. Cllrs Fisher and Ms Trotter-Langlois are looking into the access of the Memorial Field to consider a safer entrance. The Town Council are chasing up various ideas with Highways to make Rendham Road alongside the Memorial Field a safer place.
- The ditches cannot be cleared until the Autumn due to nesting birds. The ditch adjacent to Rendham Road will definitely need to be cleared. A planned maintenance programme is needed for the Memorial Field.
- The planning application regarding the proposed development along the Layers, South Entrance will be discussed later on in the meeting and Saxmundham Town Council will look at this collectively for the good of Saxmundham. There are a number of concerns regarding this application and Cllr Plant urged everyone to contact the District Council directly.

REPORT FROM THE COUNTY COUNCILLOR: Cllr Richard Smith had sent apologies for non- attendance due to a previous meeting.

REPORT FROM THE DISTRICT COUNCILLORS: District Councillor Phillip Dunnett had sent his apologies for absence due to being on holiday.

Cllr Fisher advised that at the SCDC Annual Meeting Cllr Chris Blundell was appointed as Chair and Cllr Ms Nicky Yeo Vice Chair.

AGENDA

5089 . TO RECEIVE DECLARATIONS OF INTEREST:

- To receive amendments to the register: **none received.**
- To receive declarations of pecuniary interest in respect of items on the agenda: **none received.**
- To receive declarations of non-pecuniary interest in respect of items on the agenda: Cllr Fisher declared an interest regarding planning matters as he is a District Councillor. Cllr Ewart declared an interest as he is Director of the Arts Station who have submitted a donation request to be discussed later in the meeting..
- To consider full/partial dispensations for pecuniary interests declared: **none received.**

5090. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Dunnett, holiday, Cllr Mrs Eves, school commitments, Cllr Miss MacKay, holiday, Cllr J. Sandbach, work commitments, Cllr Ms Trotter-Langlois, work commitments.

5091. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 8th MAY 2017 AGM AND TOWN COUNCIL MEETING (PREVIOUSLY CIRCULATED): Cllr Ewart proposed the minutes as correct, seconded by Cllr Turner. Unanimously agreed. **Motion carried.**

5092. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING:

Action	By	Status
Assistant Town Clerk to draft terms of reference for the newly formed Men in Sheds committee before the next town council meeting.	Assistant Town Clerk	Cllr Turner will contact the Assistant Town Clerk regarding these Terms.
Assistant Town Clerk to explore funding sources for a controlled crossing in Rendham Road, Saxmundham.	Assistant Town Clerk	Ongoing. Cllr Dunnett has been in contact with the Portfolio holder for Highways, James Finch, and will report back later.
Up to date information regarding the possibility of a beer festival on the Memorial Field	Cllr Turner	Cllr Turner advised that he thought they would begin this event with a Beer festival in the Market Hall in the Autumn.

5093. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

The Clerk advised she had received the Annual report for 16/17 for Citizens Advice and their AGM will be held on Wednesday 12 July 2017, beginning at 6.30pm in the Framlingham Sports Club in Badingham Road, Framlingham. Councillors will need to let the Clerk know if they will be attending. Cllr Ms C. Trotter-Langlois had sent the Clerk a thank you letter from the SAVVY and CYDS Team for the Councillor's and Clerk's amazing support for the opening event of the new Saxmundham skate park and first ever skate jam last month.

5094. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS ON THE FOLLOWING:

- To approve the expenditure to the end of MAY 2017 (previously circulated): Cllr Mrs Jardine proposed the expenditure as correct, seconded by Cllr Plant. Cllr Fisher abstained. **Motion carried on majority.** Cllr Fisher reiterated his concern over agreeing payments retrospectively. Once the internet banking system is available our RFO, namely the Clerk, will prepare a schedule of payments requiring authorization, together with the relevant invoices, and present the schedule to the Finance Committee, and once satisfied that all are correct shall authorize payment by a resolution. A new finance package will be installed this year and payments will be monitored against the budget.
- **To agree the following Risk Assessments:**
 - Risk assessment for the Caretaker:
 - Risk assessment for the Old Police Station:
 - Risk assessment for the Wednesday outdoor Market:
 - Risk assessment for Saxmundham Town Council office staff:
 - Fire Risk assessment for the Old Police Station:

It was suggested that the Old Police Station will need a bell installed in the corridor as there is no fire alarm system. The Assistant Clerk was sincerely thanked for all her hard work on preparing the above assessments. Cllr Mrs Jardine proposed we agree the Assessments and in future these should be discussed at Personnel Meetings, seconded by Cllr Plant. Any changes will be brought to the full Council for ratification. Unanimously agreed. **Motion carried.**

5095. TO RECEIVE AN UPDATE ON WORKS AT THE POLICE STATION: Cllr Plant advised that the Clerk and Assistant Clerk need to obtain quotations for work required due to change of use of the building – Assistant Clerk in

communication with Building Control. A Universal Lavatory will be installed and Cllr Plant and Mr Jardine have offered to complete this task.

5096. TO CONSIDER THE REQUEST FOR DONATIONS UNDER THE POWER OF COMPETENCE:

1st Saxmundham Scout Group:	Request for £500.00 to be placed in designated funds for families experiencing financial hardship and struggling to pay membership subscription fees	Cllr Mrs Jardine proposed £500, seconded Cllr Plant. Cllr Fisher voted against. Motion carried on majority.
Saxmundham Welfare Charities	Request for £250.00 towards providing a Christmas lunch for Saxmundham residents who would otherwise be alone	Cllr Turner proposed £250.00 seconded Cllr Ewart. Unanimously agreed. Motion carried.
Supported Activities for Everyone SAFE	Request for support to assist with improving Centenary Garden with tools and a shed	Cllr Smith proposed £400.00 seconded Cllr Mrs Jardine. Unanimously agreed. Motion carried.
Saxmundham Sports Football Club:	Request for support for their activities – to help them fund the momentous occasion of celebrating 125 years of football in Saxmundham	Cllr Turner proposed £250.00 seconded Cllr Ewart. Unanimously agreed. Motion carried.
Saxmundham Arts Station:	Request for £4000.00 £2k art activities £2k project management – already budgeted for.	Cllr Ewart had declared an interest and did not vote. Cllr Mrs Jardine proposed £4000, seconded Cllr Plant. Motion carried on majority.
Pastel	It costs £9000 to fund Pastel per year and a grant of £400 would enable the young adults to have a ‘Big Day Out’ eg. Trips to the zoo, theatre, beach.	Cllr Plant proposed £400 seconded Cllr Ewart. Unanimously agreed. Motion carried.
Saxmundham Music Fest	Request of £10k for the Town Council’s contribution – already budgeted for	Cllr Plant proposed £10,000 and advised that this was the most successful event apart from the Skate Park opening/skate jam. Seconded Cllr Ewart. Unanimously agreed. Motion carried. Clerk to request Terry Barrow to attend our September meeting and give a report.
Saxmundham Museum	Request for £1000 for continuation of the service – already budgeted for	Cllr Fisher had declared an interest and abstained from the vote. Cllr Mrs Jardine proposed £1000, seconded by Cllr Plant. Motion carried on majority.
Lighthouse Women’s Aid	Support for women and their children at a refuge	Lighthouse do essential work have assisted 16 women and children in this area . Cllr Turner proposed £500, seconded Cllr Ewart. Unanimously agreed. Motion carried.

Cllr Smith advised that he had drawn up a draft policy for grant awards in consultation with Cllr Jardine, which he would circulate.

5097. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE AND TO CONSIDER THE FOLLOWING APPLICATIONS:

DC/17/2269/SCO	Hopkins Homes	Land west of South Entrance Saxmundham	Request for screening opinion – proposed residential development, land for a new primary school, open space and country park	The meeting was closed to enable the public to speak. After careful consideration Saxmundham Town Council strongly recommend that an EIA is completed before any development of that area is considered due to the impact it will have on the urbanisation towards Benhall. STC feels that this green belt should be maintained in order to preserve the character of Saxmundham and to prevent Benhall from becoming a suburb of the town.
A TEN MINUTE BREAK ENSUED .				
DC/17/1968/LBC	Mr N Kent	Beech Lawn House, South Entrance, Saxmundham	Rebuilding of orangery	Cllr Fisher proposed support. Seconded Cllr Ewart. Unanimously agreed. Motion carried.
DC/17/2210/LBC	Mr N Kent	Beech Lawn House, South Entrance, Saxmundham	Minor internal alterations	Cllr Fisher proposed support. Seconded Cllr Turner. Unanimously agreed. Motion carried.
DC/17/2038/LBC	Ms E Fox	10 chantry Road, Sax	Installation of 2 no Velux sun tunnels in 60's/70's rear addition and demolition of rear chimney	Cllr Fisher proposed support. Seconded Cllr Turner. Unanimously agreed. Motion carried
DC/17/2206/FUL	Mr R Gander	The Red House, 11 South Entrance, Saxmundham,	Alterations and additions to dwellinghouse including raising roof	Cllr Mrs Jardine proposed support. Seconded Cllr Turner. Unanimously agreed. Motion carried.
DC/17/2200/FUL	Greenfield Durrant Ltd	Bakery, Back of Market Place, Saxmundham	Re-design of permission DC/16/0506/FUL comprising demolition of existing buildings and erection of six new dwellings and associated parking	Although there were no objections there were reservations about inadequate parking. Motion carried.

DC/17/1365/FUL	Mr R Hollington	Land and buildings to rear of 28 and 30 High Street, Saxmundham	Change of use workshop/flat i.e. live/work to residential only	Unanimously agreed support. Motion carried.
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- 5098. TO AGREE THE TERMS OF THE SERVICE LEVEL AGREEMENT BETWEEN DISABILITY ADVICE SERVICE AND SAXMUNDHAM TOWN COUNCIL FOR USE OF THE POLICE STATION BUILDING.** After various discussions Cllr Fisher proposed we agree the terms, as previously circulated, seconded by Cllr Turner. Cllr Plant abstained. **Motion carried on majority.**
- 5099. TO AGREE THE FORMATION OF A WORKING PARTY REGARDING MANAGEMENT OF 'CHRISTMAS IN SAXMUNDHAM':** Cllr Ewart advised that BOS had taken responsibility for providing Christmas in Sax in recent years. Saxmundham Town Council have provided the Christmas lights on a three year contract. Cllr Ewart that he would take the lead for a working party for Christmas in Sax. Cllr Plant volunteered to be on the working party and Cllr Mrs Jardine offered to look after the Health and Safety aspect of it. Cllr Ewart proposed they form a working party, seconded by Cllr Plant. Unanimously agreed. **Motion carried.**
- 5100. TO CONSIDER COUNCILLOR TRAINING:** Deferred until September
- 5101. TO CONSIDER OUR RESPONSE REGARDING THE MARKET HALL REFURBISHMENT VAT ADVICE:** After a lengthy discussion Cllr Fisher proposed that our Clerk meet up with the Consultants for them to establish the facts and put a proposal together for our consideration and ascertain the costs involved. Seconded by Cllr Turner. Unanimously agreed. **Motion carried.** Cllr Smith would like the Finance committee to look at the Consultant's proposal first to make its recommendations.
- 5102. TO CONSIDER THE PAYMENT OF A WORKSHOP LEADER FOR THE TRAINING FOR PEOPLE INVOLVED IN RUNNING THE FUN PALACE FOR THE COMMUNITY ON 8TH OCTOBER 2017:** A lengthy discussion ensued mainly to us not having received sufficient information about this subject. Cllr Fisher proposed that the Council authorize the Clerk to pay up to £350 if we get a formal request. Seconded Cllr Ewart. Unanimously agreed. **Motion carried.**
- 5103. TO RECEIVE AN UPDATE ON THE FELLED TREE:** The Clerk was requested to ask Cllr Ms Trotter-Langlois for a written update on this. It had been noted that the area around the tree had been cleared. Defer until July.
- 5104. TO RECEIVE AN UPDATE ON THE PROPOSED SAXMUNDHAM BIKE TRACK:** Deferred.
- 5105. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT:** Cllr Turner advised that Waitrose are awarding Men in Sheds £500 from the Community matters. There will be a presentation on the 22nd June. Cllr Turner advised that he would be available to access the Police Station after 4pm from Wednesday to Friday. The Clerk will liaise with the Police to find out what day is convenient to them.
- 5106. TO CONSIDER WRITING TO CHAMONIX ESTATES REQUESTING THEM TO RE-OPEN THE SAFE DIRECT LINK TO THE MEMORIAL FIELD ADJACENT TO RENDHAM ROAD:** Cllr Fisher proposed we ask Chamonix to re-open the link between the open area in front of Mayflower Green and the north west corner of the Memorial Field. Seconded by Cllr Plant. Unanimously agreed. **Motion carried.**
- 5107. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:** Cllr Smith advised that he is creating a leaflet for the proposed Neighbourhood Plan. He would like the working party to attend a meeting on Friday 7th July between 4pm and 5pm.
- 5108. DATE AND TIME OF NEXT MEETING: 10th JULY 2017 at 7.15pm**

Signed Dated.....