



Saxmundham Town Council

The Market Hall, High Street, Saxmundham, Suffolk, IP17
1AF, Tel/Fax 01728 604595, VAT Registration No: 571060663
Email: townclerk@saxmundham.suffolk.gov.uk
www.saxmundham.org

Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 10th December 2018

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

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

Two members of the public

PUBLIC FORUM:

- Concerns were raised as to why Saxmundham had not got an outdoor gym in view of the problems of overweight and underactivity, and why Saxmundham is behind other towns in this respect. Cllr Eves explained that she was consulting on the outdoor gym and that the consultation period ends in December. Survey forms are available in the library and have been distributed via Saxmundham News and the Community Newsletter. Once she has the results of the consultation she will submit a bid for funding for an outdoor gym. The Council has limited money to spend and this is why external funding has to be sought.
- The Council was asked to support the five-mile race in September/October 2019. Cllr Dunnett advised that details should be sent to the Town clerk and the Council would do its best to publicise the event.

Members of the public left the meeting

REPORT FROM THE COUNTY COUNCILLOR: There was no report from Cllr Smith who was absent from the meeting.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher had nothing new to report. Cllr Dunnett advised that would be a Local Plan drop-in session on 6th February 2019 at the Market Hall, and a briefing for towns and parishes on Friday 11 January between 1pm and 5pm. The consultation period for the final Draft Plan begins 14 January 2019. SCDC will sign off the Draft final Plan on 2nd (Executive Committee) and 3rd January 2019 (Full Council). These dates are to be confirmed.

AGENDA

5328.00 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.**

Action

- To receive declarations of non-pecuniary interest in respect of items on the agenda: Cllr Fisher and Cllr Dunnett explained that as members of the SCDC planning committee they each had a non-pecuniary interest in item 8.
- To consider full/partial dispensations for pecuniary interests declared: **n/a**

5329.00 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:

5329.01 Apologies were received from Cllr Ewart. Cllr Turner was absent, and Cllr Sandbach arrived at 8.10pm

5330.00 TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF THE MEETING HELD ON THE 12 NOVEMBER 2018:

5330.01 Minor amendments have been made to clarify item 5320.01. and to correct the name Zoe Botten in item 5324.01 as shown in the hard copies circulated at the meeting. A further amendment to item 5326.04 was proposed to substitute 'Greater Anglia' for 'Network Rail' and the minutes will be signed once this has been done.

Proposed Cllr Mrs Jardine

Seconded Cllr Fisher

Unanimously agreed.

Motion carried.

5331.00 CHAIRMAN/TOWN CLERK'S ANNOUNCEMENTS:

5331.01 Cllr Dunnett reported that Norse have closed the WCs on the car park for a short while as they have been vandalised daily. Cllrs proposed various ideas including:

- Paying a small amount to shops, pubs, restaurants to allow members of the public to use the facilities.
- CCTV.

Concerns were raised about young people's safety and their exploitation by drug gangs via so called 'county lines'.

Cllr Dunnett will speak to Zoe Botten and Norse regarding locking the WCs and CCTV.

Cllr D

5331.02 The Assistant town clerk reminded councillors to respond to her email regarding GDPR. She will recirculate the email.

**ATC
(done)**

5332.00 TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN:

5332.01 Cllr Smith delivered the following update following the Steering Group planning day: -

- The Steering Group decided to adapt the vision for Greater Saxmundham as the overall vision for the Neighbourhood Plan 15-20 years ahead.
- The Steering Group proposes 4 themes around which to develop and consult on the aspirations for Saxmundham:
 - Housing.
 - Community facilities.
 - Local economy.
 - Transport and mobility.
- The final draft Local Plan preserves the Layers keeping the South Saxmundham Garden Neighbourhood to the west of the railway line with employment on the other side of the A12, but this means that it will be important for the Layers to become publicly available.
- The Steering Group would like the South Saxmundham development to be built to a high environmental specification forming a distinct neighbourhood with its own sense of place and facilities while at the same time being connected to the rest of Saxmundham. The feeling is that the development is still too large, and it would be

P+D

better to have a greater proportion of the proposed housing provision in north Saxmundham.

- The Steering Group has looked at some specific sites:
 - Area around the Police Station and Railway Station.
 - The derelict alleyway and areas along the river Fromus.
 - Street Farm Road.
 - The Fromus Centre site.

Cllr Golding questioned the Chair of the Steering Group as to whether there had been sufficient publication consultation, commenting that the above sounded like policy decisions.

Cllr Sandbach joined the meeting at 8.10 pm.

5332.02 Cllr Smith explained that all the ideas had come from various public meetings and the Steering Group was working them up into issues and options for a Saxmundham wide survey. The debate continued with Councillors raising the following points and question:

- Is this top down or bottom up?
- There have been a number of consultation meetings which town councillors did not attend.
- At what point will everyone be consulted?
- These look like policy decisions, but they are not evidence based.

Cllr Smith remarked that these points are quite obviously criticisms and outlined the consultation mechanisms used so far:

- A dedicated website.
- A dedicated Facebook page.
- Public meetings.
- The 'What's happening in Sax' Facebook page
- Drop-in sessions.

The Steering Group is exploring survey documents used elsewhere in preparation for a Saxmundham-wide survey, but the need to respond to Local Plan consultations has affected timings. The survey will be used to explore ideas raised through the various consultation mechanisms rather than simply ask people what they would like as this often gets a 'don't know' response.

Cllr Dunnett suggested that those concerned meet outside the Full Council meeting to talk further, and Cllr Miss McKay invited those with concerns to attend the next meeting of the Neighbourhood Plan Steering Group which will be held tomorrow morning.

Cllr Golding remarked that the timescale for the Local Plan will force the Council to get ideas for community facilities fleshed out in the early part of 2019, so it will be important to survey the entire population as soon as possible and to be able to analyse responses against key demographics.

5333.00 TO RECEIVE A REPORT FROM THE RESOURCES COMMITTEE:

5333.01 To agree the authorisation for payment of STC cheques- previously circulated:

Cllr Mrs Jardine explained that a grant for £1,000 has been made to Coastal Accessible Transport Service (CATS) as their funding from SCDC and SCC has been reduced. Cllr Mrs Jardine proposed approval of the payments, seconded Cllr Plant. Unanimously agreed.

Motion carried.

Cllr Plant proposed that the payments on the Market Hall should be authorised, seconded Cllr Miss MacKay. 8 votes for, 1 abstention, Cllr Fisher due to payment to Fishers.

Motion carried on majority.

5333.02 **To receive a report on the bank reconciliations to the end of October 2018 – previously circulated:**

Cllr Mrs. Jardine proposed that the report be accepted.

Seconded Cllr Mrs Eves.

Unanimously agreed.

Motion carried.

5333.03 **To agree the recommended NJC/NALC pay award for 2019-20:**

The pay scales have now been published representing a 2% increase for STC employees. Some of the bands have been changed and this is shown clearly in the scale.

Cllr Mrs Jardine proposed that the published salaries should be included in the budget for 2019-20.

Cllr Smith seconded the proposal with the proviso that there is no contractual obligation for the Council to pay according to the scales.

Unanimously agreed.

Motion carried

5333.04 **To agree the recommendation for Youth Provision for the time period of the proposed new Contract and the cost:**

Cllr Mrs Jardine reminded those present that the current contract has been extended by one quarter to the end of the financial year.

The recommended from the Resources Committee is that the new contract should go out to selective tender and be for 3 years.

- Year 1 - £22,000.
- Year 2 - £24,000.
- Year 3 – £26,000.

Proposed Cllr Mrs Jardine.

Seconded Cllr Plant.

Unanimously agreed.

Motion carried.

Cllr Plant told the meeting that the tender documentation was complete, three providers have indicated that they would like to tender and that the matter should now be dealt with by officers of the council with tender documents kept in a locked tender box.

TC/Cllr
P

5333.05 **To receive draft estimates for the outturn budget for 2018 2019- previously circulated.**

Cllr Jardine explained that the total projected outturn is £203,351, but this year includes several one -off payments to do with the office move. Business Rates have been successfully appealed and reduced but it is likely that the council will need to go through the appeal process in subsequent years. It will be necessary to take £1, 635 from reserves to balance the budget and we end up with £87,287.82 in reserves at the start of the year..

5333.06 **To consider recommendations for the draft budget for 2019-2020**

Cllr Mrs. Jardine explained that one off payments associated with the office move have not been used to estimate expenditure needs for 2019-2020.

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It is proposed to set aside an earmarked reserve of £10,000 as a Capital Replacement Fund to cover large repairs and renewals such as boilers and roofs.

The total budget is for £217,320 and this requires a contribution from the precept of £205,521, a rise of 4%. The contributions required from reserves to balance the budget will reduce reserves to £79,680.

All

Please direct any questions or comments to the Town Clerk and please be aware that a decision must be made at the next STC meeting in January to meet the SCDC deadline of 25 January for changes to the precept. If we fail to meet the deadline our precept will be held at the 2018-2019 level.

5334.00 TO RECEIVE A REPORT FROM THE SERVICES AND AMENITIES COMMITTEE – DEFERRED:

5335.00 TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS:

- 5335.01 DC/18/3676/FUL, Sandbanks Court, to convert existing garage into lounge.
After some discussion of available parking at Sandbanks Court the Council resolved to support the application.

Proposed Cllr Miss MacKay.

Seconded Cllr Golding

Unanimously agreed.

Motion carried.

- 5335.02 DC/18/4720, Fairfield Drive, Remodelling of existing garage and extended with annex to the rear and first floor.
The Council resolved to support the application

Proposed Cllr Miss Mackay

Seconded Cllr Mrs Jardine

Unanimously agreed.

Motion carried.

5336.00 TO CONSIDER THE RECOMMENDATIONS FROM THE TRUSTEES MEETING REGARDING THE MARKET HALL:

- 5336.01 The Trustees of the Market Hall request a grant of £17,000 from the Town Council in order to balance the budget for the Market Hall.

Proposed Cllr Mrs Jardine.

Seconded Cllr Miss MacKay

Unanimously agreed.

Motion carried.

5337.00 TO CONSIDER THE PRECEPT OPTIONS FOR 2019 2020:

- 5337.01 Cllr Mrs Jardine explained that just over £205K was needed to balance the budget. This represents a 4% increase in the precept or £2.60 per week for a Band D property. A 5% increase would represent £2.62 for a Band D property. The matter must be decided at the STC meeting in January when the budget is finalised.

5338.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:

- 5338.01 **Xmas event:** The general feeling is that the event went very well, and the Council extended its thanks to all those who helped with the event. There were 2 complaints about the closure

of the High Street from people living there. Next year the Council will inform everyone living in the High Street of the event. We have photos of the event and these will go on our website and be used for future promotions.

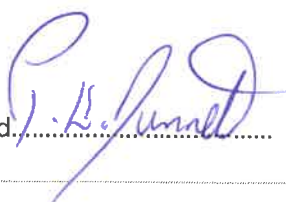
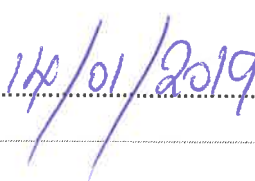
5338.02 **Website:** Cllr Golding thanked everyone for their feedback. Framlingham’s website costs £7,000 to set up and £50 per month to keep it updated. Woodbridge’s website has a good A to Z. Some councillors found the moving pictures on Framlingham’s website distracting. Cllr Golding said he would go ahead along the lines suggested and then the Council would need to decide about professional fees. Cllr G.

5338.03 **Free School:** Cllr Golding reported that he hadn’t been able to arrange an appointment with the Free School.

5338.04 **CAB:** Cllr Sandbach reported that Suffolk County Council is proposing to withdraw funding from Saxmundham and Leiston Citizens Advice (and other Suffolk CAs) .

CAB to go on the agenda for next STC meeting. TC

Cllr Dunnett will write to the leader of Suffolk County Council expressing his dismay, with a copy to our local county Councillor and a similar letter to our MP. Cllr D

5339.00	THE NEXT MEETING OF THE TOWN COUNCIL WILL BE ON 14th JANUARY 2019 AT 7.15PM	
5340.00	<p>RESOLUTION TO EXCLUDE THE PUBLIC: Under the Public Bodies (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the following business being transacted.</p> <p>Proposed Cllr. Golding Seconded Cllr. Miss MacKay Unanimously agreed. Motion carried.</p>	
5341.00	<p>TO APPROVE THE NEW CONTRACT OF EMPLOYMENT FOR THE TOWN CLERK FOLLOWING CONSULTATION WITH HER:</p> <p>Contd. In Camera. attached</p> <p>Signed </p> <p>Dated </p>	