



Saxmundham Town Council

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Minutes of the Saxmundham Town Council Meeting held on Monday 10 June 2019 at 7.00 pm

Present: Cllr J Smith, Chairman
Cllr J Fisher, Vice Chairman
Cllr N Hiley
Cllr J Findlay

In Attendance: Panel for the public forum:
Mr Keith Turner, Access Community Trust (ACT)
Mr Rob Fawcett, ACT
Ms Morag McInnes, East Suffolk Council (ESC), Economic Development
Ms Zoe Botten, ESC, Communities
PC Sean Mingay, Suffolk Police
PC Ellie Minchelle, Suffolk Police
Sergeant Mark Beresford, Suffolk Police

Council administrative staff:
Maddie Gallop, Town Clerk (TC/RFO)
Jenny Morcom, Assistant Town Clerk (ATC)

Approximately 70 members of the public

PUBLIC MEETING ON COMMUNITY SAFETY.

The Town Council Meeting was preceded by a Public Meeting on Community Safety. This meeting was held in response to a recent break in in the High Street and other problems of anti-social behaviour. The meeting was attended by over 70 members of the public who received information and addressed questions and comments to a panel of representatives of the different agencies working with the Town Council to resolve the recent problems.

A record of the Public Meeting is available on the Town Council Website www.saxmundham.org

REPORT FROM THE COUNTY COUNCILLOR:

Cllr R Smith congratulated the Town Council for arranging the public meeting. He explained that he had some experience of these problems from his time as a Leiston Councillor, and that he had every confidence in Sergeant Beresford. He emphasised the need to ‘talk up’ Saxmundham. He explained that he has other calls on his time on Monday evenings as he also covers Walberswick and Bramfield, but for the time being he will be prioritising Saxmundham Town Council meetings. He explained that if there are things he is able to do to help Saxmundham in his role as County Councillor he will always do his best to help. He also commended the Town Council for their work on the neighbourhood plan.

REPORT FROM THE DISTRICT COUNCILLOR:

Cllr Fisher said that he would do his best to help Saxmundham in any way he could, and that he would holding a surgery at the Town Council offices on Wednesday mornings.

AGENDA

Action

5419.00 TO RECEIVE DECLARATIONS OF INTEREST:

5419.01 To receive amendments to the Register.

Cllr J Smith reported that he had filled in the Register.

5419.02 To receive declarations of pecuniary interest in respect of items on the agenda.

Cllr Fisher declared a pecuniary interest in relation to items 9.4 and 9.5 as the landlord of Fishers Home Hardware.

5419.03 To receive declarations of non-pecuniary interest with respect to items on the agenda.

There were no declarations of non-pecuniary interest.

5419.04 To consider full/partial dispensations for the pecuniary interests declared.

The Town Clerk as Proper Officer granted a dispensation for this meeting to Cllr Fisher to vote with respect to items 9.4 and 9.5 as it was considered that without dispensation the number of persons prohibited from participating in that item of business would be so great a proportion of the membership as to impede the transaction of business. It was further noted that the sums were small, payments were made by the Town Clerk and although Cllr Fisher owns the building, he does not manage the shop, so his pecuniary interest is indirect.

5420.0 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:

5420.01 Apologies were received from and consent to absence granted to Cllr Sandbach who has missed his train.

5421.00 TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING, AND ORDINARY TOWN COUNCIL MEETING, HELD ON 13TH May 2019, AND TO NOTE THE DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL AS MARKET HALL TRUSTEE, ALSO HELD ON 13 MAY 2019.

5421.01 Minutes of the Annual Town Council Meeting and Ordinary Town Council Meeting held 13 May 2019.

There were no amendments to the minutes of either meeting.

Cllr Findlay proposed their adoption.

Seconded Cllr Fisher.

Unanimously agreed.

Motion carried.

The Town Council noted the minutes of the Meeting of the Town Council as Market Hall Trustee held on 13 May 2019 (to be approved by the next meeting of the Council as Trustee).

5422.00 TO CONSIDER AND DECIDE ON ANY CO-OPTIONS TO THE COUNCIL.

5422.01 Cllr Smith explained that four people had come forward as potential councillors, Jonathan Macro, Diana Eastman, Annabelle Reynolds and Charlotte Hawkins. Jonathan Macro is unable to attend tonight's meeting, but the other three are present. Cllr Smith invited the candidates to say a few words.

5422.02 Each candidate introduced themselves and explained why they were interested in becoming a Town Councillor.

Cllr Findlay proposed that all three be co-opted to the Town Council, making the point that there were still vacancies on the Town Council for other people.

Seconded Cllr Fisher.

Unanimously agreed.

Motion carried.

Cllr Smith welcomed the three new councillors.

The TC will complete the necessary paperwork, and the ATC will prepare an induction pack TC and ATC

5423.00 CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS.

5423.01 Cllr Smith reminded everyone that I-Salsa would be performing in the Market Hall on Friday 21 June and encouraged everyone to come along.

5424.00 TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN AND LOCAL PLAN.

5424.01 Cllr Smith reported that the Draft Final Local Plan, produced by the District Council, is due for public examination by the Inspector in June/July 2019. It is possible however that the timetable may slip.

5424.02 The Neighbourhood Plan Household Survey has gone out to all households in Saxmundham. The Neighbourhood Plan needs to reflect the views of local people and by law must fit within the Local Plan. One aim of the Household Survey is to give evidence of residents' views, including for the Local Plan public examination.

5425.00 TO CONSIDER AND DECIDE HOW TO TAKE FORWARD ISSUES RELATING TO 32 HIGH STREET.

5425.01 The Council noted the report on the empty property at 32 High Street. Cllr Smith reported that it was owned by a company based in Gibraltar. Options include; demolition if unsafe, a willing sale by the owner or Compulsory Purchase by the District Council.

Cllr Fisher recorded his thanks to Cllr Smith for organising the Public Meeting and pointed out that the District Council had been addressing the issue prior to the vandalism.

Cllr Smith proposed that 32 High Street should be on the agenda for the July meeting of the Town Council.

Seconded Cllr Findlay.

Unanimously agreed.

Motion carried.

TC

5426.00 TO RECEIVE A REPORT FROM THE CHAIRMAN PROPOSING STRATEGIC AIMS FOR THIS TOWN COUNCIL ADMINISTRATION, AND TO APPROVE THE STRATEGIC AIMS.

5426.01 Cllr Hiley proposed that the Strategic Aims should be adopted and reviewed in six months.

Seconded Cllr Findlay.

Unanimously agreed.

Motion carried.

The strategic aims are appended to these minutes.

5427.00 TO RECEIVE THE MINUTES OF THE RESOURCES COMMITTEE AND TO DECIDE ON THE ITEMS LISTED BELOW.

5427.01 The Town Council noted the minutes of the Resources Committee.

5427.02 To agree the recommendations from the Resources Committee regarding cleaning and caretaking of the Market Hall.

Cllr Smith proposed that the Town Council adopt the recommendations of the Resources Committee and:

- note and confirm the short-term arrangement with contract cleaners already put in place by the Town Clerk,
- that a caretaker should be employed in the longer-term, leaving open at this stage whether the job description should include cleaning as well as other caretaker tasks, and
- invite the Market Hall Management Committee to review the caretaker's job description and person specification and the specification for the contract cleaner and report back to the Resources Committee.

Seconded Cllr Findlay.

Unanimously agreed.

Motion carried.

5427.03 To agree the recommendation from the Resources Committee to add Cllr John Findlay as a bank signatory.

Proposed Cllr Fisher.

Seconded Cllr Findlay.

Unanimously agreed.

Motion carried.

5427.04 To confirm agreement from the Resources Committee of the STC April 2019 bank reconciliation and the April 2019 Market Hall bank reconciliation.

Proposed Cllr Fisher.

Seconded Cllr Findlay.

Unanimously agreed.

Motion carried.

5427.05 To agree authorisation of listed payments for Saxmundham Town Council.

Proposed Cllr Fisher.

Seconded Cllr Findlay.

Unanimously agreed.

Motion carried.

5427.06 To agree authorisation of listed payments for the Market Hall.

Proposed Cllr Fisher.

Seconded Cllr Findlay.
Unanimously agreed.
Motion carried.

- 5427.07 **To receive an update on Street Farm Road.**
The Council noted the report circulated. An appraisal brief and a quote for providing the council with an overview and options for the future development of the Old Police Station has been received from Jonathan Clogg, surveyor.

Cllr Fisher proposed that the Town Council refer Mr Clogg's proposal to the Resources Committee for decision, and that the Resources Committee be asked to set up a working group to progress the issue of appraising options for the Council's future accommodation.

Seconded Cllr Findlay.
Unanimously agreed.
Motion carried.

- 5428.00 **TO DISCUSS THE FOLLOWING PLANNING APPLICATION,**
DC/19/1939/FUL from Saxmundham Free School, for the installation of 2,500 mm high Barbican fencing around three sides of its site.

- 5428.01 Cllr Findlay proposed that the Town Council should support the idea of a fence in principle but voice its concern about the effect on the footpath and make it clear to the District Council that the Town Council would not want to see the hedge grubbed out.

Seconded Cllr Hiley
Unanimously agreed.
Motion carried.

TC to feed the Town Council's views back to East Suffolk Council.

TC

- 5429.00 **TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES.**

- 5429.01 Leiston and Saxmundham Citizens Advice have invited the Town Council to become a member.

It was resolved that the Town Council should become a member of the Leiston and Saxmundham Citizens Advice. Normally the Town Clerk or Assistant Town Clerk would attend the AGM on behalf of the Council, but as neither is available on 10 July, Cllr Fisher will attend.

5430.00 **DATE AND TIME OF NEXT MEETING: MONDAY 8TH July 7.15pm**

MTG ENDED 9.30pm

Appendix: The Council's Strategic Aims, as per minute 5426 above:

- To communicate effectively and engage positively with all parts of the local community, keeping them informed and involved, and as active partners in our policy-setting and activities (to include new town and council website, and range of communication channels)
- To define an effective strategy for sustainable development and regeneration for the future of our town and benefit of our citizens, through the local and neighbourhood planning processes and other relevant means,

working with partners in all sectors, seeking to attract external resources, community facilities and infrastructure

- To help create a stronger sense of community cohesion and self-confidence, working with local organisations and (within our means) supporting their activities, and developing joint measures that support cohesion
- To promote our town and its interests effectively as a great place to live, work and invest in and visit, and also to decision-makers who decide on issues affecting our town and community
- To develop a more effective council administration based on strong adherence to values of efficiency, responsiveness, professionalism, value for money and public service.
- To be a good, forward-looking steward of our community assets and facilities, and – within our means - to provide and develop good local public services