



Saxmundham Town Council

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Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 11 June 2018 at 7.15pm.

Present:

Cllr P. Dunnett, Chairman	Cllr Mrs L. Jardine
Cllr R Plant, Vice Chair	Cllr J. Smith
Cllr Mrs Eves	Cllr M. Turner
Cllr J. Fisher	
Cllr M. Golding	

In attendance: Maddie Gallop, Town Clerk/RFO
Imogen Green, Assistant Town Clerk
Mr Richard Best [East Suffolk Communities Manager, Waveney & SCDC Councils](#)

1 member of the public

Cllr Dunnett welcomed everyone to the meeting and introduced Mr Richard Best who came to give a brief talk on the PSPO's (Public Space Protection Orders) which have replaced the alcohol consumption in Designated Public Place Order (DPPO) introduced in Saxmundham in 2008.

Mr Best advised the following:-

- This is the 9th town that Mr Best is consulting with.
- It was originally thought that these Orders would help Suffolk Police deal with those using alcohol, anti-social behaviour, drugs etc but the Police have access to other tools in dealing with these problems.
- Police in Leiston and Saxmundham do not regularly use these powers but the Orders will remain in force for a further three years during which time their use will be reviewed..

Mr Best left at 7.35pm

PUBLIC FORUM: The member of public wished to highlight the following three items –

- i) Apparently the White Hart Public House, in the High Street, which had been put up for sale has been sold to a local entrepreneur. The pub had been empty for a number of years.
- ii) Saxmundham has lost another Licensed pub, the Coopers Dip

- iii) Apparently Wickham Market have a group of people who got together to purchase and renovate their local pub. The resident wished to know why Saxmundham is so lacking in facilities as other villages seem to pull together and have far more than us. He asked for comments!

He said that a number of people attended the Public Meeting which was held in our Market Hall regarding the White Hart and there was a small group of people who tried to develop a plan to purchase the pub.

Cllr Plant said that the pub in Wickham Market was burnt down and was a very different community issue. Saxmundham do have The Bell, Queens Head and the Bistro for the residents to use whereas the George was the last pub in Wickham Market.

Cllr Smith stated that from the point of view of the proposed Neighbourhood Plan the White Hart is an important site and we should make an outreach to the new owner. Both Councillors Golding and Plant have maintained a watching brief.

At this point the resident left the meeting.

REPORT FROM THE COUNTY COUNCILLOR: Cllr Smith had sent his apologies due to a prior commitment. Cllr Plant advised that the County Council had withdrawn some assisted travel for children getting to school and felt that this needs further clarity.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher explained that apart from routine business SCDC is engaged in forming the East Suffolk Council. Cllr Dunnett explained that the Shadow Council and the Shadow Cabinet have met for the first time.

Cllr Dunnett reminded everyone that both he and Cllr Fisher have monies in their Enabling Budget for any current projects.

AGENDA

5255. 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: **None declared**
- To consider full/partial dispensations for pecuniary interests declared: **Not applicable**

5256. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Ewart, work commitments. Cllr Sandbach work commitments

5257. TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF 14TH MAY 2018: Cllr Plant proposed minutes as correct, seconded by Cllr Golding. Unanimously agreed. **Motion carried.**

5258. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS: Cllr Dunnett informed Cllr Turner that a

post card had been left for him at the Police Station with regard to collecting an urgent letter from the Post Office about Men in Sheds which needs immediate action. Cllr Turner assured the Chairman that this matter has been dealt with.

5259. TO RECEIVE AN UPDATE REGARDING NEIGHBOURHOOD PLAN: Cllr Smith reported:

The Steering Working Group had recently met to draw up a series of Public Consultation meetings, Wednesday 27 June Housing – which option to choose. This is an 8 page option of three different options of development of the town with the assumption of growth of either 1200, 700 to 800 and 400 to 500. The Layers campaign is against growth along there but a high level of housing need would require it to be built on. The growth of 700 to 800 proposal could avoid the Layers and create more building up the brow of Church Hill. The third option would result in gradual development up the Hill. Growth would have a differential impact on the town with a different Precept depending on what is best for the town. Also necessary is the need to attract more footfall to the town centre.

Cllr Smith advised that he, John Findlay and Christine Buttery will be attending a meeting tomorrow, 12th June, with the SCDC Planning Policy Team to talk about the Neighbourhood Plan.

There will also be a Public Consultation with Greener Sax on Wednesday 11th July regarding the environmental dimension eg.cycling paths, allotments etc.

There will be a drop- in Public Consultation on the 14th July to enable the public to have their say and ask questions.

On Wednesday 19th September there will be a Public Consultation with Sax and Beyond Business Association regarding the Town centre and our local economy.

All Public Consultation will be in the Market Hal at 7pm except the Drop-in morning on the 14 July from 10am to 12.30pm.

5260. TO DISCUSS THE FOLLOWING PLANNING APPLICATION:

DC/18/1979/VOC	Ryan Gander	The Red House, 11 South Entrance Saxmundham	Variation of Condition no 2 of DC/17/4246/FUL	To enable the floor to be raised for wheel chair use the roof will also have to be raised. No objections from Sax Town Council.
DC/17/2965/FUL	Mr & Mrs Roberts	Hall Farmhouse, Church Street, Saxmundham	Appeal under Section 78 for refusal	This is a matter for SCDC planners.

5261. TO DISCUSS THE PREVIOUSLY CIRCULATED NEW TRAFFIC REGULATION ORDER AND GIVE

OUR COMMENTS: Cllr Dunnett explained CPE, Civil Parking Enforcement where the responsibility for enforcement against illegal parking is transferred from the police to the local authority. Cllr Smith thought that the Neighbourhood Plan might wish to liaise with Highways.

5262.TO RECEIVE A REPORT FROM THE RESOURCES COMMITTEE -Cllr Mrs Jardine reported on the following:

- to receive the report from the internal auditor for the recently completed audit 2017/2018 and approve its recommendations: Cllr Mrs Jardine advised that the Internal Audit had taken place on the 18th May and four Councillors met up with the Auditor. Mr Poole recommended

the Council have a Reserves Policy and has sent the Clerk a copy of his for circulation and discussion. He also recommended the Council regularly review the need for GDPR 'support services'. Legislation advising that the Town Clerk could not be the Data Protection Officer has since been changed. In the meantime the Council have appointed LCPAS as our Data Protection Officer for a very reasonable fee and they have provided numerous templates for our use. Cllr Mrs Jardine proposed we agree to implement the Internal Auditors recommendations, seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.** Cllr Dunnett asked whether the old finance system was no longer in use and the Town Clerk responded that the new system RBS was the only accounts that she is now working on.

- To note an update to the budget 2018/2019 information year to date to include detailed payments and receipts information from the nominal ledger report: Cllr Mrs Jardine said that the original £6.5k in the forecast for maintenance on the Police Station has been exceeded due to the agreed asbestos report and widening of the doorway. Cllr Mrs Jardine said that the town Clerk has transferred the earmarked reserves that had been spent on the Police Station recorded under Property management in 17/ 18 (£8748.18) to general reserves and the earmarked CIL funds in 16/ 17 (£1400) previously used for skate park expenditure to general reserves. Cllr Mrs Jardine confirmed that £1035.99 remains earmarked for the Neighbourhood Plan and £2275 remains in earmarked for Men in Sheds.
- . To note training has taken place in usage of the lone-worker device for members of staff according to the agreed lone working policy: The device has an ongoing connection with Skyguard and the Clerk and Caretaker have both signed the training log.
 - . To approve the committee's recommendation regarding the allocation of expenditure category funding to services and amenities committee: Cllr Mrs Jardine said that the Town Clerk will isolate the budget headings and come up with a proposal in liaison with Cllr Mrs Jardine.
 - . To approve the committee's recommendation for a three-year financial budget plan for STC. Cllr Mrs Jardine said that each committee will need to come up with a plan.
 - . To note the update on the office move to the old police station (previously circulated): Cllr Mrs Jardine said that two doors need to be fitted. The main fire exit will be the rear door. It is likely that the Council office will be moved to the Police Station in July.
 - . To approve the committee's recommendation regarding the recently received update to NALC standing orders: Cllr Mrs Jardine advised that these revised orders are basically about the new GDPR. Alterations have been highlighted and some have changed slightly. Cllr Mrs Jardine will provide a list of changes to compare with the existing Standing Orders for the July meeting.
 - . To approve the committee's recommendations regarding the general data protection regulation 2018:
 - Information protection policy: 8.6 is accurate but rules out 8.1. 8.3 and 8.7. Cllr Mrs Jardine proposed removal of the three points, seconded Cllr Golding. **Motion carried on majority** as Cllr Smith was against.
 - email protocol policy: Cllr Mrs Jardine proposed that this will be replaced with a Good Practice Document Guide, seconded by Cllr Miss MacKay. Cllr Fisher abstained. **Motion carried on majority.**
 - Contact privacy statement: Cllr Fisher recommended that we alter the email disclaimer on our emails. Cllr Mrs Jardine proposed we adopt the one used by SCDC, seconded Cllr Fisher. Unanimously agreed. **Motion carried.**
 - Employee privacy statement: Cllr Mrs Jardine proposed approval, seconded by Miss MacKay. Unanimously agreed. **Motion carried.**

- To approve the committee's recommendation regarding the following risk assessments: Cllr Smith felt this was unnecessary to come to full Council and a waste of time. The Assistant Clerk disagreed and said that it did need to come before full Council as Health and Safety is an integral part of the Council.
- Risk assessment for town council staff. It was agreed to insert the word NO in all the blank columns (Assistant Town Clerk)
- Risk assessment for users/staff of police station: agreed
- risk assessment for porta-kabin building: any accident needs to be placed into the Accident Report, similar to the Market Hall users book.
- To approve the committee's recommendations regarding the health and safety policy for Saxmundham Town Council in 2018: The Clerk is checking when training took place with LCPAS and whether there have been any updates on this.
- To approve the committee's recommendations regarding the fire risk assessment for the police station: **deferred**
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5263. TO AGREE AND SIGN CHEQUES FOR THE TABLED EXPENDITURE AS CIRCULATED FOR BOTH SAXMUNDHAM TOWN COUNCIL AND THE MARKET HALL: Cllr Smith thought that the agreement for signing cheques for tabled expenditure on the Market Hall account was unnecessary to bring to the Town Council if payments are under £1000. He felt that the Town Clerk should liaise with him, the Chairman of the Market Hall, and not bring them to the full Council. However the Financial Regulations state differently. Cllr Turner proposed approval for the STC cheques, seconded by Cllr Fisher. **Motion carried on majority as Cllr Smith abstained.** Cllr Fisher proposed approval of the Market Hall cheques, seconded by Cllr Mrs Eves. **Motion carried on majority as Cllr Smith voted against.**

5264 .DECISION AND RESOLUTION BY TOWN COUNCIL ON SUPPORT FOR SUBMISSION OF APPLICATION FOR A GRANT OF £1.9 MILLION TO THE HERITAGE LOTTERY FUND FOR MAJOR IMPROVEMENTS TO THE MARKET HALL AND COMMUNITY HERITAGE PROGRAMME. DRAFT RESOLUTION ON THIS MATTER, PROPOSED BY CLLR SMITH, AS FOLLOWS, SAXMUNDHAM TOWN COUNCIL: This matter has been discussed in great length.

Notes that the Town Council as Trustee of the Market Hall expressed its support for the council to submit an application to the heritage lottery fund in the sum of £1.9 million, for a project of circa £2.8 million, which it considered to be in the interests of the trust and beneficiaries:

Considers that submission of this application to the heritage lottery fund would also be in the overall interests of the town and its population, in particular having regard to its anticipated benefits in terms of regeneration and community cohesion, and decides to make the application as proposed by the market hall working group:

Authorises the practical online submission of the full detailed application to be sent to the heritage lottery fund on or before 14th June 2018 on behalf of the council by the market hall working group, the final detailed application wording to be approved by the Chairman of the council and the chair of the Market Hall Management Committee:

The application for the grant was being amended this afternoon.

Cllr Smith proposed that the Town Council approve this support, seconded Mrs Jardine. **Motion carried on majority as Cllr Fisher abstained.**

It was unanimously agreed that agenda items numbers 13 and 14 would be discussed before the resolution to exclude the Public.

5265. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:

Cllr Plant in liaison with the Clerk and Assistant Clerk had drawn up a draft agenda for the Services and Amenities committee. It is hoped to hold a meeting before the next Town Council meeting on the 9th July 2018.

Cllr Golding did not have any further news regarding Saxmundham Railway Station. However, ESTA had written a strong letter to both Network Rail and Greater Anglia about this situation.

5266. DATE AND TIME OF NEXT MEETING: 9TH JULY 2018 7.15pm

A short break ensued.

5267. To pass a resolution to exclude the Press and Public due to the confidential nature of the items to be discussed (Public (Admission to Meetings) Act 1960) Cllr Smith proposed the above, seconded Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

5268.1 TO APPROVE THE RESOURCE COMMITTEE'S RECOMMENDATIONS REGARDING THE DRAFT, REPLACEMENT EMPLOYMENT CONTRACT FOR THE TOWN CLERK:

5268.2 TO APPROVE THE RESOURCE COMMITTEE'S RECOMMENDATIONS FOR THE PERSONAL OBJECTIVES FOR 2018/2019 FOR THE TOWN CLERK AND ASSISTANT TOWN CLERK:

5268.3 TO APPROVE THE RESOURCE COMMITTEE'S RECOMMENDATIONS REGARDING COUNCILLOR TRAINING: