**Present:** Cllr Webster - Chair Cllr Haworth-Culf

 Cllr Jones Cllr Howard-Dobson

 Cllr Fellowes Cllr Fox

 Cllr Haworth Cllr Bond

 Cllr Whitelock (ESC) joined the meeting at 7.05pm

**Apologies:**  Cllrs Lumpkin and Langley

Two members of the public in attendance. Cllr Webster informed that there will be an In-Camera meeting at the end and at this point members of the public will be asked to leave as confidential items will be discussed.

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

Cllrs Haworth and Haworth-Culf declared a non-pecuniary interest item 8aiii.

1. **To Approve the Draft Minutes of the Council Meeting held on 22nd May 2023:**

The draft minutes of the Council Meeting held on 22nd May 2023 were approved unanimously by the Council members with a show of hands, signed and dated by Cllr Webster.

1. **SCC Report and Correspondence:**

Cllr Haworth-Culf reported that volunteering is a vital element of building strong communities and creates many benefits for individuals, organisations and communities. We have a great set of volunteers in the area and thank you to each and every one.

1. **ESC Report and Correspondence:**

The ESC report for June will be circulated later this week and will be attached to the minutes of the meeting. Items reported below will be included in more detail.

Cllr Whitelock reported that Caroline Topping is now the Leader of ESC and Cllr Beavan is Deputy. ESC have launched a “Shake It Out Campaign” to make sure black sacks are not put into the recycling waste bins. UK Shared Property Fund to address inequality and address levelling up around adult numeracy. There is a grant process for applications. ESC have apprenticeship opportunities in legal, IT, Climate change, Housing, Procurement and Customer Services. From 1st July there is a change within the organisation for refuse collection and Cllr Whitelock expects there will be an improvement. Keith Faulkener Simpson is the person who would be able to help with Aldeburgh’s Emergency Plan.

1. **Police Report:**

Cllr Haworth-Culf will circulate this shortly.

1. **Public Forum**

Cllr Webster suspended Standing Orders.

Member of the public thanked all for taking up roles on respective Councils for the next term of office. He talked about challenges faced by any town highlighting potential adverse impacts caused by energy projects. He pointed out that residents and businesses are trying to raise their game to keep Aldeburgh as a top tourist destination. He believes that the various councils show their commitment and address improvements as evidenced in the latest Pre-Season Seafront Report. To address the issues he requests that the Town Plan from 2015 is updated and understands this job falls to all council representatives. He welcomes comments and observations either this evening or by email for later meetings.

Cllr Fellowes thanked resident for his report. She informed him that there had been a recent Mystery Shopper Survey organised by ESC which covers more of the town than just the seafront. This gives more robust evidence to work on the issues and a further meeting with ESC is planned for 7th July.

Cllr Haworth-Culf asked if the resident is happy to engage with us with reference to working on the Town Plan.

Cllr Webster then re-instated Standing Orders.

**8a) PROPERTY & FINANCE COMMITTEE**

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

**Finance**

Cllr Jones reported that the Internal audit report has been received and a copy of the issues identified, and the agreed actions has been circulated. Overall, the report was pretty good and the issues raised did not find that there was any risk to the Council finances.

**Sports**

Cllr Jones confirmed that water bottles and t-shirts for Sports Week have arrived and DTC is working on the brochure with Leiston Press.

The damaged goal post on Kings field may need replacing and so we have identified a suitable socketed post at under costing £900. An alternative would be to remove the posts from Kemps field, which would create more space for the smaller goal posts there.

We have not yet received a response from the school regarding the cricket net enquiry.

Cllrs Fox and Jones had an introductory meeting today with the treasurer and the new Chairman of the Rugby Club.

 **Property**

Tractor shed – Cllr Jones reported that we have the quote from Binder Ltd, who installed the foul drain and pumping station for Pet Perfection. DTC and I met with Essex and Suffolk water for the clean water supply and we have a solution, we now need to find a contractor to progress it. An updated quote from UK Power networks has been received, who have again been to site.

Cllr Fox and I are going to look at whether we can find a project manager needed to co-ordinate the multiple works required to complete these utility connections, install the damp proof course to the floor, apply finish to and tidy up the interior.

Cllr Jones reported a good number of recommendations for play equipment maintenance were completed in the past week. The bins identified as a resolution tonight are to replace the remaining bins identified as a risk in the report.

Allotments – DTC has written to NJB regarding the bill to clear the allotments and has not yet received a reply. We have expressed our disappointment with the lack of contact during the job. I think we should be prepared to settle, holding back the cheque until we receive a response. We have also reviewed the documentation given to allotment holders. On my return from holiday, a date will be planned to complete the 6 monthly review and check for asbestos.

Norse have not been cutting the grass regularly at Kemps Field, and the cutting has been a bit erratic on Kings and Queens field. We will be contacting Norse again to see why they are not delivering to their issued schedule of works. The watering regime for the new trees on Kemps field has also fallen by the wayside so we will pick that up with them too. Another area they are not completing is dealing with the weeds on and around the tennis courts as in their schedule. This service is not delivering as well as expected.

**8aii)** **RESOLUTION** to **APPROVE** the purchase of 3 replacement bins for King’s Field. **PROPOSED FOR APPROVAL** by Cllr Jones and **SECONDED** by Cllr Haworth-Culf.

In Favour 6

Against 0

Abstentions 0

**CARRIED UNANIMOUSLY**

**8aiii) RESOLUTION** to **APPROVE** proceeding with the external decoration of the Bowls Pavilion. **PROPOSED FOR APPROVAL** by Cllr Fox and **SECONDED** by Cllr Bond.

In Favour 4

Against 0

Abstentions 2

**CARRIED UNANIMOUSLY**

**8aiv) RESOLUTION** to **APPROVE** works as per quote from Binders Ltd for pipework to the Tractor Shed. **PROPOSED FOR APPROVAL** by Cllr Howard-Dobson and **SECONDED** by Cllr Jones.

In Favour 6

Against 0

Abstentions 0

**CARRIED UNANIMOUSLY**

**8b) SERVICES COMMITTEE**

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

Cllr Fellowes has prepared a Services report and this has been given to all Cllrs. A copy will be attached to these minutes.

Replies to the initial consultation for Leiston Road Parking Scheme have been received. We now await a date for a meeting with SCC to discuss the comments.

Cllr Fellowes reported that we can cross reference the ESC Mystery Shopper report and the Pre-Season Walk. A follow up meeting is arranged for 7th July.

RNLI permits were discussed as there is no provision by ESC for emergency services parking. Cllr Haworth-Culf has written to the Cabinet Member and Leader of the Council.

Cllr Fellowes reported that the meeting with Newtide Homes had been successful and that they had listened. There are sources of funding but we are unable to access unless we have a Housing Needs Survey. There is a consultation about the garages at Franklin Close. Cllr Haworth-Culf will respond to this for ATC and the deadline is 23rd June.

**8c) PLANNING COMMITTEE**

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

Cllr Webster reported that ESC are taking the issues at Fishing Hut 3 very seriously. This will be discussed in more detail at the following In-Camera meeting. Also to be discussed is a recent meeting with Flagship about housing in Aldeburgh.

Cllr Webster talked about a planning application Deben House in the High Street. The design was acceptable but the arrangements for access during the work is inadequate. Cllr Haworth-Culf asked to be copied into any emails as she can alert SCC Highways.

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

**8di)** **RESOLUTION** to **APPROVE** the re-instatement of the ‘Elizabeth Garrett-Anderson Memorial Book Fund’ which expired in 2022 to be open to any gender. **PROPOSED FOR APPROVAL** by Cllr Haworth-Culf and **SECONDED** by Cllr Howard-Dobson.

In Favour 6

Against 0

Abstentions 0

**CARRIED UNANIMOUSLY**

**9) Representatives’ Reports**

Cllr Felllowes has attended the Library Service Volunteer Awards. They have raised £125,000 and vastly improved the library. They were shortlisted. She also attended Northfalls energy project and SALC re. energy projects.

Cllr Jones attended the OGS Trust Meeting.

Cllr Haworth-Culf attended the Festival Service at Aldeburgh Church and the Northfalls Meeting.

**10) Report from the Town Clerk**

TC confirmed that Cllrs will have received the recommendations of the internal auditor, this year we had to produce a report to supply reasons why any actions were not met. Part of this was to create documentation for GDPR and the resolution to approve the Data Protection & Information Policy is a step to becoming GDPR complaint.

TC has finalized a date with Jo Chapman and Jo McCallum from ESC who funded the Visitor Survey, which was sent round earlier in the month. The meeting is to be held on 7th July in the Moot Hall, with Mayor Webster, Dep Mayor Haworth-Culf, Cllr Jones and Cllr Fellowes.

TC advised she will be working on the external Audit over the next few days and weeks.

The Sealink Meeting was postponed and so TC will draft a response to them.

The TC advised that DTC will be on annual leave Friday 16th and Friday 23rd June.

10a) **RESOLUTION** to **APPROVE** the Annual Governance Statement for the Year Ended March 2023. **PROPOSED FOR APPROVAL** by Cllr Jones and **SECONDED** by Cllr Bond.

In Favour 6

Against 0

Abstentions 0

**CARRIED UNANIMOUSLY**

10ai) **RESOLUTION** to **APPROVE** the Annual Return for the Year Ended March 2023. **PROPOSED FOR APPROVAL** by Cllr Haworth-Culf and **SECONDED** by Cllr Jones.

In Favour 6

Against 0

Abstentions 0

**CARRIED UNANIMOUSLY**

10aii) **RESOLUTION** to **APPROVE** the recommendations of the Internal Auditor. **PROPOSED FOR APPROVAL** by Cllr Howard-Dobson and **SECONDED** by Cllr Jones.

In Favour 6

Against 0

Abstentions 0

**CARRIED UNANIMOUSLY**

10aiii) Following discussion the TC will make amendments to the proposed Data Protection & Information Policy.

**11) Mayor’s Notes**

Cllr Webster reported he Chaired a Carnival Committee Meeting during the month, attended the final morning op opening at Baggotts, attended the OGS Trust meeting, a Housing meeting and the Civic Service at Southwold. He also welcomed the 100 Friends Car Club at Moot Green.

**12) Correspondence**

TC has received letter of complaint about seagulls pestering them whilst trying to enjoy fish and chips on the beach.

 Cllrs agree that this problem is made worse by people feeding seagulls. There are currently 6 signs along the seafront to say not to feed seagulls. TC will look into other signs with different wording options.

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

Cllr Webster received refreshments at the Civic Service he attended.

**14)** **Items to Pay**

Details had been previously circulated to all Cllrs. **PROPOSED FOR APPROVAL** by Cllr Jones and **SECONDED** by Cllr Haworth-Culf

**In Favour 6**

**Against 0**

**Abstentions 0**

**CARRIED UNANIMOUSLY**

**There being nothing further to discuss the meeting ended at 8.35 pm**

The next meeting of Aldeburgh Town Council will be held in the Moot Hall on

Tuesday 10th July 2023 at 7pm.