**MINUTES OF ALDEBURGH TOWN COUNCIL MEETING HELD IN THE**

**CHURCH HALL ON MONDAY 14TH MARCH AT 7PM**

Present: Cllr Webster - Chair

Cllr Fellowes Cllr Lewis

Cllr Howard-Dobson Cllr Palmer

Cllr Jones  Cllr Lumpkin

Cllr Smith Cllr Digby

Cllr Blackbourn

Cllr Haworth-Culf representing SCC and Cllr Daley representing ESC were in attendance.

No members of the public were in attendance.

1. **Apologies:** Cllrs Fox, Piers-Hall and Osben

**2. To Receive Councillors’ Declarations of Interest**

None

1. **To Approve the Draft Minutes of the Council Meeting held on 14th February 2022:**

The draft minutes of the Council Meeting held on 14th February 2022 were approved unanimously by the Council members by a show of hands.

1. **SCC Report and Correspondence:**

Cllr Haworth-Culf had circulated the SCC report to Cllrs prior to the meeting. She reported that SCC now make daily updates on their website about the Ukraine, refugees and how we can help. She will email further information for the ATC website.

Cllr Haworth-Culf confirmed she had attended the Services Working Group Meeting chaired by Cllr Palmer, and she will be present at the Leiston Road traffic meeting on 31st March.

Cllr Haworth-Culf will take part in a SZC briefing (zoom call) tomorrow. Participants represented will be EDF, ESC and SCC. The meeting relates to SZC.

Cllr Haworth-Culf asked that people be vigilant when withdrawing cash from ATMs as a number of residents have had their bank card cloned.

Cllr Haworth-Culf gave her advance apologies for the next Council Meeting in April. She will be contactable by emailing her as she will be working from home for a few weeks.

Cllr Fellowes raised an energy question, why were the Town and Parish Councils not invited to the SZC briefing taking place in the morning, as it would be beneficial to hear and talk first hand? Cllr Fellowes also reported that ESC have been written to requesting a joint meeting but they have refused as they do not have the resources.

The TC asked if we need expect any further road closure on Choppings Hill? Cllr Haworth-Culf clarified that legally the road signs must stay in place until 31st March but confirmed there will be no more closures from 1st April 2022.

1. **ESC Report and Correspondence:**

The ESC report had previously been circulated.

1. **Police Report:**

Nothing to report.

The TC informed that quarterly meetings have resumed. Cllr Palmer will attend the meeting in Leiston being held tomorrow.

Cllr Fellowes raised the following question for Cllr Palmer to take to the meeting:-

“Aldeburgh has a 4.6% raise in Council Tax, how will this be equally spent in Aldeburgh?”.

1. **Public Forum**

Cllr Webster suspended Standing Orders. As no members of the public were in attendance, he then re-instated Standing Orders.

**8a) PROPERTY & FINANCE COMMITTEE**

**8ai) Report from Chairman of Property & Finance Committee**

**Property & Finance report**

Cllr Jones invited any questions following the documents for approval as part of the year end procedures previously circulated.

Cllr Jones reported that she and Cllr Webster had been approached to discuss the return of the Saturday football team. A meeting will be arranged to discuss with the Football manager**.**

Cllr Jones is trying to get the bottom pitch marked for the junior teams, although will need to consider timing if proposed pitch maintenance works is agreed.

Cllr Jones requested volunteers to help with Sports Week to come forward as she will start planning this event next week.

Cllrs Jones and Blackbourn are organizing a meeting with local residents this Saturday to explain outstanding work and get their input and support. Meet venue is the OGS at 10.30am. Following on from this a litter pick is being organised for the following Saturday.

Cllr Jones reported on pitch maintenance which had been discussed at committees meeting. Costs have now been confirmed from Norse for the sand including spreading and brushing is £5720. We also now have a firm quote at £750 for the verti-drain. TC clarified that there are very few specialised contractors who can do this work. Cllr Jones stated that the ideal timing is the spring with the overseeding straight after. For the general pitch maintenance this would start with the fertilizer and the other treatments would follow at the correct timings. As we have received monies from Sport England we do have to maintain these pitches although possibly reduced to every two or three years depending on the pitch condition.

**RESOLUTION** to **APPROVE** pitch maintenance for Kings Field and Queens Field as recommended.

**PROPOSED FOR APPROVAL** by Cllr Lumpkin and **SECONDED** by Cllr Jones.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

Cllr Jones will check if insulation and lead flashing has been completed on the Groundsman’s cottage. The contractor has attended to the roof tiles.

TC reported about the Moot Hall heating. A test has been carried out to drop a dummy flue into the chimney to ensure the diameter of the new flue will fit from the top of chimney to boiler on the ground floor. This test was successful. The conservation officer and ESC have approved a new boiler. However, there is slow deterioration of the internal chimney bricks therefore a stipulation is that ATC must commit to a regular 5 yearly camera inspection.

Cllr Jones is now aware of any issues with the refurbishment of the Kings Field toilets. She will follow up with them later this week to ascertain progress.

Cllrs Jones and Webster will meet with Giles Bloomfield early April. He has agreed to help us understand the pump and eels issue and to decide the best action to comply with the Environment Agency.

Cllr Lumpkin has contacted UK Power networks to request an electrical supply for the Tractor Shed. Cllrs Jones and Lumpkin will be meeting them on the 23rd March. He is waiting for a response from Essex and Suffolk water and Anglian water regarding the water supply and drainage. Three builders have been asked if they would like to participate in an ITT to remove the existing damp flooring and to install a damp proof membrane and lay a new concrete floor. This will be drafted this week.

Cllr Jones presented the quote for electrical works for Pet Perfection following the EICR

(Electrical Installation Condition report). The compulsory items total £340. The recommended items total £740. The electrician has also suggested we consider the current wiring arrangement and replace the overhead catenary wire from the Groundsman’s Cottage with an underground armoured cable supply. He considers this to be a more robust long-term solution. Costs would be circa £450 but there would be additional costs to dig the trench. However, we might be able to combine this with trench works for the Tractor Shed supplies. We have earmarked reserves for the building specifically to cover any such costs**.**

**RESOLUTION** to **APPROVE** proceedingwith all recommendedelectrical works at Pet Perfection.

**PROPOSED FOR APPROVAL** by Cllr Howard-Dobson and **SECONDED** by Cllr Peter Palmer.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

Cllr Jones confirmed that Haydens are due to start the tree survey tomorrow and will be on-site for two days.

**8aii)** **RESOLUTION** to **APPROVE** the existing NALC model(2018) Standing Orders, with agreed amendments for ATC **PROPOSED FOR APPROVAL** by Cllr Palmer and **SECONDED** by Cllr Jones.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**8aiii) RESOLUTION** to **APPROVE** the existing NALC model (2018) Financial Regulations, with agreed amendments for ATC.

**PROPOSED FOR APPROVAL** by Cllr Jones and **SECONDED** by Cllr Palmer.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**8aiv) RESOLUTION** to **APPROVE** the existing Financial Risk Assessment 2021 – 2022.

**PROPOSED FOR APPROVAL** by Cllr Jones and **SECONDED** by Cllr Palmer.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**8av)** **RESOLUTION** to **APPROVE** theexisting Risk Assessment Register.

**PROPOSED FOR APPROVAL** by Cllr Palmer and **SECONDED** by Cllr Jones.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**8avi)** **RESOLUTION** to APPROVE Asset Register 2021-2022.

**PROPOSED FOR APPROVAL** by Cllr Digby and **SECONDED** by Cllr Howard-Dobson.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**8avii) RESOLUTION** to **APPROVE** the continued appointment of SALC as the internal auditor.

**PROPOSED FOR APPROVAL** by Cllr Blackbourn and **SECONDED** by Cllr Jones.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

8aviii) **RESOLUTION** to **APPROVE** obtaining a Flood Risk Assessment for the Tractor Shed as quote plus mileage and disbursements.

**PROPOSED FOR APPROVAL** by Cllr Jones and **SECONDED** by Cllr Lumpkin.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**8b) SERVICES COMMITTEE**

**8bi) Report from Chairman of Services Committee**

**Services Working Group meeting**

Cllr Palmer held the previous meeting on Thursday 3rd March. The next meeting is planned for Thursday 7th April at 10 AM via ZOOM.

1. **Wentworth Road Parking.**

Cllr Palmer reported that this has been completed.

1. **Drains**

Cllr Palmer informed that no action has been taken as yet.

1. **Speed limits**

The designs have gone forward for design for the Saxmundham and Slaughden road speed limit changes.

1. **Bus Shelter replacements**

Cllr Palmer continues to investigate various suppliers for provision and installation of the Linden/Leiston road shelter.

The High Street Shelter with SCC has been chased but nothing seems to have progressed in the interim since 03/2021 - COVID!

1. **Leiston Road Parking Scheme**

Cllr Palmer confirmed that a Stakeholder meeting is organised for 31st March to be held at the Old Generator Station at 2pm.

1. **Other items in Progress**

Cllr Palmer has received the ESC legal agreement for them to police the Fisherman’s car park for us. He is in the process of scrutinizing the document.

Cllr Palmer continues to press the need to replace Choppings Hill railings with SCC Highways. He now has the help of Cllr Haworth-Culf (SCC).

1. **Large Infrastructure Group – DCOs**
2. **SPR hearings** – With the inspectorate – now extended by 6 weeks.
3. **Sizewell “C”** - With the Inspectorate – now extended by 6 weeks.
4. **Sea Link Project –** On Friday 01/03/2022 Cllr Palmer will attend a webinar with NG re. Sea Link project (preliminary engagement).

**8c) PLANNING COMMITTEE**

**8ci) Report from Chairman of Planning Committee**

The next Planning Meeting will be held on Monday 21st March at 10am in the Moot Hall. Agenda to be circulated shortly. Cllr Webster thanked Cllr Jones for Chairing the previous meeting in his absence. The minutes of the previous meeting which took place on Monday 21st February have been circulated.

Cllr Webster gave apologies to Cllr Fellowes regarding a planning application in Linden Road. The email she had sent to Cllr Webster had been delivered to his spam email inbox.

**8d) GRANTS, REQUESTS AND EVENTS COMMITTEE**

**8di)** Cllr Webster thanked Cllr Palmer for taking the chair during his absence.

**8dii) RESOLUTION** to **APPROVE** a firework display for the Queen’s Platinum Jubilee on 2nd June 2022 following the lighting of the beacon on the beach.

**PROPOSED FOR APPROVAL** by Cllr Palmer and **SECONDED** by Cllr Lumpkin.

**In Favour 8**

**Against 0**

**Abstentions 1**

**CARRIED BY MAJORITY 8**

**8diii) RESOLUTION** to **APPROVE** permission for Chris Bradley to locate the 50k coastal run finish line in Aldeburgh on 11th September 2022.

**PROPOSED FOR APPROVAL** by Cllr Palmer and **SECONDED** by Cllr Howard-Dobson.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**9) Representatives’ Reports**

Tuesday 22/02/2022 – Chaired Carnival meeting

Thursday 03/03/2022 – Chaired SWG zoom meeting

Tuesday 08/03/2022 – Annual Sea front walk with ESDC representatives

Wednesday 23/02/2022 – Met with Marathon race organiser

Saturday 05/03/2022 – Attended Rugby club VPs luncheon\* - hospitality

Tuesday 08/032022 – Attended ABA breakfast meeting

Friday 01/03/2022 – Attended webinar with NG re. Sea link project – preliminary engagement

**10) Report from the Town Clerk**

The TC confirmed that RBS have been booked as external auditors for 20th April to audit our Financial Year End records. SALC will again carry out the internal audit and will be booked.

TC reported that herself and Cllr Palmer had met with George Pell from the ABA. He let us know that they have new committee members and would like to work with ATC more closely in the future. They also have good ideas to celebrate the Queen’s Platinum Jubilee and we will work together. Cllr Palmer also attended the ABA breakfast meeting last week.

TC confirmed that Britten Pears Arts will arrange for their Bandstand on the Beach on Thursday 2nd June in the evening and another evening to be confirmed. TC has been in conversations with Harry Young.

TC has been offered support to find food providers for the Jubilee on the Thursday. Tim Rowan-Robinson has many contacts with the Aldeburgh Food and Drink Festival and will assist us.

The PCC have a meeting this week and will decide how to commemorate the Jubilee. We await to hear.

Aldeburgh Primary School also wish to involve the children and mark the occasion. They will be in touch shortly.

TC requested that we encourage street parties within the town. People can apply for street parties by end of 27th March 2022 and fees will be waived.

TC reported that four senior personnel in Norse took part in the seafront walk with herself and Cllrs Webster and Palmer. The company has been losing staff and feels very chaotic. TC believes the imminent change to be under ESC control again will be a good thing and has heard many of their frontline staff are looking forward to this.

TC confirmed that Mayor’s Sunday will be held on Sunday 15th May and this civic event is now being organised. She requests Cllrs support for the Church Hall to be used for refreshments following the service. In previous years this took place in the Moot Hall, but TC feels that due to the heating problems and smaller space, this year the Church Hall would be the best venue.

The TC asked all Cllrs to let her have thoughts of possible nominations for a new Deputy Mayor. Please send her an email.

**11) Mayor’s Notes**

**11i)** Cllr Webster reported that he had attended the Moot Hall for all chimney/boiler inspections. He took part in the annual seafront walk with Norse to discuss our needs. He had also taken part in a recent SEA-LINK webinar with Cllrs Palmer and Fellowes, a zoom meeting about the Queen’s Platinum Jubilee and Cllr Palmer’s SWG meetings.

**12) Correspondence**

The Mayor has received a letter of resignation from Cllr Blackbourn which he read out in full. Although sorry to see her leave, the Mayor thanked Cllr Blackbourn for her valuable contributions and wished her well for the future.

A special award was presented to Cllr Digby by the Mayor. Cllr Digby celebrates serving as a Cllr in Aldeburgh for 20 years and for having been the Mayor three times. As this is an amazing achievement, the Mayor thanked him for his dedication and contributions to the town.

**13)** **Gifts and/or Hospitality Received by Councillors**

None.

14) **Items to Pay**

Details had been previously circulated to all Cllrs. All payments were **PROPOSED FOR APPROVAL** by Cllr Jones and **SECONDED** by Cllr Howard-Dobson.

**In Favour 9**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

There being nothing further to discuss the meeting ended at 8.15pm.

**The next meeting of Aldeburgh Town Council will be held in the Church Hall**

**11th April 2022 at 7pm**