

# Saxmundham Town Council

The Old Police Station, Station Approach, Saxmundham,  
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## DRAFT Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 8 October 2018 at 7.15pm

**Present:** Cllr. P. Dunnett, Chairman  
Cllr. R Plant, Vice Chair  
Cllr. Mrs A. Eves  
Cllr. J. Fisher  
Cllr. M. Golding  
Cllr. Mrs Jardine  
Cllr. Miss P. MacKay  
Cllr. J. Smith

**In Attendance:** Maddie Gallop, Town Clerk/RFO  
Jenny Morcom, Assistant Town Clerk

3 members of the public

		Action
	The Chair welcomed everyone to the meeting and introduced the new Assistant Town Clerk, Jenny Morcom.	
	<b>Public forum</b>	
	3 members of the public attended the meeting	
•	A question was raised about progress on the station building. Cllr. Golding explained that talks were taking place between SCDC and greater Anglia, but there was no news. Cllr. Dunnett advised that members of the public could write to Mr Paul Oxley at Greater Anglia to express their concerns. Cllr. Fisher advised that there would eventually be a planning application for the site, but with winter coming on it would be important to have some temporary cover for the people using the station. At times there can be up to 50 people on the platform. The meeting felt that there should be a new building with the same footprint as the old station and a canopy.	
•	A question was raised regarding provision for young people in Saxmundham, and whether there would be an independent review of services. Cllr. Plant explained that there is a monitoring scheme in place, and that the issue is on the main agenda for tonight's meeting.	
	<b>Report from the County Councillor:</b> Apologies have been received from Cllr. Smith.	
	<b>Report from the District Councillors:</b>	

		Action
•	Cllr. Dunnett reported that SCDC was working on the review of the Local Plan, boundary commission issues and the merger between SCDC and Waveney District.	
•	There is still a little money left over in the Enabling Communities budget.	
<b>Agenda</b>		
<b>5301.00</b>	<b>To receive declarations on interest.</b>	
5301.01	Cllr. Jardine declared a non-pecuniary interest in Item 5308.4, Men's Shed. Cllr. Golding declared a non-pecuniary interest in Item 5308.7, youth provision. Cllr. Eves declared a pecuniary interest in Item 5308.1, payments. Cllr. Dunnett declared a non-pecuniary interest in Item 6, planning applications.	
<b>5302.00</b>	<b>To receive apologies for absence and consent to absence.</b>	
5302.01	Cllr. Ewart, work commitments. Cllr. Sandbach, work commitments. Cllr. Turner, illness.	
<b>5303.00</b>	<b>To approve and sign as a true record the minutes of the Town Council Meeting held 10 September 2018.</b>	
5303.10	Cllr. MacKay proposed that the minutes be signed as a true record. Seconded by Cllr. Golding Unanimously agreed <b>Motion carried</b> The minutes were signed by Cllr. Dunnett, Chairperson.	
5304.00	<b>Chairman/Town Clerk's announcements – none.</b>	
<b>5305.00</b>	<b>To receive an update regarding the Neighbourhood Plan</b>	
5305.01	Cllr. Smith briefly summarised progress; <ul style="list-style-type: none"> <li>• The Neighbourhood Plan Steering Group has agreed to continue work on the Neighbourhood Plan, at least until the Review of the Local Plan is complete. At the moment the working group is focussing on the 1<sup>st</sup> Draft Local Plan, and Cllr. Smith is seeking a meeting with SCDC's Senior Planner, Mark Edgerly.</li> <li>• The Steering Group has had the help of a consultant, Mr Edwards, who has been exploring the need for improved drainage and sewerage, and education infrastructure.</li> <li>• The First Draft Local Plan identifies a target of 800 new homes in South Saxmundham (The Layers) as well as a new primary school and describes the proposed development as education led. The Plan also identifies a smaller development site for a proposed 40 units to the North East of the Town (Street Farm/Church Hill). The Steering Group feels this is the wrong approach and that the Local Plan should focus on the appropriate scale of housing development in Saxmundham, and then address the education needs that arise from this.</li> <li>• The Steering Group has met with local school head teachers and they are interested in a split site school, one site for early years, and another site for older children.</li> <li>• In sum the Steering Group is negotiating for smaller developments on the two sites identified in the 1<sup>st</sup> Draft local Plan.</li> </ul>	
5305.2	Several Councillors pointed out that the proposed South Saxmundham development takes no account of transport infrastructure, in particular the bridge and possible new road to Sizewell power station.	
5305.2	Cllr. Dunnett advised that the South Saxmundham site crosses into Benhall and that the Town Council couldn't take decisions on behalf of a neighbouring Parish Council.	

		Action
5305.3	Cllr. Dunnett explained that Gillian Benjamin from SDCD finds it difficult to attend Neighbourhood Plan Steering Group meetings at short notice. Cllr. Smith replied that a public meeting has been arranged for 1 November 2018, and that Gillian will be invited in good time. The meeting will focus on economic development and the Town Centre so SDCD's economic development officer will also be invited.	
<b>5306.00</b>	<b>To discuss the following planning applications.</b>	
	Cllr. Dunnett adjourned the meeting from 7.45pm – 7.50pm so that Councillors could read the applications.	
5306.01	The White Hart: The proposal for shops, bistro, offices etc. was broadly welcomed, but there was concern that the next iteration of the planning application may not adhere so well to the Council's policy of keeping town centre buildings for commercial use.  Cllr. Golding proposed that the Council support the application providing any subsequent changes were not major and complied with the Council's Town Centre Policy. Seconded by Cllr. Fisher Unanimously agreed <b>Motion carried</b>	
5306.02	11 Fairfield Road: dropped kerb. Cllr. MacKay proposed that the Council support the application. Seconded Cllr. Golding Unanimously agreed <b>Motion carried.</b>	
<b>5307.00</b>	<b>To approve and accept the previously circulated annual return and notice of conclusion of the yearly audit ending 31 March 2018.</b>	
5307.01	The Town Clerk explained that there had been one minor error in item number 10, total borrowings for the PWLB, in the accounting statement as there was a misunderstanding between our financial services provider and the Council resulting in the figure of £155,394.00 being incorrect. The adjustment will be made in the next financial year. This will not attract any penalty.  Cllr. Jardine proposed that the Town Council accept the return and notice of conclusion. Seconded Cllr. Eves. Unanimously agreed. <b>Motion carried.</b>	
<b>5308.00</b>	<b>Report from the Resources Committee</b>	
5308.01	Authorisation for payment of cheques: All cheques have been paid and all sums were previously agreed by the Town Council. The cost of repairs to the Old Police Station wall have been covered by insurance.	
5308.02	Draft Grievance Procedure: There was some discussion of the procedure.  Cllr Fisher proposed that the Council defer its decision in order to examine National Association of Local Councils (NALC) model grievance and disciplinary procedures.  Other Councillors felt disinclined to do so as the new procedures had been built upon existing procedures, and considerable time had already been spent on them.  Cllr Fisher was urged to be more precise in his objections to the procedure.	

		Action
	<p>Cllr Fisher said that he felt it would be better to have this discussion elsewhere, but when pressed further, he explained that he was not happy with the loss of the Personnel Committee, or with the Chair of the Resources Committee.</p> <p>Cllr Jardine said that she couldn't sit here and listen to this personal attack, and that she would like Cllr Fisher to apologise.</p> <p>Cllr. Jardine left the meeting at 8.10pm.</p> <p>Cllr. Mackay proposed that the Council agree and adopt the procedure. Seconded Cllr. Eves. <b>Six in favour and one against, Cllr. Fisher.</b> <b>Motion carried on majority.</b></p>	
5308.03	<p>Draft Disciplinary Procedure. Concerns were raised including:</p> <ul style="list-style-type: none"> <li>• The tone of the procedure should to be a little softer and encouraging of staff as the Town Council is a small organisation.</li> <li>• There should be a clearer distinction between poor performance and misconduct.</li> <li>• Good practice requires that different people are available to conduct any investigation and the disciplinary hearing. This may be difficult without a separate personnel committee in the case of the Town Clerk.</li> </ul> <p>Cllr. Smith proposed that the Town Clerk research disciplinary procedures used by other town councils and make these available to the Resources Committee Meeting on 5 November 2018. <b>Agreed by consensus</b></p>	TC
5308.04	<p>Draft license agreement for Saxmundham/Leiston men's shed: Councillors have already explained to Saxmundham/Leiston men's shed group that they must be properly constituted and have health and safety and other procedures as well as adequate insurance cover. These requirements are set out within the license agreement.</p> <p>Cllr. Plant proposed that the Council approve the license agreement for Saxmundham/Leiston men's shed. Seconded Cllr. Eves Unanimously agreed <b>Motion carried</b></p>	
5308.05	<p>Planning application for the Old Police Station:</p> <p>Cllr. Fisher proposed that the Council make a planning application for change of use of the garage block for the Men's Shed project to be open 9am-6pm Monday to Saturday. Also, to extend the office use of the main building to be open 8am – 10pm Monday to Saturday. Seconded Cllr. Plant. Unanimously agreed <b>Motion carried.</b></p>	
5308.06	<p>To agree to fund the cost of a Silhouette for £250.00 for Remembrance Sunday: It was hoped that the Silhouette could be positioned at the end of Rendham Road, but because of the road works, the Silhouette may be positioned near Manor Gardens on the road in from Leiston.</p>	

		Action
	<p>Cllr. MacKay proposed that the council fund the cost of the Silhouette.            Seconded Cllr. Eves.            Unanimously agreed.  <b>Motion carried</b></p>	
5308.07	<p>Variation of payments for Service Level Agreement (SLA) for Youth Provision and retender of service: The current SLA ends 31 December 2018, i.e. three months before the end of the Council's financial year. For this reason, the Resources Committee recommends that the Council extend the agreement to 31 March 2019, while the service is retendered.</p> <p>Councillors felt that work on the retender should begin before Christmas so that the retender can commence mid- February. Some Councillors felt that the current service should be evaluated so that learning points can be incorporated in the Council's requirements. Cllr. Plant explained that young people were already be consulted as to what is good, and what could be better with regard to the current service.</p> <p>Cllr. Plant will circulate an outline tender document for comment.</p> <p>Cllr. Plant proposed that the Council extend the current contract until 31 March 2019.            Seconded Cllr. Golding            Unanimously agreed  <b>Motion carried</b></p>	<p>Cllr.. RP</p> <p>Cllr.. RP</p>
5308.08	<p>Draft Health and Safety Policy: Councillors felt that the format for the draft policy was more appropriate to an action plan than a policy document.            Cllr. Eves proposed that the Town Clerk to draft a policy document covering all aspects of health and safety using documents from other town councils as a guide.            Seconded Cllr. Plant.            Unanimously agreed.  <b>Motion carried.</b></p>	TC
<b>5309.00</b>	<b>Report from the Services and Amenities Committee.</b>	
5309.01	<p>Skate Park – demand from company for retention of £1,500: There is some doubt as to whether the company demanding the sum is the same company that built the skate park. The original company is now in administration.</p> <p>Cllr. Plant explained that he was writing a holding letter to the administrator explaining that the demand had been received and that the Council is investigating the veracity of the demand.</p> <p>Cllr. Plant returned his copy of the contract for the skatepark to the Town Clerk as original tender documents must now be kept in a locked filing cabinet in the office. The Town Clerk will request Cllr Plant sign the book for borrowing documents.</p>	Cllr. P
5309.02	<p>Old police station car park and boundary wall:            Cllr. Plant proposed that 2-3 parking bays earmarked for staff should be painted in the car park, and metal ends should be investigated to protect the wall. This will be discussed at the next S &amp; A Committee meeting.            Seconded Cllr. Golding.            Unanimously agreed.  <b>Motion carried.</b></p>	



		Action
	<b>Saxmundham Town Council</b> <b>Monday 8 October 2018</b> <b>In Camera.</b>  <b>These minutes are confidential and exempt from FOI requests.</b>	
<b>5314.00</b>	<b>Report concerning the investigation into filing of documents, and recommendations</b>	
5314.01	<p>Cllr. Smith outlined key recommendation contained in the report, emphasising that although the Town Council accepts overall responsibility for document security, the Town Clerk also has responsibility for this on a day-to-day basis.</p> <p>The Council accepted the recommendations of the report. The Town clerk will ensure that all the recommendations contained in the report are carried out. Chair of Resources committee will work with the Town Clerk to revise/develop an up-to-date job description and contract of employment.</p>	TC/Cllr. J
<b>5315.00</b>	<b>Any other business</b>	
5315.01	Cllr. Dunnett gave his apologies for the Resources Meeting on 5 November 2018 as he will be away.	
5315.02	Councillor training: The Town Clerk will circulate possible training dates in late November/early December	TC

Meeting ended at 9.41pm

Signed.....

Dated.....