



Saxmundham Town Council

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Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 11th SEPTEMBER 2017 at 7.15pm.

Present:

Cllr P. Dunnett, Chairman
Cllr Mrs A Eves
Cllr P. Ewart
Cllr J. Fisher
Cllr Mrs L. Jardine

Cllr Miss P. MacKay
Cllr J. Sandbach, arrived at 8.05pm
Cllr M. Turner
Cllr J. Smith

In attendance: Maddie Gallop, Town Clerk/RFO
Imogen Green, Assistant Town Clerk
Emma Ratzer Access Community Trust Chief Executive
15 members of the public

PUBLIC FORUM: A number of comments were made as follows:

- Minutes of the last meeting were not displayed in the Notice Board – The Town Council do not have a meeting in August and the minutes of the July meeting had not been agreed.
- Traffic lights at the bottom of Church Street are causing a number of problems – the entrance to Tesco is often blocked and the High Street is consistently backed up with traffic. A yellow box might alleviate the problem – Clerk to contact Highways about this. Many drivers go across on red lights.
- Mr Tricker advised that the Community Interest Company that he set up (Pastel) used grants to produce a video on making and keeping friends and he will send a link to the Clerk. Brook Farm Residents Association have held a number of social activities. The most successful event has been Sax Music Fest who received monies from both the District Council and our Town Council. However SADCIC received disappointing news as their funding bid to the Big Lottery Fund was declined resulting in a delay in the building of a new Fromus Centre. Mr Tricker thought that maybe if we all combined our resources the redevelopment of the Police Station site could be an option.
- Terry Barrow who has successfully created the Sax Music Fest advised that 2500 people attended the Saturday performances in the rain. The evening entertainment which was held in the Church was very popular and hopefully they will expand the Arts activities. Pitch fees and a bucket collection were also held. The Music Fest is a free and family event and it costs between £25-26K. They are looking at other streams of funding and have approached Bridge Marketing. They are hoping to receive sponsorship for the stage, fencing and sold advertising space. Colin Dennison, the Treasurer, advised that their finances are in a stable state for next year but headline acts cost around £1500.
- Emma Ratzer of Access Trust advised that they have a successful Café in Lowestoft and wish to replicate it in Saxmundham. They work with the local schools and the young people in Lowestoft were very grateful for the variety of opportunities, both employment and support-related which the Coffee House had provided. Access

Trust already provide youth provision on the Memorial Field and if a café could be erected on the Memorial Field it would act like a 'hub' for the various youth activities and projects that are run by Access Community Trust. Agenda item in October.

REPORT FROM THE COUNTY COUNCILLOR: County Cllr Richard Smith had sent his apologies due to County Council procedures relating to the recruitment of a new Chief Executive.

REPORT FROM THE DISTRICT COUNCILLORS:

Cllr Fisher advised that he is involved with the merger proposal which is a slow process. Cllr Dunnett urged everyone to read the Consultation about the Local Plan Review particularly pages 104 and 105 about potential land for development in Saxmundham. All areas marked with yellow are where they are proposing to build which goes beyond what is already going on at the Layers. As a District Councillor Cllr Dunnett advised he is not happy with the plans and stated his reasons: –

- Saxmundham do not have many facilities
- the Doctor's Surgery is already stretched
- Insufficient provision for parking
- More infrastructure essential
- The traffic lights at the crossroads at Church Street already creating a back log of vehicles and members of the public are constantly complaining about the potential danger of accidents

Cllr Dunnett urged residents to log onto the Suffolk Coastal District Council website, Public Consultation and object. The consultation goes on until the 30th October 2017.

Cllrs Ewart and Smith advised that we are committed to the implementation of a Neighbourhood Plan but the process will take about two years. Saxmundham have more land available than houses that are needed. Saxmundham need more green land for the future – the implementation of a National Park Run and green land for leisure .

AGENDA

5126. **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: : 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**

5127. **TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE:** Cllr Roger Plant, holiday

5128. **TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF 10TH JULY 2017 (PREVIOUSLY CIRCULATED):** Cllr Fisher proposed an amendment to 5115 – 'if required' to be inserted in the last bullet point 'widening of the doors.' Cllr Ewart proposed that with this amendment the minutes are correct, seconded by Cllr Mrs Eves. **Motion carried on majority.** Cllr Fisher abstained.

5129. 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 advised he would sort this out but no-one turned up at the last meeting.

5130. CHAIRMAN’S/TOWN CLERK’S ANNOUNCEMENTS:

Cllr Dunnnett advised that he had, regretfully, received a letter of resignation from Cllr Ms Trotter-Langlois resulting in a vacancy.

The Clerk will be away from the office this coming Friday due to attendance at a course.

- **TO RECEIVE AN UPDATE REGARDING THE SCDC LOCAL PLAN REVIEW:**

Cllr Smith agreed with the comments Cllr Dunnnett had made earlier and emphasized the importance of this Suffolk Coastal Local Plan Review. He went on to say that this is a very important document regarding land for potential development. Cllr Smith advised that there are three options of where growth should go and the amount of housing we are required to take depends on how much is built in Ipswich and stated that we do not wish houses to be built on a ‘piece meal’ basis. The progression of a Neighbourhood Plan is essential and we must pursue this with great urgency. Cllr Smith advised that a meeting had been held last Monday and a Public Meeting will be arranged as soon as possible. A resident from Kelsale attended. Many residents of our town work elsewhere and it is hoped that life will be brought back to the centre of the town.

Cllr Smith stated that there is a need for more communication and they will create a Word Press for this process and use facebook.

Cllr Smith advised the following:-

- The creation of a Neighbourhood Plan has financial implications – funding available from the Government
- SCDC have approved the designated area of the Parish of Saxmundham.
- Professional Consultants have been engaged, Navigus, as we will need their opinion and guidance
- Liaise with Suffolk Coastal District Council
- Next step – arrange a Public Meeting
- Apply for funding
- Designs have been completed for a Logo

5131. TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN:

To approve the terms of reference of the Council’s Working Party (circulated) Cllr Mrs Jardine proposed we agree the terms created by Cllr Smith. Seconded Cllr Turner. Unanimously agreed. **Motion carried.**

The date for the Public Meeting will be circulated as soon as possible

The subject of the Neighbourhood Plan will continuously be an agenda item for future meetings.

5132. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS ON THE FOLLOWING:

- To approve the expenditure to the end of AUGUST 2017: Cllr Mrs Jardine explained that the clearance of the ditch on the Memorial Field had been the subject of discussion and included in the Public Forum for a number of months. The work was essential and there is a short period of time when this type of work could be done. Having employed the services of Les Cotton Contractors to complete the drainage we had requested them to

clear the ditch, having previously received other quotations. Although this was discussed at length we did not actually formally agree this work and it will be ratified retrospectively at the October Town Council meeting. Les Cotton Contractors have cleared the ditch to a very high standard. Cllr Mrs Jardine had previously checked and agreed the reconciliation figures. Cllr Mrs Jardine proposed the August expenditure as correct, seconded by Cllr Ewart. Cllr Fisher abstained due to his declaration of interest in the payment to Fishers. **Motion carried on majority.** The expenditure for July 2017 had been circulated and Cllr Mrs Jardine proposed this as correct, seconded Cllr Ewart. Unanimously agreed. **Motion carried.**

- To receive an update on the budget 2017/2018 – Cllr Mrs Jardine advised that our reserves from December 2016 to April 2017 substantially decreased as we had overspent on non-budgeted expenditure for the skatepark. The construction was completed in October/November but because of the inclement weather the turfing became damaged. Consequently the surface of the skate park was covered in mud and debris. The skate park required fencing-off as it had to be closed for health and safety reasons. Following several meetings, essential repair work was carried out with the funding being provided from the reserves. Cllr Fisher explained that over the last 2-3 years we had spent more than £100,00 from reserves on various projects. Cllr Mrs Jardine advised that we need to review the forecast for 2017/2018. The retention fee for the skate park and the CIL funding are to be noted in the reserves. Consideration of expenditure for the old police Station will also need to be discussed. Cllr Mrs Jardine proposed a small working party consisting of herself with Cllrs Plant and Smith will meet to review the forecast for 17/18 together with a budget covering the next two years. The working party will provide a progress report to the next Finance Committee meeting. Seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

- To receive the recommendations resulting from the review of the effectiveness of the Internal Audit procedure. Cllr Mrs Jardine advised that two recommendations were made following the review of internal audit and governance.

Cllr Mrs Jardine stated that the working party's recommendation is to test the market regarding availability of suitable internal auditors. Cllr Mrs Jardine proposed that we contact Hellis & lodge, SALC and one other, if possible. Seconded by Cllr Mrs Eves. Unanimously agreed. **Motion carried.**

As part of the review of internal audit and governance, Cllr Mrs Jardine proposed that we review the Terms of Reference for each committee, seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

- To agree funding of additional hours for the Assistant Town Clerk. Cllr Mrs Jardine advised that Cllr Plant, together with our staff, completed a review of office working hours. The resulting business plan highlighted a shortage of ten hours. Cllr Mrs Jardine stated that we did not previously budget for the full ten hours. However, we did allow for some funding for the Neighbourhood Plan project which was placed into the Capital Expenditure category (no other category was available at the time). Cllr Mrs Jardine reported that our Internal Auditor had made a recommendation for £2500 pa be budgeted to provide admin support to the Neighbourhood Plan. Cllr Mrs Jardine proposed we should allow payment of an average of two hours per week for the Assistant Clerk to support the Neighbourhood Plan, and vire the money from the capital expenditure category to salaries. Cllr Ewart seconded this proposal. Unanimously agreed. **Motion carried.**
- To receive a progress report on the implementation of the new Alpha Financial Software . The Clerk advised that she is progressing with the implementation of the new system. At present the Assistant Clerk does not have access on her computer. We need to purchase a multi-user licence which is £160.00 to enable the Assistant Clerk access to the new system.

5133. TO APPROVE AND ACCEPT THE PREVIOUSLY CIRCULATED ANNUAL RETURN AND NOTICE OF CONCLUSION FOR THE YEARLY AUDIT ENDING 31 MARCH 2017.

Cllr Dunnett proposed this as correct, seconded by Cllr Ewart. Unanimously agreed. **Motion carried.**

5134. TO RECEIVE AN UPDATE ON WORKS AT THE POLICE STATION AND CONSIDER THE USE OF THE BUILDING:

We are awaiting the report from the recent asbestos survey.

Cllr Fisher advised that he would like the Council to allow Disability Advice Service use of the Police Station .

The results of the recent asbestos survey should be with us within the next two weeks and Councillors thought we should wait until we have the report.. A discussion ensued regarding the Police Station not having a disabled toilet but Disability Advice Service advised that they were prepared to use the Police Station without one.

Cllr Fisher proposed 'subject to the asbestos survey we go ahead and allow Disability Advice Service use of the Police Station.' Seconded Cllr Turner. **Motion carried on majority.** 5 votes for – 4 votes against.

A disabled toilet will be installed as soon as possible.

Cllr Fisher advised that a Taxi Licensing Officer had suggested to him that he would like to see a Cab Office in the Police Station. Our Planning consent has limited hours but a Cab Office has to have 7am to midnight. Cllr Fisher proposed we obtain planning permission from 6am to midnight. Seconded Cllr Turner. 5 votes for. Cllr Smith voted against. Cllrs Mrs Eves, Ewart and Mrs Jardine abstained. **Motion carried on majority.** Cllr Dunnett advised that we have a duty to make the best use of the Police Station and a working party was agreed consisting of Cllrs Ewart, Fisher, Miss MacKay, Turner and Smith. Cllr Dunnett will attend meetings when he is available and proposed the working party will meet and discuss the possible usage of the Police Station and report back to the Council in 12 weeks time. Seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

5135. TO AGREE APPOINTING CLLR MRS L JARDINE AS A MEMBER OF THE PLANNING COMMITTEE: Cllr Dunnett explained that Cllr Mrs Jardine was previously a member of the Planning Committee when she was our Vice Chairman but is not a member at present. Cllr Dunnett proposed Cllr Mrs Jardine rejoined the Planning committee , seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

5136. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE :

TO DISCUSS THE PLANNING APPLICATION BELOW:

DC/17/36 64/FUL	Mr J Clutterbuck	38 Heron Road, Saxmundham	Rear single storey extension	There were no material reasons why this extension could not be erected. Cllr Ewart proposed no objections. Seconded Cllr Sandbach. Unanimously agreed. Motion carried.
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5137. TO RECEIVE AN UPDATE ON THE STATUS OF THE MARKET HALL: Cllr Miss MacKay requested that the curtains are removed as soon as possible as they are a fire risk. Cllr Smith advised that he had attended a meeting with the VAT Consultants. The issue of whether vat is recoverable regarding the Market Hall is most important. The Consultants recommended we seek advice from a Barrister. We need to obtain costs for this. The Assistant Clerk will send a synopsis to our VAT Consultants and she will also liaise with Suffolk Record Office.

5138. TO AGREE PARKING ARRANGEMENTS AT THE OLD POLICE STATION: The working party will discuss this at their meeting. Cllr Fisher recommended we put two notices up – one with Saxmundham Town Council’s contact details and the other to state ‘Authorized Parking Only’ but the matter was deferred.

5139. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT: Cllr Turner will arrange another meeting.

5140. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:
Cllr Miss MacKay stated that the Market Hall Working Group will be meeting on 18th September to further their work on the preparation of the proposed application to the Heritage Lottery Fund.
Cllr Ewart – Art Station – Woodbridge Fire Station Café will supply a temporary food wagon at the Art Station until the work for a café inside is complete
Cllr Dunnett sincerely apologized for omitting to thank Cllr Cheleigh Trotter-Langlois for her involvement in a number of projects particularly young people during her service to the Council for over ten years. She worked hard and did her best to improve the facilities.
She has resigned from the Council to do Youth Worker training.

5141. DATE AND TIME OF NEXT MEETING: 9th OCTOBER 2017 at 7.15pm

Meeting closed at 9.30pm

Signed.....

Dated.....