



Saxmundham Town Council

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Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 10th JULY 2017 at 7.15pm.

Present:

Cllr P. Dunnett, Chairman
Cllr R. Plant – Vice Chairman
Cllr Mrs A Eves
Cllr P. Ewart
Cllr J. Fisher

Cllr Mrs L. Jardine
Cllr Miss P. MacKay
Cllr J. Sandbach, arrived at 7.55pm
Cllr M. Turner
Cllr J. Smith

In attendance: Maddie Gallop, Town Clerk/RFO
Imogen Green, Assistant Town Clerk
Holly Granville Local Area Co-Ordinator
Rob Fawcett, Co-Ordinator Access Community Trust
2 members of the public

PUBLIC FORUM:

- Holly Granville our Local Area Co-Ordinator advised that she works within seven towns/villages and works alongside people to pursue their vision of a good life and be involved with their communities. Working for Suffolk County Council Holly advised that there are no funds or budgets for this type of work. It is to work with people to help them with their independence, and reintegrate them within their community. There are a number of people who benefit from this type of work - the elderly, socially isolated, physical problems, etc. Holly is available by email or telephone and works with both basic and complex things. There are five other Co-Ordinators within the County. They work with various services eg Social Services, the Police, Mental Health, Fire Service etc and Holly is able to divert those who need help where possible to the organization that they need which ultimately assists the already stretched services themselves. Holly is a member of Friends of Saxmundham Skatepark with Rachel Rowe and Cllr Ms C Trotter-Langlois.
- A query arose regarding when the ditches would be cleared and the Town Clerk advised that the ditch alongside Rendham Road is due to be done in August.
- Thanks were received about our lovely colourful hanging baskets supplied again this year.

REPORT FROM THE COUNTY COUNCILLOR: Cllr Richard Smith had sent his apologies due to him attending a meeting in Bramfield.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher attended the opening of the new premises of the District Council in June at Melton. He had also attended the Local Government Association Conference in Birmingham where he learnt more about the Boundary Commission.

Cllr Dunnett advised that his Enabling Budget was already severely stretched. He explained that he will be attending a Scrutiny Committee meeting regarding Food Safety Plan. Cllr Dunnett continues to request faster broadband for this area.

Cllr Dunnett advised that item 6 on the agenda would be brought forward to enable the Co-Ordinator of Access Community Trust to speak.

TO RECEIVE AN UPDATE FROM ACCESS COMMUNITY TRUST REGARDING THE YOUTH COUNCIL IN SAXMUNDHAM: Rob Fawcett, Co-Ordinator of Access Community Trust advised the following:-

Rob has been in post for the last eighteen months and oversees the work in the Youth Booth. Rob is supporting the team on Monday and Thursday evenings.

He met with twelve young people from Saxmundham Free School for various ideas. They were from years 9 and 10 – year 11 are in the middle of exams. Some felt that the Skate park was not the best idea as it attracted anti-social behaviour, as do most Skate Parks. The Friends of Saxmundham Skate Park was primarily set up for parents of the children who use the Skate park. It is essential for the young people to take pride in the facility that has been provided and it is planned for them to meet quarterly.

Rob will link up with Holly Granville to discuss various options to build community cohesion. 80% of the children who attend the Youth Booth come from the Free School. During the summer months the Youth Booth is not as busy due to children doing other activities. Rob advised that he is in the process of organizing a Park Run in Saxmundham. Lowestoft began one in October 2015 and is very successful. A Park Run is free and is for any age, or ability and it does not matter whether you run or walk. Many parents run with their children and it keeps everyone physically active. Volunteers will be needed and it gives work experience and confidence with this team building. Six volunteers/marshalls will be needed every week and Rob is hoping that the venue will be Carlton Park where the run would consist of two laps of the field plus running round the wooded area . Rob will attend the September Town Council meeting to report back .

AGENDA

5109. 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: Cllr Mrs Eves declared an interest due to her husband giving quotations for the Market Hall.
- To receive declarations of non-pecuniary interest in respect of items on the agenda: Cllrs Dunnett and Fisher declared an interest regarding planning matters **as they are both SCDC District Councillors**. Cllr Fisher declared an interest regarding payment to Fishers.
- To consider full/partial dispensations for pecuniary interests declared: **None received**.

5110. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Ms C Trotter-Langlois, work commitments.

5111. TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF 12TH JUNE 2017 (PREVIOUSLY CIRCULATED): Cllr Plant proposed minutes as correct, seconded Cllr Fisher. Unanimously agreed. **Motion carried.**

5112. 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	Assistant Town Clerk and Cllr M. Turner have not arranged a meeting yet. The Assistant Town Clerk has emailed Men in Shed's for advice regarding Terms of Reference.
Assistant Town Clerk to explore funding sources for a controlled crossing in Rendham Road, Saxmundham.	Assistant Town Clerk	Researched and is unable to find any funding to apply for.

5113. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS: Cllr Dunnett advised that he had been busy with various projects – Police Station, Hopkins Homes. The Clerk did not have any announcements at present.

5114. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS ON THE FOLLOWING: Cllr Mrs Jardine reported:

- To approve the expenditure to the end of JUNE 2017: Cllr Mrs Jardine advised that she had checked the reconciliation and proposed the expenditure as correct, seconded by Cllr Plant. **Motion carried on majority.**

Cllr Fisher had previously declared an interest due to the payment of Fishers and did not vote. Cllr Mrs Jardine explained that all the agreed donations had been paid. Saxmundham in Bloom will be reviewed later in the year and letters will be sent out to Businesses regarding the cost of the baskets.

- Review of the internal audit: To make everyone aware of the requirement, who will be carrying this out and when the findings will be reported to the FCM – Cllrs Mrs Jardine, R. Plant and J. Smith will be reviewing the internal audit on the 24th July and will report back to the Finance committee at their September meeting.
- The FCM agreement regarding the policy of review every six months, June and December: Cllr Mrs Jardine proposed we make grants bi-annually and use the circulated draft policy produced by Cllr Smith. Seconded Cllr Plant. Unanimously agreed. **Motion carried.** Small donations will be considered in between these times.
- The new Financial Software package:
 - a) To confirm agreement of the above purchase. Cllr Mrs Jardine advised that she realized that some Councillors find the Excel finance difficult to understand and she had previously been asked to seek alternative financial packages. Cllr Mrs Jardine had been to visit the Town Clerk at Woodbridge and discovered that the surrounding towns had already got the package that Saxmundham Town Council were now investigating. Cllr Mrs Jardine proposed we purchase this system, called Alpha, seconded Cllr Ewart. Unanimously agreed. **Motion carried.** Rialtus the providers of the package will guide the Clerk with the input. Cllr Fisher enquired whether the Town Clerk was happy with this package, as she is the RFO, and she responded by advising that she had been to Leiston to investigate theirs and agreed.
 - b) To confirm that budget updates will be issued in a new format and at least bi-monthly once the software is fully installed and the Town Clerk and Assistant Clerk are fully trained. Cllr Mrs Jardine proposed that once the new system is in place the Town Clerk will provide a word based copy of expenditure every month, seconded Cllr Plant. Unanimously agreed. **Motion carried.**

5115. TO RECEIVE AN UPDATE ON WORKS AT THE POLICE STATION: The Assistant Clerk advised the following:-

- Quotations have been sought for the widening of doors and fit new 825 clear mm wide door set. Awaiting permission for the doors to be altered from SCDC Building Control. The Assistant Clerk will request a site visit – our two District Councillors may be able to expedite this permission. However in Section 20 of the Equality Act there is a duty to do everything we can to make provision for all. Cllr Ewart proposed a site visit from the Building Control Officer and confirm how many doors need replacing, seconded by Cllr Plant. **Motion carried on majority** as Cllr Mrs Eves had previously declared a pecuniary interest.
- Asbestos survey requested and contact with our Asbestos Specialist on how to manage it. After a lengthy discussion Cllr Fisher proposed they authorise the Chair and Town Clerk to spend up to £2000 excluding vat for the asbestos service. Seconded Cllr Smith. Unanimously agreed. **Motion carried.**
- The Assistant Clerk had completed a Risk Assessment on Legionella for the Market Hall and the Police Station which was very comprehensive. – Low Risk
- The Council authorised the spending of up to £5k for the widening of the doors, if required, subject to prior confirmation with Cllr P. Dunnett, Cllr Mrs Jardine and Building Control before September..

5116. TO AGREE THE START DATE FOR DISABILITY ADVICE SERVICE TO USE THE POLICE STATION:

Once the work on the Police Station is complete we will be able to give a date.

5117. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE : Cllr Dunnett advised that there are no outstanding applications to date.

Planning decisions received from SCDC:

DC/17/1458/FUL creation 2 dwellings Land and buildings back of Market Place, Sax - **Refused**

5118. TO RECEIVE A REPORT FROM THE MARKET HALL MANAGEMENT COMMITTEE: Cllr Miss MacKay reported the following:-

- The Town Council need to reconsider the sums needed for the proposed renovation
- The curtains are unsuitable for fire-proofing, too old, and will be removed and disposed of
- Hiring of the Market Hall needs promoting

- Purchase of a projector would be more beneficial to the Town Council and will be purchased when funds are available
- Equipment will be stored away in the locked cupboard at the back of the stage

5119. TO DISCUSS GRAFFITI ON THE SKATE PARK: Cllr Ms Trotter-Langlois, who was absent, wished to discuss authorized street graffiti. Apparently a group from Ipswich decided to go onto our Skate Park and provide their own graffiti which the Clerk has received complaints about. The Clerk will go to the Memorial Field this week to look at this. After some discussion Cllr Fisher proposed that Cllr C Trotter-Langlois and Holly Granville, our Local Area Co-Ordinator liaise and go ahead with allowed graffiti. Seconded Cllr Ewart. Unanimously agreed. **Motion carried.**

5120. TO AGREE AN EQUALITY POLICY FOR SAXMUNDHAM TOWN COUNCIL previously circulated: After some discussion Cllr Dunnett proposed that we accept this draft, seconded by Cllr Ewart. A similar policy is required to be completed for the Public as this particular policy is for the staff. **Motion carried on majority.** Cllr Fisher voted against.

5121. TO RECEIVE AN UPDATE ON THE FELLED TREE: Deferred as Cllr Ms Trotter-Langlois absent

5122. TO RECEIVE AN UPDATE ON THE PROPOSED SAXMUNDHAM BIKE TRACK: Deferred as Cllr Ms Trotter-Langlois absent

5123. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT: Asbestos survey has to be undertaken before Men in Sheds can operate there. Cllr Turner advised that the Men will sort out the benches at the Primary School.

5124. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES: Cllr Smith advised that there was a Neighbourhood Plan working party meeting last Friday – notes to be circulated. They agreed to proceed rapidly. Next meeting Monday 24th July. Engagement with the community will have to be organized. Cllrs Mrs L. Jardine and R. Plant are the Chair and Vice Chair. The first meeting will be held in early September and other people will be invited. A month later there will be a Public meeting after a leaflet dropping session. A logo for NP needs to be created. Neighbourhood Plan will be a regular agenda item on the Town Council meetings from now on.

Cllr Ewart thanked the Council for the £4,000 grant on behalf of The Art Station He advised that the Board of Trustees of the Saxmundham Art Station Ltd have approved a two year lease with Abellio Greater Anglia without any rent or management fees. A 25 year lease will be negotiated once more significant funding and the development of the building is underway.

Cllr Ewart advised ‘Christmas In Saxmundham’ will be taking place on Saturday 2nd December and all volunteers are welcome to join the Council’s newly formed Working Party.

Cllr Dunnett had received concerns about illegal parking at the Railway Station by visitors to the Art Station who are using valuable parking spaces for railway users. It was suggested that maybe parking for the Art Station could be at the Old Police Station.

Cllr Plant will attend an Anti-Social behaviour meeting this Wednesday. Unfortunately 2 bloody carving knives were discovered in Saxmundham – Police are aware.

Cllr Dunnett explained that the closure of Barclays Bank in the High Street is a done deal. Cllr Dunnett will meet with their Manager and report back.

5125. DATE AND TIME OF NEXT MEETING: 11TH SEPTEMBER 2017 at 7.15pm

Meeting closed at 9.20pm

Signed.....

Dated.....