



**MINUTES OF THE SERVICES COMMITTEE MEETING HELD IN THE
MOOT HALL ON MONDAY 25th MARCH 2024 AT 7PM**

Present: Cllr Fellowes (Chair), Cllr Lumpkin, Cllr Howard-Dobson and Cllr Webster

In attendance: Town Clerk (TC), Cllr Bond, Cllr Jones, Cllr Fox and 2 members of the public were in attendance.

1. Apologies

Apologies received from Cllr Haworth-Culf and Cllr Langley

2. Declarations of interest

No declarations of interest received.

Public Forum (15 minutes)

Two members of the public present expressed their views regarding access to information ahead of the meeting which was on the agenda to be discussed and raised the importance of this and making the public welcome.

It was agreed to review the process to enable transparency and engagement and to provide documents via the website as well as in hard copy at meetings. Cllr Lumpkin suggested that ATC should receive public questions in writing before the meeting only. Cllr Fellowes gave examples of how this works at SCC and ES, and that most Town/Parish councils are less formal allowing public speaking at the start of all meetings.

ACTION: Town Clerk to explore options.

3. Report from the Chair of the Services Committee

3.1. Suffolk County Council

3.1.1. Yellow Lines on Leiston Road

We have had confirmation that the works on Leiston Road will commence on the 26th March 2024.

3.2. East Suffolk Council

3.2.1. Review of Street Trading Policy – extension granted

Due to requests raised by local town councils, the consultation period has now been extended and is open until 17 May 2024.

Chair signed: _____ Dated: _____

3.2.2. Levelling Up Grant application

We have been awarded a grant of £14,370 from the Levelling Up Fund. The monies will be received shortly. As a result, and as agreed, the Town Clerk has gone ahead and ordered the Town Board.

Wayne Saunders Community Liaison Engineer is not available for the Working Group meeting but can attend a meeting on 27th March at 10am to progress the design for the Advanced Directional Signs. Councillors were invited to participate. Costed draft designs will be presented to future meetings for approval.

3.3. Police Matters

Nothing reported.

3.4. NSIPs

Photographs were circulated illustrating:

- a) the current site and
- b) the site after proposed completion of SZC, with
- c) and d) maps of the main development site, borrow pits, laydown & construction area etc.

Along with photographs from HPC:

- e) part of Reactor building 1 being lowered at night
- f) HPC looking South to existing HPB (blue boxes) and
- g) HPC site looking North.

An EDF video will be shown at the next meeting due to technical difficulties with projector).

3.4.1. Proposed NSIPs Policy Statement

The proposed versions for a statement on NSIPs was discussed. There was in principle, agreement for paragraphs 2, 3 and 4 with Cllrs feeling additional time was required to agree the opening.

Time will be allocated for Cllrs to discuss this at the Working Group meeting on Thursday 4th April 10am.

3.4.2 2 Questions to be submitted to EDF

Cllr Bond had submitted suggested questions for the EDF SZC Community Forum. Cllr Fellowes answered these questions and confirmed that general questions or concerns could be directed to EDF via the office in Leiston at any time.

Chair signed: _____ Dated: _____

Cllr Bond questioned who was responsible for holding EDF to account regarding pledges in the Deed of Obligation. Cllr Fellowes advised that during the construction Aldeburgh Town Council can also report concerns direct or via the new Forums and Working groups. If matters cannot be resolved, or mitigated, and the Deed of Obligation is breached Aldeburgh Town Council can request that East Suffolk Council or Suffolk County Council take legal action.

An update on the other NSIP matters will be provided to the Working Group and a proposal will come to all councillors to include further research regarding the SZC Deed of Obligation and a summary of the ESO (Electricity System Operator) East Anglia Network Study report. Further information can be downloaded from nationalgrideso.com.

3.4.1. Gantt Chart re NSIPs

This has started and dates are being filled in by the Town Clerk.

3.5. Services

3.5.1. ElanCity – purchase of 2 more VAS units

Councillors discussed the location of the Vehicle Activated Signs (VAS) units – Thorpe Road, Leiston Road and Saxmundham Road. It was agreed that Aldeburgh Town Council would purchase 1 additional VAS unit for the sum of £2,000 plus delivery charges of £89.99 (excluding VAT).

3.6. New Services Committee business

Nothing to report.

Meeting closed at 8.10pm

Chair signed: _____ Dated: _____



**MINUTES OF THE PROPERTY AND FINANCE COMMITTEE MEETING HELD IN
THE MOOT HALL ON MONDAY 25th MARCH 2024 AT 8.11PM**

Present: Cllr Jones (Chair), Cllr Fellowes, Cllr Fox and Cllr Webster

In attendance: Town Clerk (TC) and Cllr Lumpkin.

1. Apologies

Apologies received from Cllr Haworth-Culf, Cllr Haworth

2. Declarations of interest

No declarations of interest received.

3. Report from the Chair of the Property and Finance Committee

3.1. Finance

The Town Clerk and Chair of the Property and Finance Committee have gone through the Internal audit recommendations ahead of the next audit which is booked for 18 April.

We are working on updating the Risk register, Asset register and Financial Regulations.

Our end-of-year accounts date with Rialtas is 19 April [changed to 22 April post meeting] a week earlier than previously advised. In readiness we are identifying accruals and ensuring everything is in place for the final bank reconciliation, petty cash reconciliation etc.

We have received a draft lease for the Ice Cream kiosk. We have gone back with some corrections and await a new version.

Strutt and Parker are progressing with the Marshes lease.

Our Financial regs have always stated that we should have 2 financial scrutineers, Cllr Jones is one and Cllr Kiff was the other. We need to appoint a second. It was proposed that we appoint Councillor Fox as the 2nd Financial Scrutineer. All agreed and this will be taken to Full Council in April.

3.1.1. Application for Neighbourhood CIL funding for Aldeburgh Library

The application from Aldeburgh Library was withdrawn.

Chair signed: _____ Dated: _____

3.1.2. Proposal to approve the East Suffolk Services Grounds Maintenance Quote for 2024/25.

It was agreed the quote from East Suffolk Services for Grounds Maintenance for 2024/25 at a cost of £11,006.14 excluding VAT will be taken to Full Council in April.

3.1.3. Proposal to approve the East Suffolk Services Cleaning Contract Quote for 2024/25.

It was agreed the quote from East Suffolk Services to clean the Kings Field Toilets for 2024/25 at a cost of £6,385.68 excluding VAT will be taken to Full Council in April.

3.2. Sports

The Property and Finance Committee are working on Sports Week. Cllr Jones is waiting for confirmation on 3 activities.

3.3. Management/Maintenance of Council Property and Land

3.3.1. Tractor Shed

UK Power Networks have completed their work and we are now waiting for the electrician to complete the connection.

3.3.2. Rugby Pavilion

Architects have completed the 1st stage plans and will be submitting an interim invoice as per the quote.

The tender exercise for the external redecoration of the Rugby Pavilion has completed. We approached 4 contractors, with 1 declining to quote. All quotes were obtained on a like for like basis.

It was agreed to proceed with the quote from Ian Price Professional Painter and Decorator at a cost of £1,200.00 excluding VAT which will be taken to Full Council in April.

3.3.3. Moot Hall

We are waiting to hear back from the contractor in relation to the work that is needed. We had understood that they would be onsite this week, but this has not happened.

The specialist has been onsite to review the heating and ventilation – we are awaiting his report. The Town Clerk reported that some of the recommendations include installing data loggers across the building to accurately measure temperature and humidity. He had also recommended using oil-filled radiators in the rooms that were being used, rather than heating up the entire building each time. He had also recommended opening all doors within the Moot Hall, especially when the museum is not open as that would encourage better airflow. This is already being done by the Town Clerks.

Chair signed: _____ Dated: _____

The appointment with the windows specialist is taking place on Thursday this week.

3.3.4. Moot Hall Railings

The tender exercise for the painting of the Moot Hall Railings has completed. We approached 4 contractors, with 1 declining to quote. All quotes were obtained on a like for like basis.

It was agreed to proceed with the quote from Ian Price Professional Painter and Decorator at a cost of £1,400.00 excluding VAT which will be taken to Full Council in April.

3.3.5. Groundsmans Cottage

Cllr Jones has recontacted Ian Culf in relation to the insulation. As we enter Spring, the better weather should enable us to proceed.

3.3.6. Replacement Bollards

The work to replace the rusted bollards on Moot Green has been completed.

3.3.7. Tennis Courts

The cleaning and repair work has been completed, however there is some concern over the paint on the courts, which is looking thin in places. We have been advised that repainting the courts would strengthen and secure the tarmac beneath, but not the subbase.

We have been advised that the cracks are due to a problem with the subbase and it has been recommended that we obtain advise from a reputable organization who will be able to conduct the correct checks and surveys and will be able to produce a recommendation for what needs to be done.

It was agreed to proceed with engaging with a specialist who can advise as to how we rectify the problem before any further money is spent on the tennis courts.

3.3.8. Kings Field – Communal Dog Park

We had asked the Council in the North for a copy of their risk assessment and they advised they did not have one but have sent a list of the issues they took into consideration before proceeding. Cllr Jones recommends that before we make any further progress we should await the review of our priorities to see if this is included.

4. New Property and Finance Committee business

Nothing to report.

Meeting closed at 8.24pm

Chair signed: _____ Dated: _____



**MINUTES OF THE GRANTS AND REQUESTS COMMITTEE MEETING HELD IN
THE MOOT HALL ON MONDAY 25th MARCH 2024 AT 8.25PM**

Present: Cllr Jones (Chair), Cllr Fellowes, Cllr Fox, Cllr Lumpkin and Cllr Webster

In attendance: Town Clerk (TC)

1. Apologies

Apologies received from Cllr Haworth-Culf, Cllr Haworth, Cllr Howard-Dobson, Cllr Langley, and Cllr Bond.

2. Declarations of interest

No declarations of interest received.

3. Report from the Chair of the Grants and Requests Committee

3.1. Grants

No requests received.

3.2. Requests

3.2.1. It was agreed that a proposal should be brought to Full Council to permit the erection of a small display stall as per previous years for the purpose of displaying and selling watercolour paintings.

3.3. Events

3.3.1. Catering at Mayor's Sunday was discussed, and the Town Clerk will go ahead with placing the order, provided it is within her delegated authority

3.3.2. The cost of fireworks was discussed, and it was agreed to propose to Full Council that we proceed with the quote of £3402 from Fully Fused Fireworks

3.3.3. A request had been received from the Aldeburgh Fire Station for funding for the Suffolk Fire Ride 2024. It was agreed to propose to Full Council that we proceed with granting an award of £250.00

3.3.4. It was noted that the RNLI Street Fair and Open Day will be taking place on 24th August 2024.

3.3.5. Arrangements for the Town Meeting were discussed, and it was agreed that we would present 3 mayor's community awards

Chair signed: _____ Dated: _____

4. New Grants and Requests Committee business

Nothing to report.

Meeting closed at 8.48pm

Chair signed: _____ Dated: _____



**MINUTES OF THE PLANNING COMMITTEE MEETING HELD IN THE MOOT
HALL ON MONDAY 25th MARCH 2024 AT 8.49PM**

Present: Cllr Webster (Chair), Cllr Jones, Cllr Fox and Cllr Lumpkin.

In attendance: Town Clerk (TC), Cllr Fellowes.

1. Apologies

Apologies received from Cllr Haworth-Culf, Cllr Bond, Cllr Langley and Cllr Howard-Dobson

2. Declarations of interest

No declarations of interest received.

3. Report from the Chair of the Planning Committee

3.1. Planning Applications

Cllr Webster confirmed that the Planning Committee were meeting the following day to discuss the following applications:

Application No: DC/24/0750/FUL

Application No: DC/23/4487/FULL

Application No: DC/24/0824/FUL

Application No: DC/24/0770/FUL

Application No: DC/24/0932/VOC

Application No: DC/24/0783/FUL

3.2. Enforcement Notices

There was no further update in relation to the enforcement notice regarding Fishing Hut 3.

3.3. Correspondence

3.3.1. A draft letter to the Golf Club in relation to trees that have been felled had been presented which was agreed and the Town Clerk authorised to issue.

4. New Planning Committee business

Nothing to report.

Meeting closed at 8.53pm

Chair signed: _____ Dated: _____