



Saxmundham Town Council

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Minutes of the Meeting of Saxmundham Town Council at the Market Hall on Monday 14 January 2019 at 7.15pm

Present:

Cllr P. Dunnett, Chairman	Cllr Mrs L. Jardine
Cllr M Turner	Cllr Miss P. MacKay
Cllr Mrs A. Eves	Cllr J. Sandbach arrived at 8.00 pm
Cllr J. Fisher	Cllr J. Smith
Cllr M. Golding	Cllr P Ewart
County Cllr R Smith	

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

3 members of the public

PUBLIC FORUM:

- Concerns were raised as to why draft minutes were not made available on the Council's website, and why those that were available could not be opened. Members of the public also felt it would be useful to be able to view reports on the website prior to meetings, in particular it would have been useful to see the reports on the Precept prior to the meeting.
- TC explained that she was unaware that there was a problem with regard to opening documents, but there are a lot of problems with the website and a new website is being developed. The Town clerk also explained that some reports cannot be completed before the day of a meeting. Councillors confirmed that, in principle, reports should be available to the public, and there is no reason why most reports cannot be put on the website as soon as they are ready. **Town Clerk to add reports to the website when they are ready.**

REPORT FROM THE COUNTY COUNCILLOR: Cllr R Smith discussed the following:

- He will donate £500.00 towards the development of the Market Hall website. Those present expressed their thanks.
- Budget setting by Suffolk County Council (SCC) is nearing conclusion. The draft final budget will go to Cabinet on 29 January 2019 and then to Full Council on 14 February 2019. Council Tax will go up by 2.99% (The government maximum is 3%) plus another 1% which is an addition to the precept allowed by the Government to cover the costs of Adult Social Care (the government has allowed 6% over the past 3 years and SCC has taken full advantage of this). This means that the total rise in Council Tax will be 3.99%. SCC's total spend will be in the region of £520 M and 75% of this will be spent on social care for adults and children. Cllr R Smith pointed out that Suffolk has an aging population with increasing numbers of children in need of support. Residential Care alone costs the Council £90 M. This leaves only 25% of the budget to cover everything else including highways. The government has provided an additional £7.5M to be spent on

highways before 31 March 2019. SCC has a special machine that can fix potholes effectively during the winter months.

3. EDF/Sizewell C Stage 3 Public Consultation: There is an event on 22 January 2019 at High Lodge. Two Councillors from each parish and town Council may attend. SCC Cabinet will consider their response on 12 March 2019 and Suffolk Coastal District Council (SCDC) Cabinet will consider theirs on 11 March. It is hoped that, as far as possible, the two Councils will submit a combined response, although there are some differences of opinion. County Cllr R Smith said he was interested in the views of those present, and Cllr Dunnett put this to the meeting. Points raised included:
 - a. Preference for a rail-led option.
 - b. Concerns about the effect of the rail-led option on commuters, the need for duelling etc.
 - c. Impact on level crossings.
 - d. Concerns about the Eastbridge site for the campus, and preferences for Leiston Aerodrome or Saxmundham Garden Suburb.
 - e. Uneasiness to hostility with regard to nuclear power and preference for renewables.
 - f. Preference for 4 villages by-pass rather than two villages by-pass and for duelling throughout.
 - g. Importance of Saxmundham benefiting from energy industries in terms of economic development.
 - h. Security implications.
 - i. Completion of road and rail infrastructure before project start.
 - j. None of the mitigations proposed in our response to consultation at stage two have been put in place with regard to infrastructure.
4. Cllr Sandbach joined the meeting at 8pm and raised the issue of cuts to funding by SCC to Citizens Advice throughout Suffolk. Cllr R Smith replied that funding would be cut by only 50% this year.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher reported that Consultation on the Draft Final Local Plan runs from 14 January 2019 to 5pm on 25 February 2019

AGENDA

		Action
5341.00	TO RECEIVE DECLARATIONS OF INTEREST:	
	<ul style="list-style-type: none">• 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: Both Cllrs Dunnett and Fisher declared their interest in the Local Plan and planning decisions as members of the District Authority.• To consider full/partial dispensations for pecuniary interests declared: n/a	
5342.00	TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:	
5342.01	Apologies were received from Cllr R Plant who is on holiday.	
5343.00	TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF THE MEETING HELD ON THE 10 DECEMBER 2018:	
5343.01	There were no amendments to the minutes.	
	<p>Cllr Golding proposed that the minutes should be approved and signed as a true record of the meeting. Seconded Cllr Mrs Jardine Unanimously agreed. Motion carried.</p>	
5344.00	CHAIRMAN'S/TOWNCLERK'S ANNOUNCEMENTS:	

- 5344.01 Cllr P Dunnett asked Councillors to remember the various consultations going on at present with respect to the Local Plan and Sizewell C.
- 5344.02 The Town Clerk advised Councillors that she had received a letter from the Royal British Legion inviting them to attend a fundraising quiz night on 20 April 2019.
- 5345.00 TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN:**
- 5345.01 Cllr J Smith provided the following update:
- The Neighbourhood Plan will provide specificity to the Local Plan so our response to the consultation on the Final Draft Local Plan must be linked to the emerging Saxmundham Neighbourhood Plan.
 - A shortened version of the Draft Final Local Plan including only those sections relevant to Saxmundham has been circulated to all Town Councillors.
 - The Neighbourhood Plan Steering Group has been considering possible responses including:
 - Although housing growth is positive the amount proposed is excessive. We would like to see an overall reduction in the number of new homes proposed and a more equal distribution between the South site, the site to the North and infill sites.
 - We welcome the revised proposal that new housing on the South Saxmundham Site will be to the west of the railway line, offering a degree of protection for the Layers and historic views of the south entrance to the Town, but we note that this is an indicative Plan only and does not guarantee that future development will not take place on the Layers.
 - We note and welcome the links between the South site and the employment area on the other side of the A12 as well as the proposals for a new school and additional GP surgery space.
 - The Neighbourhood Plan Steering Group is drafting a consultation questionnaire to go out shortly to all households. We are considering whether to include questions about Sizewell C.
 - There is strong support for an urban designer to improve the experience of Saxmundham Town Centre including the area around the Station, and the Steering Group is applying for grant funding to cover this cost.
- 5345.02 There was some discussion about the best ways to deliver and encourage return of consultation questionnaires.
- 5346.00 TO RECEIVE A REPORT FROM THE RESOURCES COMMITTEE AND AGREE THE ITEMS LISTED BELOW:**
- 5346.01 To agree the authorisation of payment of STC cheques: The payment authorisation list was presented.
- Cllr Miss MacKay proposed that the items listed should be paid and cheques signed.
Seconded Cllr Mrs Eves.
Unanimously agreed.
Motion carried.
- 5346.02 To receive a report on the bank reconciliations to the end of November 2018:
The meeting noted that the bank statements agreed with the cash book.
- Cllr Mrs Jardine proposed that the bank reconciliation to the end of November 2018 should be agreed.
Seconded Cllr Golding.

Unanimously agreed.

Motion carried.

- 5346.03 Capability Procedure: Cllr Golding proposed a small amendment to paragraph 7.3 from 'a review meeting should be arranged within two months' to 'a review meeting should be arranged within a realistic timeframe'.

Staff confirmed that they were happy with the procedure.

Cllr J Smith proposed that the Capability Procedure should be approved with the suggested amendment.

Seconded Cllr Turner.

Unanimously agreed.

Motion carried.

ATC to amend the procedure.

ATC

5347.00 TO APPROVE THE ANNUAL BUDGET FOR 2019/20

- 5347.01 Cllr Mrs Jardine had prepared two versions of the annual budget.

Version 1 allows for precept income of £205,521.19 i.e. a 4% increase on the precept for a Band D property, a website budget of £3,000, a community events budget of £13,500 and a budget for grants to community organisations of £8,000. £20,000 is set aside as an earmarked reserve for Capital Replacements and £2,867.00 is required from reserves to balance the budget. This leaves General Reserves of £60,213.82.

Version 2 allows for precept income of £210,461.00 i.e. a 6.5% increase on the precept for a Band D property and £10,000 to spend on grants to community organisations. The budget balances without use of money from reserves and the Council will retain General Reserves of £63,153.64.

Cllr J Smith proposed that the budget should include precept income of £207,473.36, a 5% increase in the precept for a Band D property should be agreed. This will allow a little more funding for community groups and should not require money from Reserves to balance the budget.

Seconded Cllr Golding.

Unanimously agreed.

Motion carried.

Cllr J

Cllr Mrs Jardine to amend the budget V2.

5348.00 TO DECIDE THE PRECEPT AMOUNT FOR THE FINANCIAL YEAR 2019/20

- 5348.01 The decision taken under item 5348.01 set the precept at £207,473.36, a 5% increase for a Band D property.

5349.00 TO DISCUSS THE FOLLOWING WITH A VIEW TO PROVIDING A FULL CONSULTATION RESPONSE IN FEBRUARY AND MARCH 2019

- 5349.01 SCDC Draft Final Local Plan: Councillors raised the following issues:

- SCDC prefer responses on-line. Responses must be framed in terms of legality and soundness.
- How best to get residents to respond, NB there is a public consultation on 6 February.
- The importance of meeting local housing need, particularly for affordable housing.

- Development of the new primary school should be timed to coincide with the projected increase numbers of children.
- The need for a better balance of housing numbers between sites to the South and North.
- The need for strong design principles to underpin the South Saxmundham Garden Neighbourhood. It must be linked to the Town but retain its own character.
- The Layers is not entirely safe from future development as this is only an indicative plan.
- We must make a strong case for community infrastructure through our Neighbourhood Plan.

Hard documents are to be made available in the meeting room at the police station – they may not be removed.

The Neighbourhood Plan Steering Group will draft a response.

TC

NPS/ Cllr J
Smith

Members of the public left the meeting at 9.26 pm

5349.02 Sizewell C Third Public Consultation: Cllrs Dunnett and Fisher are attending the consultation meeting at High Lodge on 22 January as District Councillors. This leaves two further places for Saxmundham Town Councillors. Cllrs Golding and Smith will attend. **TC to book their places.**

TC

Consultation workshops will also be held at the Market Hall on Saturday 19 January. Workshops run from 10am – 12 noon, and from 1pm – 3pm.

Cllrs MacKay and Ewart left the meeting at 9.36pm.

5350.00 TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS:

5350.01 DC/18/4279/FUL: Font porch

Cllr Golding proposed that the Council should support the application.

Seconded Cllr Turner.

Eight in favour and one abstention, Cllr J Fisher.

Motion carried on majority

5350.02 DC/18/4410/FUL: Men's sheds. Delays are due to series of questions from the planning authority.

5351.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING GROUPS:

5351.01 Website: Cllr Golding informed the meeting that once the new website is developed the TC and ATC will be trained in its use and it will may not be necessary to have an external website manager.

5351.02 Free School: Cllr Golding has managed to secure a meeting with a representative group of pupils to gather feedback about Youth Provision.

5351.03 Outdoor Gym: Cllr Eves confirmed that the consultation is now closed and there is enough evidence to support a funding application.

5351.04 Suffolk Flora Preservation Trust: The Town Council is invited to send a representative to their AGM on 19 January at 10am. Cllr Fisher is attending the meeting and can relay any comments.

5351.05 Market Hall Bid: The Market Hall Development Working Group is preparing for a new bid for refurbishment for up to £500,000.

5352.00 TOWN CLERK TO ADVISE THE COUNCIL REGARDING THE COMPLETION OF THE PROBATIONARY PERIOD OF THE ASSISTANT TOWN CLERK AND CONFIRM HER POSITION:

5352.01 The Town Clerk informed the Council that the probationary assessment for the Assistant Town Clerk was complete, and she felt the Assistant Town Clerk should be confirmed in post. Cllr Mrs Jardine confirmed that the issue had been before the Resources Committee who also recommend confirmation in post.

Proposed Cllr J Smith.
Seconded Cllr Golding.
Unanimously agreed.
Motion carried.

5353.00 TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF THE CLOSED MEETING HELD ON THE 10 DECEMBER 2018:

5353.01 Cllr J smith proposed that the minutes should be approved and signed.
Seconded Cllr Golding.
Unanimously agreed.
Motion carried.

5354.00. DATE AND TIME OF NEXT MEETING: 11 February 2019 at 7.15pm

Meeting ended at 9.55 pm

Signed

Date