



## Saxmundham Town Council

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### Minutes of the Meeting of Saxmundham Town Council at the Market Hall on Monday 11 March 2019 at 7.00 pm

**Present:**

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

**In Attendance:** Maddie Gallop, Town Clerk (TC/RFO)  
Jenny Morcom, Assistant Town Clerk (ATC)

1 member of the public

#### PUBLIC FORUM:

- Mrs Julia Ewart explained that that she was the local <sup>PARLIAMENTARY.</sup> candidate for the Liberal Democrats, and she was attending meetings of local councils to listen to issues and problems.

**REPORT FROM THE COUNTY COUNCILLOR:** None

**REPORT FROM THE DISTRICT COUNCILLORS:** Cllr Dunnett reported that he had spent his enabling budget and that the District Council was winding down in preparation for the forthcoming elections.

#### AGENDA

5363.00

#### 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 Dunnett declared their interest in the Local Plan and planning decisions as a member of the District Council.
- To consider full/partial dispensations for pecuniary interests declared: n/a

Action

*P. Ewart*

- 5364.00 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:**  
5364.02 Apologies were received from Cllr M Turner who is working.  
Cllrs Fisher and Sandbach had informed the meeting that they would be a little late.
- 5365.00 TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF THE MEETING HELD ON THE 11 FEBRUARY 2019:**  
5365.01 There were no amendments to the minutes.
- Cllr Golding proposed that the minutes should be approved and signed as a true record of the meeting.  
Seconded Cllr Plant  
Unanimously agreed.  
**Motion carried.**
- 5366.00 CHAIRMAN'S/TOWNCLERK'S ANNOUNCEMENTS:**  
5366.01 Cllr P Dunnett explained that he had received a complaint about the state of the path at the side of Waitrose.  
**Agreed: TC to investigate Land Registry to see who owns it and approach owner regarding repair.** TC
- 5367.00 TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN:**  
5367.01 Cllr Smith provided the following update:
- The Neighbourhood Plan Steering Group has focussed on the response the draft final Local Plan.
  - The Group met with Morag Mcllnnes, East Suffolk Economic Development Officer. There is a new funding initiative for market towns. As funds are limited, the next opportunity to bid for this money will not be until 2020. Other issues discussed with Morag included; how to market the market, signage, street design and the balance between pedestrians and cars.
  - The household survey has not yet taken place. District Council planners have suggested that the communities officer, Zoe Botten should be involved.
- 5368.00 TO RECEIVE AND UPDATE REGARDING THE LOCAL PLAN:**  
5368.01 Cllr Smith reported that the consultation period for the draft final Local Plan is now closed. The Town Council's response has been sent to the district both as a hard copy document and on-line. Cllr Smith reported that the process for submitting detailed comments on-line was so time consuming and cumbersome as to prevent many people from responding, despite that fact that this was the District Council's preferred method of response.
- Agreed: TC to write the District Council to raise this issue.** TC
- Cllr Fisher joined the meeting at 7.25 pm**
- 5369.02 Cllr Smith asked to see the covering email sent with the council's local plan response.  
**TC to forward the email to Cllr Smith** TC
- 5370.00 TO CONSIDER THE RESPONSE TO EDF SIZEWELL C THIRD PUBLIC CONSULTATION: - Deferred for the arrival of Cllr Sandbach.**
- 5371.00 TO AGREE THE TENDER AND CONTRACT FOR YOUTH PROVISION:**



- 5371.01 Cllr Smith moved that the Service Level Agreement be awarded to Access Community Trust (ACT) with the provision that they work with the Council to better define their monitoring and outcome measures. New measures must be agreed in year one.  
Proposed Cllr Plant  
Seconded Cllr Ewart  
Seven in favour, one abstention (Cllr Fisher). Cllr Sandbach had not yet joined the meeting.  
**Motion carried on majority.**
- 5371.02 Councillors confirmed that the funding is in addition to funds received by ACT for the Barclays Bank project and will still include a major focus on services to be delivered from the portacabin and ex-BB building.
- 5371.03 Cllr Mrs Jardine suggested that the grant should be paid on a quarterly basis as there will be quarterly monitoring reviews.
- 5372.00 TO RECEIVE A REPORT FROM THE RESOURCES COMMITTEE AND AGREE THE ITEMS LISTED BELOW:**
- 5372.01 To receive a report on the bank reconciliations to the end of February 2019:  
The meeting noted that the bank statements agreed with the cash book.
- Cllr Mrs Jardine proposed that the bank reconciliation for Saxmundham Town Council (STC) to the end of February 2019 should be agreed.  
Seconded Cllr Ewart.  
Unanimously agreed.  
**Motion carried.**
- Cllr Mrs Jardine proposed that the bank reconciliation for the Market Hall (MH) to the end of February 2019 should be agreed.  
Seconded Cllr Plant.  
Unanimously agreed.  
**Motion carried.**
- 5372.02 STC and MH accounts: to receive an estimate of outturn for the financial year 2018-2019:
- The summary budget comparison and estimated outturn for STC shows income and expenditure is in line with budget.  
**TC to add a row to show the Skate Park retention fee separately.**  
**TC to add staff training costs in with other staff costs in the summary budget/estimated outturn.** TC  
**TC to correct formula for bottom line amounts in reserves at the start and end of the year.**  
**TC to chase Herring Bone for their bill for website design before year end.**
  - The summary budget comparison and estimated outturn for MH shows income and expenditure is in line with budget.  
**TC to give up to date utility readings to British Gas. (Meters were read in February).** TC  
**TC to amend outturn for 'Admin funding for proposed renovations' to take account of this year's expenditure as there should be an underspend**

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- 5372.03 To agree authorisation of payments for STC and MH:
- Cllr Mrs Jardine proposed that the council authorise the list of payments for STC.  
Seconded Cllr Ewart.  
Unanimously agreed.  
**Motion carried**
  - Cllr Mrs Jardine proposed that the council authorise the list of payments for the MH.  
Seconded Cllr Plant.  
Unanimously agreed.  
**Motion carried**

**Cllr Sandbach joined the meeting at 7.50pm**

- 5372.04 To agree the reviewed Financial Regulations.  
These have been updated to take account of the newly formed Resources Committee and future on-line banking, but the regulations are quite difficult to interpret in places.

Cllr Mrs Jardine proposed that the reviewed Financial Regulations be approved pending a more thorough review by the new Council in May 2019.  
Seconded Cllr Plant.  
Unanimously agreed.  
**Motion carried**

- 5372.05 To agree the Management Review 2018/19 and action list:

Cllr Smith agreed to investigate STC's ownership of the memorial field which passed to the Town Council in the 1930's. Unfortunately, the deeds have been lost. Cllr S

Cllr Mrs Jardine proposed that the council agree the Management Review and action list.  
Seconded Cllr Plant.  
Unanimously agreed.  
**Motion carried**

- 5372.06 To agree and make recommendation for the draft license agreements STC and Disability Advice Service (DAS) and Citizens Advice (CA):

Cllr Smith proposed that the license agreements should be agreed and offered to DAS and CA.  
Seconded Cllr Plant  
Unanimously agreed.  
**Motion carried**

- 5372.07 To agreed and transfer earmarked reserves of £2775.00 to Saxmundham and Leiston Men's' Shed:

Cllr Mrs Jardine proposed that the sum should be transferred to Men's' Shed as they are now fully constituted and have their own bank account.

Seconded Cllr Mrs MacKay.  
Unanimously agreed.

**Motion carried**

**5374.00 TO CONSIDER A REQUEST TO ERECT A NAME BOARD FOR TAXIS AT THE OLD POLICE STATION WITH THEIR NAMES AND LANDLINE NUMBERS:**

5374.01 This will be paid for and organised by the taxi drivers.

Cllr Fisher proposed that the council should agree to this request.

Seconded Cllr Smith

Unanimously agreed.

**Motion carried**

**5375.00 Deferred item - TO CONSIDER THE RESPONSE TO EDF SIZEWELL C THIRD PUBLIC CONSULTATION:**

5375.01 Cllr Sandbach presented his draft response to EDF and invited comments and questions. These included:

- Full support for what had been written.
- Concerns that comments about the GP surgery may cause offense as much has been achieved, notwithstanding the predicted increased pressure on primary health care due to the proposed EDF development.
- Concerns about pressure on road and rail networks and congestion.

**Councillors should email any further comments to Cllr Sandbach who will amend the current draft in the light of this and tonight's discussion.**

All/Cllr S

**There will be an extraordinary meeting of the Town Council to sign off the Councils response on Monday 25 March at 8pm.**

**5376.00 TO DISCUSS THE SUGGESTED DEVELOPMENTS FOR SAXMUNDHAM TOWN COUNCIL OFFICES AT STREET FARM ROAD.**

5376.00 There was broad agreement to continue discussions with the County Council about the Town Councils requirements with regard to office space and leasing arrangements should it move the Street Farm road site.

Councillors also felt it would be important to consider and consult carefully on the future use of the Old Police Station site to ensure it is of benefit to the Town as a whole.

**5377.00 TO AGREE THE CIRCULATED DRAFT RESOLUTION:**

'In order to progress previous resolutions concerning the future of Saxmundham, and reviewing the role, structure, functioning and organisation of the town council, the council authorises the Chair of the Resources Committee to seek legal advice on the employment law issues that may arise in relation to any staffing re-organisation or restructuring to implement the Council's strategy, with a maximum cost of £2,000.'

5377.01 Cllr Smith proposed that the resolution should be agreed.

Seconded Cllr Mrs Jardine.

Four Councillors were in favour, Cllr Mrs Jardine, Cllr Sandbach, Cllr Smith and Cllr Miss MacKay.

Four Councillors were against, Cllr Golding, Cllr Fisher, Cllr Dunnett and Cllr Ewart.

Two Councillors abstained, Cllr Mrs Eves and Cllr Plant.

Cllr Dunnett, Chairman, used his casting vote against the resolution.

**Motion defeated.**

*P. E. J.*

5378.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS BODIES INCLUDING WORKING PARTIES;

5378.01 Cllr Sandbach reported that funding for Leiston and Saxmundham Citizens' Advice was secure for the coming financial year as the health service had stepped in to fund the gap.

5354.00. DATE AND TIME OF NEXT MEETING:

There will be an extraordinary meeting of the Town Council to sign off the Councils response to EDF's proposals on Monday 25 March at 8pm.

The next ordinary Town Council meeting will be on Monday 8 April 2019 at 7pm.

Meeting ended at 9.30 pm

Signed

  
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Date

25/3/2019  
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