



## Saxmundham Town Council

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10<sup>th</sup> April 2017

### Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 10<sup>th</sup> April 2017 at 7.15pm.

**Present:**

Cllr L. Jardine – in the chair	Cllr J. Fisher
Cllr P. MacKay	Cllr J. Sandbach
Cllr A. Eves	Cllr J. Smith
Cllr P. Dunnett	Cllr C. Trotter-Langlois

**In attendance:** Imogen Green, Assistant Town Clerk  
**3 members of the public**

#### **A talk by Active Communities officers from Suffolk Coastal District Council took place during the public forum.**

Two officers from Suffolk Coastal District Council advised Saxmundham Town Council of the following updates:

- Evidence suggests that Saxmundham would like to be a thriving market town.
- A high level strategic plan needs to be in place to help Saxmundham to become a thriving market town.
- Possible Big Lottery and Heritage Lottery interest – however they would want to see a local plan that considers wider projects, community evidence of need and collaboration.
- An individual is needed who possesses the right skills to lead this high level strategic plan – consultant required to develop the high level strategic plan, gather evidence of need and coordinate an asset review in Saxmundham. However, funding needs to be secured for this to happen.
- A heritage officer from SCDC will be showing an individual from the Big Lottery Fund around Saxmundham on 6th June 2017 to convey what Saxmundham has to offer as a market town.

A PUBLIC FORUM of up to 15 minutes will be held prior to the formal meeting at which members can raise matters:

- A member of the public advised that the agenda for the meeting contains a number of acronyms and that it would be useful if these acronyms were typed in full.
- A member of the public advised individuals had been seen looking at land in South Entrance, Saxmundham and that they may have been working for a housing developer.
- A member of the public queried when the ditches at the Memorial Field will be cleaned.
- A member of the public queried whether it would be a good idea to run a litter campaign within Saxmundham.
- A member of the public stated that the precept had been too low for Saxmundham for too long.

REPORT FROM THE COUNTY COUNCILLOR: No report received.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher advised the council he had attended Suffolk Coastal District Council's Chairman's reception, this was held at the Suffolk Punch Trust on the evening of 6<sup>th</sup> April 2017.

Cllr Dunnett reported the following:

- He had received the leader and cabinet briefing, however, had not been able to circulate it in time for tonight's council meeting.
- Still involved in trying to improve access to broadband for rural communities and had managed to secure a meeting at Westminster to discuss issues surrounding broadband. Cllr Smith stated that Saxmundham Town Council should submit an expression of support concerning Cllr Dunnett's work to improve broadband.
- The Enabling Communities scheme for 2017-2018 from Suffolk Coastal District Council is now available for individuals to apply for.

## AGENDA

5048. TO RECEIVE DECLARATIONS OF INTEREST:

- To receive amendments to the register: **none received.**
- To receive declarations of pecuniary interest in respect of items on the agenda: **none received.**
- To receive declarations of non-pecuniary interest in respect of items on the agenda: **Cllr Fisher and Cllr Dunnnett declared an interest regarding planning matters as they are both SCDC District Councillors.**
- To consider full/partial dispensations for pecuniary interests declared: **none received.**

5049. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr Ewart – holiday, Cllr Plant – holiday, Cllr Turner – ill.

5050. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 13<sup>TH</sup> MARCH 2017 TOWN COUNCIL MEETING (PREVIOUSLY CIRCULATED): Cllr Fisher advised the following amendments needed to be made to the minutes of 13<sup>th</sup> March 2017:

- Min no. 5030: *“Saxmundham Town Council to create a Men in Sheds Committee: Cllrs Fisher, Smith and Eves all stated that they would like to be on a Men in Sheds committee. Cllr Jardine proposed that a Men in Sheds committee is created consisting of 3 Saxmundham Town Councillors – these to be Cllrs Fisher, Smith and Eves. Cllr Plant seconded. All in favour. **Motion carried.**”*

Cllr Fisher advised this should say 4 councillors and also include Cllr Turner as a member of the committee.

- Min no. 5035: *“Saxmundham Town Council did not want the above planning application to be referred to the planning committee at Saxmundham Town Council.”*

Cllr Fisher advised that this should say Suffolk Coastal District Council and not Saxmundham Town Council

Cllr C. Trotter- Langlois advised the following amendments needed to be made to the minutes of 13<sup>th</sup> March 2017:

- The minutes of 13<sup>th</sup> March 2017 she is not listed as being present at that meeting when she was.
- Min no. 5028: *“TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING: Action: Public forum April 2016 mention of dumped waste. By: Cllr Trotter-Langlois. Status: Update required from Cllr Trotter-Langlois. – Cllr Trotter – Langlois informed the council that she had been told the waste had been removed but could not confirm this.”*

Cllr C. Trotter – Langlois advised the council that the waste had been removed and therefore “but could not confirm this” could be removed from the minutes.

- Min no. 5030: *“Cllr Jardine proposed to accept the updated management risk assessment. Cllr Plant seconded. **Motion carried on majority** due to Cllr Trotter-Langlois abstaining.”*

Cllr C. Trotter-Langlois advised that she had not abstained from this vote and had voted in favour, therefore, the following could be removed from the minute “**on majority** due to Cllr Trotter-Langlois abstaining”.

Cllr Smith proposed, subject to the above amendments, to approve the minutes of the 13<sup>th</sup> March 2017 as a true record. Cllr Mackay seconded. **Motion carried.**

Cllr Jardine made the above amendments to the minutes within the meeting and duly signed them.

5051. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING:

Action	By	Status
Public forum April 2016 mention of dumped waste.	Cllr Trotter-Langlois.	Update required from Cllr Trotter-Langlois. <b>Cllr Trotter-Langlois advised that the dumped waste has now been dealt with, so can now be removed off of the action list.</b>
Assistant Town Clerk to arrange a separate meeting with STC’s neighbourhood planning consultant.	Assistant Town Clerk.	Assistant Town Clerk has been in contact with STC’s neighbourhood planning consultant – meeting to be held in May 2017 with the consultant – date to be confirmed.

Assistant Town Clerk to draft terms of reference for the newly formed Men in Sheds committee before the next town council meeting.	Assistant Town Clerk	Ongoing.
Assistant Town Clerk to circulate the H&S report to all councillors.	Assistant Town Clerk	Circulated electronically on 21/03/17.
Assistant Town Clerk to present the SLA by the next full town council meeting.	Assistant Town Clerk	Currently still being constructed.
Assistant Town Clerk to explore funding sources for a controlled crossing in Rendham Road, Saxmundham.	Assistant Town Clerk	Ongoing. Cllr Jardine queried if an update had been received by Saxmundham Town Council regarding the Rendham Road Junction. The Assistant Town Clerk had advised no and that she would enquire. <b>Action: Assistant Town Clerk to contact Highways to obtain a report regarding the junction.</b>

5052. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS: None.

5053. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT TOGETHER WITH THE ACCOUNTING STATEMENTS 2016 – 2017: Papers to be circulated: Cllr Smith proposed the approval of the Annual Governance statement is deferred for approval until it has been studied further within the next finance committee meeting, seconded by Cllr Mackay. **Motion carried on majority** due to Cllr Fisher abstaining.

5054. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS ON THE FOLLOWING:

- To agree the expenditure to the end of MARCH 2017: Cllr Fisher declared an interest due to a payment made to Fishers (Saxmundham) within the Market Hall account. Cllr Jardine advised the following things to note on the expenditure for March 2017:
  - The payment for the artificial matting on the skate park had been made.
  - Saxmundham Town Council had received funding from Suffolk County Council towards the artificial matting on the skate park and also for the Speed Indicator Device which will be located in Rendham Road.
  - A payment had been made for servicing the Police Station fire extinguishers.
  - A payment had been made for heating of the Market Hall.
  - A payment had been to replace a number of faulty emergency lights within the Market Hall.

Cllr Jardine proposed to agree the expenditure to the end of March 2017, Cllr Dunnett seconded. **Motion carried on majority** as Cllr Fisher did not vote.

- Payment for utility supplies (energy, telephone, water and any national non-domestic rates) to be paid by variable direct debit (please refer to financial regulation 6.7): Investigations are ongoing into payment of utility supplies for direct debit.
- Payment for salaries of Saxmundham Town Council staff to be paid via internet banking (please refer to financial regulation 6.10): Cllr Jardine proposed the payment of salaries for Saxmundham Town Council staff to be completed via internet banking. Cllr Mackay seconded. All in favour. **Motion carried.**
- To issue the Town Clerk and the Assistant Town Clerk with a debit card (please see financial regulation 6.18 and 6.19): Cllr Jardine proposes that the Town Clerk and Assistant Town Clerk are issued with a debit card, subject to a spending limit of £1000, Cllr Eves seconded. All in favour. **Motion carried.**
- To discuss and decide on the quotation for various works that need to be undertaken by Saxmundham Town Council: Cllr Jardine proposed that discussion of the quotation received by Saxmundham Town Council to be

deferred so that it can be analysed in greater depth within the next finance committee meeting. Cllr Dunnett seconded. All in favour. **Motion carried.**

- To receive an update regarding the lone worker alarm: the Assistant Town Clerk advised the council that she was now in possession of the lone worker device and is in the process of setting it up.
- To discuss the changes to VAT accounting in the Saxmundham Town Council financial system: Cllr Jardine advised that there was a number of changes in regards to how VAT is recorded regarding the following: Non-business activities, overheads, exempt activities and payments including VAT. In addition, if the Market Hall renovation project goes ahead, external competent advice will be required in relation to VAT.
- To receive an update to the budget sheet for 2016/2017: Cllr Jardine stated that the Responsible Financial Officer to the council will provide an update on the budget shortly.

5055. TO RECEIVE AN UPDATE ON WORKS AT THE POLICE STATION: The Assistant Town Clerk advised that she had been liaising with building control regarding the conversion of the male toilets to a universal toilet and that quotations are currently being sought for this.

5056. TO RECEIVE AN UPDATE ON HEALTH AND SAFETY: The Assistant Town Clerk stated to the council that she and Cllr Jardine had met again with the H&S consultant to further advise on H&S, especially regarding the Memorial Field, play areas, porta kabin and the skate park.

5057. TO RECEIVE A REPORT FROM THE MARKET HALL MANAGEMENT COMMITTEE: Cllr Mackay advised that there was nothing to report as the Market Hall management committee have not had a meeting this month.

5058. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE AND TO DISCUSS THE FOLLOWING APPLICATIONS: Cllr Dunnett provided an update regarding the siting of the porta-kabin in the grounds of the Doctor's Surgery – he had attended a planning committee meeting at Suffolk Coastal District Council in which it was decided that a porta-kabin can be located within the grounds of the Doctor's Surgery subject to certain conditions being met.

DC/17/0941/FUL	Hall Farmhouse, Church Street, Saxmundham, IP17 1ER.	Erection of a new dwelling within the existing garden of Hall Farmhouse. Saxmundham Town Council support this planning application.
DC/17/1026/FUL	Ravenscroft, 47 Rendham Road, Saxmundham, IP17 1EA.	Extensions and alterations to existing dwelling to create additional accommodation as shown on submitted drawings. Saxmundham Town Council support this planning application.

- To discuss and decide on renewing planning permission for the porta-kabin located on the Memorial Field: Cllr Fisher proposed renewal of the temporary planning permission for the porta-kabin for 3 years. Cllr Trotter-Langlois seconded. All in favour. **Motion carried.**

5059. TO RECEIVE AN UPDATE REGARDING THE TERMS OF THE LEASE AGREEMENT BETWEEN DISABILITY ADVICE SERVICE AND SAXMUNDHAM TOWN COUNCIL FOR USE OF THE POLICE STATION BUILDING: The Assistant Town Clerk advised that the service level agreement is still being constructed.

5060. TO RECEIVE AN UPDATE ON THE FOLLOWING:

- FENCED OFF SKATEPARK: The Assistant Town Clerk advised that an inspection of the skate park had been carried out by The Royal Society for the Prevention of Accidents, the fencing has been taken down and is awaiting removal off-site and that the skate park is now back in operation.
- SEAMAN AVENUE PLAY AREA – NOT IN FULL USE DUE TO FENCED OFF TREE STUMP LOCATED IN SEAMAN AVENUE PLAY AREA: Cllr Jardine stated that the H&S consultant advised that the fencing around the felled tree should be locked into position.  
Cllr Trotter-Langlois advised that due to illness, the carver has been delayed in starting the project. However, he will notify the council when this project will be undertaken. Cllr. Trotter-Langlois will circulate images of the proposed carving design to Saxmundham Town Council.

**The meeting was closed** to enable a member of public to notify the council of the following:

- A man had allegedly broken his ankle during use of the skate park. The emergency services attended the incident.
- The gate to the Memorial Field needs fixing – members of the public are able to enter the Memorial Field without having to unlock the gate.

Cllr Jardine thanked the member of the public for notifying the council of the above. She informed the member of the public that Cllrs Trotter-Langlois and Fisher are part of the project team, within the council, researching options regarding vehicular access to the Memorial Field.

**The meeting was re-opened.**

5061. TO RECEIVE AN UPDATE ON THE PROPOSED SAXMUNDHAM BIKE TRACK: Cllr Trotter-Langlois stated that the planning for this is still in process. Cllr Mackay queried how the project is being funded. Cllr Trotter-Langlois stated that the funding for this is still being pursued and that funding applications are in the process of being completed.

5062. TO DISCUSS THE POSSIBILITY OF HAVING A SAXMUNDHAM BEER FESTIVAL ON THE MEMORIAL FIELD: This agenda item was deferred due to Cllr Turner requesting the item but not being present in the meeting to explain it.

5063. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT: This agenda item was deferred due to Cllr Turner requesting this agenda item and not being present in the meeting to explain it.

5064. TO RECEIVE A REPORT REGARDING THE PROPOSED ART STATION: This agenda item was deferred due to Cllr Ewart being absent from the meeting.

5065. TO RECEIVE AN UPDATE ON THE POSSIBLE INSTALLATION OF OUTDOOR GYM EQUIPMENT: Cllr Eves advised that she is still waiting to hear from Hopkins Homes regarding the siting of proposed outdoor gym equipment on their land. The Saxmundham running club are willing to support the project.

5066. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES: Cllr Trotter-Langlois stated that CYDS had received funding from Suffolk County Council to carry out outreach work at the skate park. In addition, there is to be a skate jam event on the Memorial Field on 30<sup>th</sup> May 2017 between 12pm – 5pm. Cllr Jardine advised that within the coming weeks, a volunteer group should be formed called “friends of the skate park”. The aim of the group will be to encourage proper and responsible use of the facility.

Cllr Smith advised the council that the Market Hall Working Group had been in contact with the Heritage Lottery Fund and the idea of holding heritage activities within Saxmundham was proposed. In addition, Cllr Smith reported that the 175<sup>th</sup> anniversary of the Market Hall building will be in 2021.

The meeting closed at 9.25pm.

5067. DATE AND TIME OF NEXT MEETING: The annual town meeting to be held on 24<sup>th</sup> April 2017 at 6pm.

Signed ..... Dated.....