



Saxmundham Town Council

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Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 12th November 2018

Present:

Cllr P. Dunnett, Chairman	Cllr Mrs L. Jardine
Cllr R. Plant, Vice Chairman	Cllr Miss MacKay
Cllr Mrs A. Eves	Cllr M. Turner
Cllr P. Ewart	Cllr J. Smith
Cllr J. Fisher	
Cllr M. Golding	

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

No members of the public

PUBLIC FORUM: No public present

REPORT FROM THE COUNTY COUNCILLOR: Cllr Smith gave his apologies for absence as he was attending another meeting.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher said that there hadn't been any change but mergers with Boundary Commission will result in one Councillor representing the Saxmundham Ward. Cllr Dunnett said that our Town Council will be sending our response regarding the Local Plan by Wednesday at the latest. He said that there are still monies available in their Enabling budget pot for various projects or events.

AGENDA

Action

5316.00 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 Fisher explained his family home which was sold over 5 years ago had a planning application to be discussed later on. Cllr Dunnett said that as a member of another Authority he had some input on the First Draft of the Local Plan.
- To consider full/partial dispensations for pecuniary interests declared: **n/a**

5317.00 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:

5317.01 Apologies were received from Cllr. Sandbach who is away on business.

5318.00 TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF THE MEETING HELD ON THE 8 OCTOBER 2018:

- 5318.01 A minor amendment was agreed to item **5309.01** to correct the reference to the administrator to 'Freestyle'.
- 5318.02 Cllr Fisher advised that he wished to alter minute **5308.02** and read the following statement, explaining that he wished to avoid getting into the muddle he got into at the last meeting:

'As you know some years ago there was an incident involving a previous councillor when the Clerk was not treated as she should have been. When new grievance and disciplinary procedures were proposed last month, I wasn't convinced that these would prevent a recurrence of this. I therefore proposed that we postpone the item so that we could consider adopting NALC model procedures instead.

This provoked a long discussion during which I tried to put my case without criticising anybody, past or present. After some time, I was reminded that last May the Personnel and Finance Committees had been merged to create the Resources Committee. Thinking positively about the improvements to the Personnel Committee under Cllr. Peter Ewart's chairmanship, I commented that I was unhappy about the loss of the Personnel Committee, and that's why I voted for him to continue as chair of the merged Committee. Immediately after I had said that I realised that this could be interpreted as meaning that I was unhappy with the chair of the Finance Committee and didn't want Cllr Mrs Jardine to continue in her combined role.

I sincerely apologise for any offence caused by this.

I would like to propose an amendment to minute 5308.02 from 'he explained that he was not happy with the loss of the Personnel Committee, or with the chair of the Resources Committee' to 'he explained that he was not happy with the loss of the Personnel Committee and had wanted its chair to continue chairing the combined Committee.'

Cllr Dunnett asked the meeting for views as to whether they would accept Cllr Fisher's apology and the proposed amendment to the minutes.

After some discussion the majority of those present indicated that they would accept the apology and the proposed amendment to the minutes.

Cllr Dunnett then asked Cllr Mrs Jardine whether she would accept Cllr Fisher's apology.

Cllr Mrs. Jardine confirmed that she accepted Cllr Fisher's apology.

Cllr Dunnett then asked Cllr Mrs. Jardine if she would accept the proposed amendment. Cllr Mrs. Jardine stated, *'when we became councillors we signed up to the Councillors Code of Conduct. We have training coming up. I am aware that Cllr Fisher wasn't happy with the merger of the Personnel and Finance Committees and wanted Cllr Ewart to chair the Resources Committee, but I was democratically elected, and I feel that what was said at the last meeting was a slight to my integrity. I am, however, prepared to accept a slight amendment to the minutes. I do not expect anything like this to happen again.'*

Cllr Dunnett re-stated the requested amendment to minute 5308.02 - from 'he explained that he was not happy with the loss of the Personnel committee, or with the chair of the Resources Committee' to 'he explained that he was not happy with the loss of the Personnel Committee and had wanted its chair to continue chairing the combined committee.'

Proposed: Cllr Smith

Seconded: Cllr Fisher

Nine in favour and one abstention, Cllr Mrs. Jardine.

Motion carried on majority.

Cllr Dunnett proposed that the minutes be amended and signed after the meeting.

Seconded Cllr Smith.

Nine in favour and one abstention, Cllr Mrs. Jardine.

Motion carried on majority.

TC/Cllr
D

Cllr Golding suggested that in future, as far as possible, any amendments to the draft minutes should be given to the Town Clerk by the Friday before the meeting.

5319.00 CHAIRMAN/TOWN CLERK'S ANNOUNCEMENTS:

5319.01 Councillor Training has been arranged for 7pm on 26 November 2018 at the Old Police Station in accordance with the requirements of the Monitoring Officer. Cllr Dunnett, Cllr Plant, Cllr Miss Eves and Cllr Sandbach gave their apologies due to other commitments. There was some discussion as to whether an alternative date should be found, but as a number of Councillors had already cancelled other appointments in order to attend on the 26th it was felt that the training should go ahead.

A further date will be arranged for the Councillors unable to attend on 26 November.

TC

5319.02 **Remembrance Day:** A number of Councillors attending the event at 11 am at the War Memorial but some felt it had excluded non-religious people and was so long that older people and disabled people found it difficult to continue to stand. The service in the afternoon however had been very unbiased and welcoming to all. There had also been an excellent performance on the previous evening at St Johns Church.

Cllr Dunnett will speak to the organisers

Cllr D

5320.00 TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN:

5320.01 Cllr Smith summarised work done so far on the Neighbourhood Plan including: -

- Meeting with SCDC planners where STC representative stressed the need for more moderate housing growth and a more even distribution between sites to the south and east of Saxmundham, the need for education needs to be considered in the light of growth in the number of households rather than the other way round and the need for infrastructure as well of the impact of continuing proposals such as the proposed D2 road to Sizewell and the absence of a proposed road bridge to be taken into consideration.
- Meeting with school governors and Head Teacher who would like a split site for early years and later years education which would improve schools but would not require a huge growth in population as a justification. This has also been raised with planners.
- The Final Draft Plan is to be published for representations in January and February. It is expected that the Plan will be submitted to the Planning Inspectorate in March 2019. We hope to have a further meeting with planners once we have seen the Draft Final Plan.
- We held a public meeting on 1 November focussing on the Town Centre and a meeting of the Steering Group on 26 October to take stock of the comments we have had so far. We have the support of SCDC's Economic Development Officer. Key issues raised at the public meeting included:
 - The High Street and how to make it more pedestrian friendly
 - The unsightly nature of the area around the station and the walk from the station to the town
 - Getting more community space in the High Street with the potential for a community cluster of activities.

- Getting an urban designer. This would require a tender process. We may be able to apply for a grant to cover part of this cost.
- The possibility of getting a town manager.
- We also met with Chris Bowden from Navigus our consultant on 6 November and discussed specific sites and their development potential including:
 - The Police Station: Could this be developed for mixed use including parking. This would mean moving our administration to the Suffolk County Council (SCC)/library site. SCC may not be aware of our interest in their site.
 - Memorial Field: could we dedicate part of the site for an indoor sports centre. An alternative would be a land swap with permission from the Charity commission e.g. for part of the Layers.
 - Land around the station on both sides of the line.
 - The derelict alley opposite Fishers.
 - The car wash.
 - The North Entrance site.
- The next meeting of the Neighbourhood Plan Steering Group is on 27 November 2018 to draw up our own proposals and objectives.

5320.02 Cllr Smith explained that the situation is unclear as to whether there will be Section.106 agreements (S.106) or Community Infrastructure Levy (CIL) in relation to larger developments.

The basic premise is that without a Neighbourhood Plan setting out our infrastructure objectives we only attract 15% of CIL, but with a Neighbourhood Plan in place we attract 25%.

Where the local planning authority is seeking to restrict new infrastructure to a specific site, however, they may opt for S.106.

There was some discussion of the risk that a developer may still negotiate a commuted sum as part of an S.106 agreement, and the restrictions as to their use.

Cllr Smith stressed that we need to be clear about what we would like to achieve on identified sites regardless of whether funds come via S.106 or CIL.

5320.03 Cllr Plant pointed out that the education authority may also draw on CIL and S.106 monies.

5320.04 Cllr Golding asked whether the Steering Group intended to hold a household survey.

5320.05 Cllr Smith explained that the next round of consultation would be around identifying essential and desirable community gain. The household survey is likely to take place once we have clarified our main ideas and options.

5321.00 TO RECEIVE A REPORT FROM THE RESOURCES COMMITTEE:

5321.01 **To agree the authorisation for payment of STC cheques:** Cllr Mrs. Jardine explained that EBE is the Town Council's IT consultant who have installed Bitdefender (anti-virus) on our office computers. The laptop is outstanding and has been recalled for updates and anti-virus protection.

Cllr Mrs. Jardine proposed that the cheques should be signed.

Seconded Cllr. Plant

Unanimously agreed.

Motion carried.

5321.02 To receive a report on the bank reconciliations to the end of September 2018:

Cllr Mrs. Jardine proposed that the report be accepted.

Seconded Cllr Plant.

Unanimously agreed.

Motion carried.

- 5321.03 **To agree to adopt the Disciplinary Procedure:**
Cllr Golding requested an amendment to paragraph 7.1 to add the sentence 'The person carrying out the suspension may not take part in the disciplinary hearing.'

Cllr Plant proposed that the procedure be agreed subject to the change suggested.
Seconded Cllr Golding.
Nine in favour and one abstention, Cllr Fisher.
Motion carried on majority.
- 5321.04 **To agree the Council's draft Health and Safety Policy:**
Cllr Smith proposed that the Council adopt the policy.
Seconded Councillor Golding.
Unanimously agreed.
Motion carried.
- 5321.05 **To agree the revised Standing Orders:** Cllr Mrs. Jardine explained that the main changes were due to GDPR NB highlighted areas on page 24.

Cllr Mrs. Jardine proposed that council adopt the revised standing orders.
Seconded Cllr Miss Eves.
Unanimously agreed.
Motion carried.
- Town Clerk to remove the highlighting.**
- 5321.06 **To consider and agree a review of the Child Protection policy:** Cllr Mrs. Jardine explained that the Resources Committee have reviewed the child protection policy and recommend the draft Safeguarding Policy.

Cllr Ewart proposed that the Town Council adopt the Safeguarding Policy.
Seconded Cllr Golding.
Unanimously agreed.
Motion carried.
- ATC to check whether the handyman who carries out minor repairs on the children's playgrounds should be DBS checked. ATC
Signs should be placed in Market Hall and playgrounds as recommended by the policy ATC
- 5321.07 **To agree the Job Description for the Town Clerk:**
Cllr Mrs. Jardine proposed that the Town Council agree the new job description for the Town Clerk.
Seconded Cllr Miss McKay.
Unanimously agreed.
Motion carried.
- 5322.00 **To discuss the Christmas event and ensure all stall holders are compliant with insurance arrangements.**
- 5322.01 Cllr Ewart advised the meeting that roads would be closed from 12 noon until 9pm on 7 December 2018. The Christmas event will run from 4.30pm until 7.30pm and include; Jazz Band, choir, prizes, lights, Santa's Grotto etc.

ATC

TC

ATC

ATC

The working group have got helpers but need more marshals. Please contact Cllr Mrs. Jardine if you are able to marshal. Revised costings have been sent to the Chair of the Resources Committee, and with a kind donation from Cllr Dunnett the event is within budget.

The risk assessment will be conducted a little nearer to the event. Terry Barrow and Clare Newman have been incredibly helpful.

5323.00 TO RECEIVE A REPORT FROM THE SERVICES AND AMENITIES COMMITTEE:

5323.01 To consider and agree the action from the RoSPA reports (PREVIOUSLY CIRCULATED):

Cllr Plant proposed that the Town Council adopt the recommendations contained in the reports and commission Norse to do the necessary work.

Seconded Cllr Miss McKay

Unanimously agreed.

Motion carried.

5324.00 TO CONSIDER THE CIRCULATED OUTLINE TENDER DOCUMENT REGARDING THE YOUTH PROVISION:

5324.01 Cllr Plant explained that the tenderers will be asked to explain what they can achieve for the money offered. The Town Council may opt to have an open or a selective tender process. If the Town Council opts for a selective tender process then the Resources committee will draw up a short list of agencies to invite to tender and a scoring matrix. Those present felt that a selective tender process would be appropriate and that the current providers should be invited to re-tender. It was felt that Zoe Botten, families' officer and Rachel Rowe should be involved in the selection process, and that it would be useful to revisit the Ormiston Trust report as well as to ask the current provider for a review of service.

The Resources Committee will agree how much may be spent on the service at its meeting on 3 December 2018.

Cllr J

5325.00 TO CONSIDER THE LACK OF RESPONSE REGARDING THE RETENTION MONEY FOR THE SKATE PARK:

5325.01 Cllr Plant confirmed that he had written to Freestyle asking the company to provide copies of their pricing schedule and signed tender certificate. No response has been received so far. Cllr Plant reminded the meeting that there are two companies called Freestyle and that one continues to trade whilst the other has been wound up.

Cllr Mrs. Jardine recommended that no payment should be made without the evidence requested but that the retention money should be set aside in earmarked reserves.

Cllr Plant proposed that no money should be paid unless Freestyle produces a signed copy of the tender certificate.

Seconded Cllr Smith.

Nine in favour and one abstention, Cllr. Fisher.

Motion carried on majority.

Cllr J

5326.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:

5326.01 **Market Hall:** Cllr Miss McKay and Carole Cecil, attended the Suffolk Village Halls conference organised by Community Action Suffolk (CAS) on behalf of the Market Hall Management Committee. Cllr Miss McKay reported that it had been a very useful day and a report will go to the Market Hall Steering Group.

5326.02 **Men's Sheds:** Cllr Plant reported that the planning application from the Town Council for works to the garages and dog kennels at the back of the Police Station was incomplete.

Representatives from the Men's' Sheds group were most concerned about this. The Town Clerk reported that the application had required adjustment and had been resubmitted.

5326.03 **Outdoor gym:** Cllr Miss Eves thanked the Town Clerk for ordering the soldier silhouette and reported that she has gained the support of the GP surgery for an outdoor gym, as well as broader community support evidenced by a survey. She is hopeful that a grant application will be successful.

5326.04 **Station:** Cllr Golding attended a meeting between the Rail Users Association, Network Rail and the local MP. Greater Anglia intend to restore what remains of the station building, retaining the existing footprint to create a modern waiting room with a 'Victorian feel'. The ticket machine will be on the platform and there will also be a canopy and better fencing. The main part of the station will be used for the storage of new stock. There will be no WC's as the station is unmanned. There are also plans for the car park and a wild flower meadow and no final decisions as to whether NCP will run the car park. It is all subject to planning consent.

5326.05 **Website:** Cllr Golding sought the opinion of those present regarding various issues to do with the development of the website, explaining that there will be a trade-off between the quality of the website and the amount of time and skill needed to manage it. The following views were put forward:

- Adverts would be good for local business and may generate an income.
- Build in the capability for links to social media but don't activate links.
- Please investigate the cost of having the website run externally.

Cllr G

Cllr Golding will contact Framlingham Town Council for information about their website which is believed to be run externally.

5327. DATE AND TIME OF NEXT MEETING: 10th DECEMBER 2018 at 7.15pm

Meeting ended at 9.53pm

Signed

Date