



## Saxmundham Town Council

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### Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 9<sup>th</sup> April 2018 at 7.15pm.

#### Present:

Cllr P. Dunnett, Chairman  
Cllr R Plant, Vice Chair  
Cllr Mrs Eves  
Cllr J. Fisher

Cllr M. Golding  
Cllr L. Jardine  
Cllr J. Smith  
Cllr M. Turner

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

The Chairman, Cllr Dunnett welcomed everyone to the meeting.

Cllr Dunnett advised that sadly, Col Ronald Warren, had passed away. Ron had been a Councillor for a number of years and Chairman of the Council from 2000 to 2002 and again in 2006 to 2007. He had also been a District Councillor. A minutes silence was held.

Mr M. Hendry PlanSurv discussing the Former Bus Depot – Saxmundham- Proposed Redevelopment Consultation. Two representatives came and spoke to the Council about a proposed development if the present tenants do not wish to renew their lease in July of next year.

#### PUBLIC FORUM:

- A member of the public asked whether we were reviewing the Service Level Agreement with Access Community Trust who provide Youth provision on the Memorial Field in the Youth Booth. STC extended their agreement for a further 12 months. ACT are the speakers at the Annual Town Meeting on the 23<sup>rd</sup> April 2018.
- Haydn Morris advised that Col Warren had given unwavering support to the Scouts who would not have been in a position to continue without him.

**REPORT FROM THE COUNTY COUNCILLOR:** County Cllr Smith had sent his apologies due to attendance at another meeting.

**REPORT FROM THE DISTRICT COUNCILLORS:** Cllr Fisher advised that the formation of the new Council is progressing. Cllr Dunnett reported as it's the new financial year both he and Cllr Fisher have monies in their Locality Budgets to spread amongst the parishes.

## AGENDA

**5230. 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 Smith declared an interest in the payment for 123-reg Ltd website for the Neighbourhood Plan, Cllr Fisher in the payment to Fishers and Cllr Mrs Eves for a payment to her husband.
- To consider full/partial dispensations for pecuniary interests declared: **Not applicable**

**5231. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE:** Cllr Ewart , business Commitments, Cllr J Sandbach, business commitments, Cllr Miss P MacKay, illness

**5232. TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF 12<sup>th</sup> March 2018:** Cllr Dunnnett advised that he would sign the minutes next month after the draft resolution by Cllr Smith had been added as an appendix and the last sentence regarding the content being publicly available in minute number 5225 was removed.

**5233. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING:**

Action	By	Status
<b>Contact Network Rail &amp; Abellio Greater Anglia regarding Railway Station Building</b>	<b>Town Clerk</b>	<b>Letters written and acknowledgements received. These letters will be circulated to Cllrs. Cllr Golding would like to be involved and Cllr Smith reiterated that this is an important site and wishes to liaise with SCDC.</b>

**5234. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:**

- Terry Barrow had sent an email to STC regarding an event for Saxmundham Music Fest to be held at the Bell Hotel on Tuesday 10<sup>th</sup> April at 11am and as STC are the key sponsors for Sax Music Fest everyone would be welcome.

**5235. TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN:**

Cllr Smith advised the following:-

- Website up and running
- Social media sites have been created
- Events page available
- Cllr Mrs Eves will assist with the promoting of the Neighbourhood Plan on “what is going on in Saxmundham” and on the facebook page.
- A meeting will be held with our Consultant next Tuesday and Cllr Smith will draw up two short statements regarding low and higher growth.
- Cllr Smith proposed to have a series of evening meetings on housing, transport, environmental, culture and recreation
- Richard Smith our County Councillor will be invited to a meeting
- More help is required from our STC office particularly with organising meetings and completing tasks. Cllr Plant responded by informing everyone that the Assistant Clerk had

been given two extra hours per week for work associated with the Neighbourhood Plan and between the two Officers we need to know the workload since it was assessed previously. Cllr Plant went on to say that we cannot keep loading our staff up with work without regard to our duty of care.

- The steering group of the Neighbourhood Plan would like a banner to be erected across the street. Highways will have to be notified.

**5236. TO RECEIVE AN UPDATE ON THE ENQUIRY REGARDING VAT:** Cllr Mrs Jardine advised that there are two issues at present, recovering VAT on a day to day basis and recovery of VAT with regard to the potential re-development of the Market Hall. Questions need to be asked and sent to the Town Clerk to enable us to discuss our enquiries with our VAT Consultants.

- Clarification is necessary with regard to the letting out of the Market Hall as to whether we charge VAT in the future
- Cllr Smith is attending a meeting with Christopher Lucas and Carol Houghton with the Heritage Lottery Fund in Cambridge on Thursday and it is necessary to know whether VAT can be recovered.

**5237. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS REGARDING THE FOLLOWING:**

- To approve the expenditure to the end of MARCH 2018 – Cllr Mrs Jardine proposed the reconciliation for the Town Council as correct, seconded by Cllr Plant. Cllrs Mrs Eves and Smith declared an interest and did not vote. **Motion carried on majority.** Cllr Mrs Jardine proposed the reconciliation for the Market Hall as correct, seconded by Cllr Mrs Eves. Cllr Fisher abstained. **Motion carried on majority**
- To agree the tabled expenditure for Saxmundham Town Council and the Market Hall, as circulated: Cllr Mrs Jardine proposed approval for payments for STC, seconded Cllr Golding. Cllrs Fisher and Mrs Eves abstained. **Motion carried on majority.** Cllr Plant proposed approval for payments for the Market Hall seconded by Cllr Golding. Unanimously agreed. **Motion carried.**
- To agree a quotation for installation of external entrance doors at the Old Police Station: deferred until second quotation is received.
- To agree the installation of bollards pending investigation as to whether cars can safely clear them: The Assistant Clerk advised that cars could easily drive over the bollard that we have already purchased. After a lengthy discussion regarding the parking at the Police Station Cllr Turner proposed the purchase of signage, 4 signs with “No Unauthorised Parking by order of Saxmundham Town Council” printed on them. Seconded by Cllr Fisher. Unanimously agreed. **Motion carried.** Once they have been purchased and erected we can monitor the parking situation to ascertain whether bollards are necessary.
- To agree the purchase of a bin for the Memorial Field: After much discussion it was agreed for Cllr Plant to ascertain whether it would be possible to get a concrete bin made for us by inmates at Hollesley.

**5238. TO DISCUSS AND TAKE APPROPRIATE ACTION FOR THE PREVIOUSLY CIRCULATED PROPOSAL PAPERS FOR COMMITTEE RESTRUCTURE AND IMPLEMENTATION AS FROM THE MAY 2018 MEETING:** Cllr Smith had previously produced proposal papers for this. He gave a brief synopsis of the report as follows:-

- Retain the Planning Committee
- Create an Amenities and Servicing Committee
- Incorporate the Personnel Committee with the Finance Committee. However, Cllr Fisher disagreed with this and proposed that the Personnel Committee should remain in place as personal issues and grievances should remain with the Personnel

committee. Seconded Cllr Turner. 6 Councillors voted against with only 2 Councillors for.

- Restrict the number of committees that a Councillor sits on
- Committee meetings should be scheduled for evenings but Cllr Plant said that staff cannot work all day and in the evenings
- The Market Hall Working Group will remain
- Full Council should obviously agree both the budget and Precept

Cllr Plant voted that we accept the papers as written, seconded Cllr Mrs Eves. Cllr Fisher voted against. **Motion carried on majority.**

**5239. TO DISCUSS AND AGREE WHETHER STC APPLY CHARGES FOR ROOM HIRE AT THE POLICE**

**STATION:** Cllr Fisher advised that we agreed a long time ago for the Disability Advice Service to use a room at the Police Station at no cost to themselves and this would obviously also apply to Citizens Advice Bureau and other charities. There could a small charge for meetings. Cllr Mrs Jardine advised that we need to look at other room hirers to ascertain their charges. The Assistant Clerk advised that she had received one quotation for replacement doors at the Police Station and would be another contractor on site this coming week.

**5240. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:**

Cllr Smith advised that the Market Hall Working Group will need to report to the Lottery Fund that the Library have withdrawn from going into the Market Hall as they are going to be relocated.

Cllr Golding explained that it would be pointless to go ahead with the Communication Strategy because it is encompassed in the resolution that Cllr Smith had prepared.

Cllr Fisher attended a SALC meeting on the 19<sup>th</sup> March at the Riverside Centre

Cllr Mrs Jardine attended a meeting at the SCDC office covering plastic waste and recycling. Amongst others, the meeting was attended by the Environment Agency and Suffolk Waste Partnership. The essence of the discussion covered which plastics can be recycled and those which have to be disposed of using other means. The main points for plastic usage are: Prevention, Re-usage, Recycle, Energy Recovery and finally Disposal by other means. If in doubt regarding the recycling possibility of a plastic, members of the public are advised to view Suffolk Waste Partnership website and use the A to Z of recycling facility.

**5241. DATE AND TIME OF NEXT MEETING: Annual Parish Meeting 23<sup>rd</sup> April 2018 at 7.15pm,  
The AGM followed by the May Town Council meeting on 14<sup>th</sup> May 2018 at 7.15pm**