**DRAFT**  **MINUTES OF THE ALDEBURGH TOWN COUNCIL**

 **MEETING HELD ON MONDAY 14 DECEMBER 2015**

**AT 7:00 PM IN THE MOOT HALL**

 Present: Cllr Kiff, Mayor, took the Chair

 Cllr Bond Cllr Digby

 Cllr Fox Cllr Fellowes

 Cllr Harris Cllr Jones

 Cllr Palmer Cllr Stedman

 Cllr Worster

 There were four members of the public present, in addition to Cllr Smith – SCC, Cllrs Haworth-Culf and Jones – SCDC and PCSO Barrow from the Leiston and Aldeburgh SNT team.

**1. Apologies:** Apologies had been received prior to the meeting from Cllrs Osben and Walker.

 **2. Councillors’ Declaration of Interest**

 There were no declarations of interest.

 **3. To Approve the Draft Minutes of the Council meeting held on 9 November 2015**

Minutes of the Council meeting held on 9 November 2015 were **APPROVED.** The Minutes were **APPROVED** and duly signed.

 **4. SCC report and Correspondence**

 Cllr Smith delivered his report (see Appendix One).

Cllr Kiff asked Cllr Smith about the progress being made with the building works on Alde Lane and Cllr Smith replies that he was hopeful that the restriction would be lifted before the Christmas holidays. Cllr Fellowes commented on the consequential congestion along Park Road.

 **5. SCDC Report and Correspondence**

Cllr Haworth-Culf delivered her report on behalf of SCDC (see Appendix Two).

 Cllr Jones added a brief update on Sizewell C confirming that local Council were to be encouraged to work with ‘Planning Aid England’ when submitting responses to the next public consultation. It was made clear that Councils have to elect to participate in this process.

 Cllr Fellowes noted that the MS Oakes development of alms-houses on the Brick Dock site appeared to be nearing completion and she asked about the implication of the Section 106 agreement in relation to affordable housing. Cllr Haworth-Culf recalled some detail that had been discussed when the application was submitted, but promised to obtain further clarification on this matter from Planning Officers at SCDC.

 Cllr Kiff stated that he was aware that the Town Clerk had received a number of enquiries about the proposed closure of the Tourist Information Centre. Cllr Haworth-Culf and the Town Clerk had spoken about the communication process and the District Cllr read out a press release which was to be circulated the following day.

 **6. Police Report**

 PCSO Barrow delivered the Police Report. (see Appendix Three).

Cllr Smith commented that he was surprised about the theft of wheelie bins and was curious about the purpose for which they might be used by the perpetrator.

Cllr Fellowes had attended a meeting about the proposed changes to the SNT and PCSO provision, but it was agreed she would deliver her report later in the meeting.

The Mayor thanked PCSO Barrow for the work he carried out in town, commenting that he had been a loyal and pro-active servant to the town. It was recognised by Cllrs that the SNT team and its PCSOs were undergoing a considerable period of change and it was hoped that a positive outcome could be achieved for everyone.

 **7.** **PUBLIC FORUM**

 The Mayor suspended Standing Orders to invite questions from the public gallery.

Paul Walkden, representing Aldeburgh and Thorpeness RFC, together with his colleague, Simon Codd, who is a Quantity Surveyor, gave a brief presentation concerning the renovation works required in Phase One of the Scout Hut; predominantly relating to the removal of asbestos and replacing the roof, which is currently not watertight.

Cllr Fox asked for clarification on contingencies that should be in place if anything unexpected was discovered.

There being no further questions at this stage, the Mayor reinstated Standing Orders.

 **COMMITTEES REPORTS:**

**8a. PROPERTY & FINANCE COMMITTEE**

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

Cllr Jones began her report by asking Cllrs for their views on the proposals to replace the roof on the Scout Hut. It was widely recognised, particularly by Cllrs Kiff and Stedman that the asbestos needing removing. Cllr Fellowes welcomed the proposed improvements and wondered if there might be additional funding available form SCC and SCDC. Cllr Jones explained that the Rugby Club had already approached SCDC for a revenue grant and Cllr Smith offered to support the project by giving £1k from his Locality budget. Cllrs Fox, Harris and Worster all made points supporting the need for the work to be undertaken.

Cllr Jones also reported that the Town Clerk is contacting the contractors who undertook the tree survey, as there are a few areas which do not appear to have been covered in the report. There are two trees that require felling immediately and this is being arranged.

**RESOLUTION** to **APPROVE** thatATC funds the full cost of asbestos removal and the replacement of the roof on the Scout Hut (as per the recommended quotations). **PROPOSED** by Cllr Jones. **SECONDED** by Cllr Worster.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

**8aii) RESOLUTION** to **APPROVE** thatATC donates £250 to Aldeburgh Tennis Club

 **PROPOSED** by Cllr Jones. **SECONDED** by Cllr Fox.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

**8aiii) RESOLUTION** to **APPROVE** thatATC awards the contract to replace the fencing (around King’s Field Car Park to the contractor with the most competitively priced tender. **PROPOSED** by Cllr Digby. **SECONDED** by Cllr Harris.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

**8aiv) RESOLUTION** to **APPROVE** thatATC retains the precept at the current level for 2016/17. **PROPOSED** by Cllr Kiff. **SECONDED** by Cllr Harris.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

**8av) RESOLUTION** to **APPROVE** thatATC approves the budget for 2016/17. **PROPOSED** by Cllr Jones. **SECONDED** by Cllr Fox.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

**8avi) RESOLUTION** to **APPROVE** thatATC awards the contract to sand and varnish the Council Chamber floor at the Moot Hall to the same contractor who carried out the works at the Church Hall. **PROPOSED** by Cllr Stedman. **SECONDED** by Cllr Fox.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

**8avii) RESOLUTION** to **APPROVE** thatATC invests £75,000 into CCLA Property Fund as a minimum investment for one year, with a review after 6 months. **PROPOSED** by Cllr Kiff. **SECONDED** by Cllr Harris.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

#####  8b. SERVICES COMMITTEE

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

Cllr Fox reported that Cllr Fellowes would brief Cllrs on the Police meeting she attended on 10 December and asked the Town Clerk to provide an update on progress being made with Norse in her report. She was pleased with the progress being made with Museum Trustees on changes to the layout and appearance and felt that the appointment of Tessa Brown had been a great success.

 **8c. PLANNING**

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

Cllr Worster provided a brief Planning update confirming that approval had been given by the Planning Committee at SCDC for the development at the Laundry site, but plans for an additional property to be built in the grounds of a house on Park Road had been refused. There was nothing further to report on the Brickfields site, until objections by Natural England and SCC Highways had been addressed.

Cllr Worster continued by talking about Evolution’s recent presentation to members of the Planning Committee. A number of views were expressed, with the Mayor pointing out that the decision had already been made, in principle, to proceed with this project. Following considerable debate, Cllr Jones proposed the following Resolution;

 **RESOLUTION** to **APPROVE** thatATC elects to work with Evolution as our preferred Planning consultant for the Neighbourhood Plan, subject to an agreed project brief and decisions regarding how the project will be managed. **PROPOSED** by Cllr Jones. **SECONDED** by Cllr Stedman.

 **10** **In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

 **8d. GRANTS, REQUESTS & EVENTS**

Cllrs Fellowes and Kiff both declared non-pecuniary interests as Secretary of the Aldeburgh Pre-School playgroup and a Trustee of Aldeburgh Library Foundation respectively.

 **8di) Report from Chairman of Grants, Requests and Events Committee**

 Cllr Digby had nothing further to report this month.

**8dii) RESOLUTION** to **APPROVE** thatATC contributes £500 to Aldeburgh Library Foundation’s plans to refurbish the children’s area of the library. **PROPOSED** by Cllr Bond. **SECONDED** by Cllr Fellowes.

 **9 In Favour**

 **0 Against**

 **1 Abstention**

 **CARRIED**

**8diii) RESOLUTION** to **APPROVE** thatATC donates £500 to Aldeburgh Pre-School Playgroup to support the costs of new learning resources **PROPOSED** by Cllr Stedman. **SECONDED** by Cllr Fox.

 **9 In Favour**

 **0 Against**

 **1 Abstention**

 **CARRIED**

**8div) RESOLUTION** to **APPROVE** that ATC donates £250 towards the vital work of Headway Suffolk

**PROPOSED** by Cllr Digby. **SECONDED** by Cllr Jones.

  **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

 **9. Representatives’ Reports.**

* Cllr Fellowes had chaired a meeting of the Sizewell Stakeholder Group and pointed out that Planning Aid England was not independent, but a government funded body. She went on to deliver a very comprehensive paper about the policing re-structure and it was agreed that this needed much greater discussion at January’s Committees meeting, as there were some fundamental points which needed clarification.
* Cllr Palmer had attended the Gritting Workshop which had concentrated on various aspects of Emergency Planning on 23 November.
* Cllr Fox had attended a meeting of the ABA to discuss Christmas Lights on 9 December.
* Cllr Jones, together with Cllr Osben attended the Aldeburgh Tennis Club AGM

on Wednesday 11 November in the Community Centre. It was agreed that small heaters would be sourced for use in the Pavilion to enable the water to be left on so that the tennis members can use the facilities in the winter months as this was requested by those attending.

* Cllr Jones had, in her capacity as Chair of the Community Centre Trust, attended a meeting of the Arts Partnership group on Friday 27 November. The main topics were an update from Mark Fairweather on the status of the Poetry Trust which has since been made public. There was also an update on High Tide which confirmed there was a significant increase in numbers ‘bums on seats’ in its first year in Aldeburgh. She also reported on the Aldeburgh Society committee meeting on Friday 13th November. The key issues were regarding Planning – the SAASP policy document, which they were to respond to and the lack of progress with the revised Conservation area. They also suggested ATC should work with them on a response to the Non- Designated Heritage assets as SCDC has confirmed that it is only concerned with buildings. A number of their members also expressed their wish to see a Neighbourhood plan progressed.
* Cllr Jones also reported on the PRAM AGM which was held on Sat 21 November where the key agreements were to extend the current weekend closures between May and September. The frontages levy will remain unchanged for the coming year. The school have refused to contribute. She went on to report a meeting of the AC&ST

Trustees on Thursday 26 November. The key issue is that the centre continues to perform well and should exceed £100k turnover this year. It was recommended by Paul Walkden as the Finance officer that the grant from ATC should be reduced to £10000 per annum as the Centre is in a much better financial state. This was approved by the Trustees and will take effect from the first payment in April 2016.

* Cllr Harris had attended a meeting of the Museum Trustees, visited Colchester Museum with the same group, chaired a meeting of Aldeburgh United Charities and been a guest at the Museum Christmas Lunch.

**10. Town Clerk’s Report**

The Town Clerk began by reminding all Cllrs that there would be a presentation for Brian Nickels on 21 December as he prepared for his retirement. She thanked him for all that he has contributed to the town in the eighteen years he has been employed as the Council’s Groundsman.

The Town Clerk has attended meetings with both SLCC and SALC in the past month, where much of the discussion has been focussed on delivering a Neighbourhood Plan. She was meeting with Norse on 15 December to address some of the inconsistencies in service level and to agree improvements for 2016.

 She reminded Cllrs that Therese Coffey’s constituency office in Felixstowe had now closed and contact should initially be made via email or her parliamentary address.

 **11. Mayor’s Notes.**

The Mayor reported that he had been involved in a wide variety of events and meetings during the past month including;

* 10 November - HR meeting
* 11 November - Remembrance Day commemorations
* 12 November - Review Town Plan
* 16 November - Meeting to discuss Jubilee Hall development
* 16 November - SCDC Budget meeting at Melton
* 17 November - Library Trustees meeting
* 19 November - Hospital League of Friends Coffee morning
* 20 November – HCMTI Business Association meeting with a Sizewell C update
* 26 November - Museum Christmas Lunch
* 26 November - Alde & Ore Partnership presentation at Snape Maltings
* 26 November - AC&ST Trustees meeting at Community Centre
* 4 December - Aldeburgh United Charities Presentation at the Brudenell Hotel
* 4 December - Open new playground equipment at Aldeburgh Primary School
* 5 December - Christmas Library Event
* 9 December - Final Christmas Lights meeting held at the Regatta
* 10 December - Attended Aldeburgh Primary School Christmas Play
* 11 December - Museum development plans presentation
* 12 December - Christmas Light Switch On and presented prizes
* 13 December - Beccles Civic Service

 **12. Correspondence**

A letter had been received requesting that Town Steps was tidied and weeded and this matter had been addressed and will continue to be kept clean.

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

There was nothing to declare this month.

 **14. Items to pay** – details had been previously circulated to Cllrs.

 All payments were **PROPOSED FOR APPROVAL**

 **PROPOSED** by Cllr Jones. **SECONDED** by Cllr Harris.

 **10 In Favour**

 **0 Against**

 **0 Abstentions**

 **CARRIED UNANIMOUSLY**

 There being nothing further to discuss the meeting ended at 9.25 pm

 **The next meeting of Aldeburgh Town Council will take place on Monday 11 January 2016 at**

**7.00 pm in The Moot Hall.**