



ALDEBURGH TOWN COUNCIL

MOOT HALL, MARKET CROSS PLACE

ALDEBURGH, SUFFOLK, IP15 5DS

Tel: 01728 452158

Email: townclerk@aldeburghtowncouncil.gov.uk

Pre-meeting Reports

Rob Mabey, Chair of Aldeburgh United Charities, gave an update on the re-launch of Aldeburgh United Charities.

Dan Mayhew, Director of Community and Partnerships at Kingfisher Schools Trust, gave an update on the Kingfisher Schools Community Trust Vision.

Sally Watts, Carnival Committee, provided additional information to support item 125 on the agenda.

Suffolk County Council

Councillor Haworth-Culf advised that she will provide her report to the Town Clerk for distribution.

East Suffolk Council

Councillor Graham verbally provided a report from East Suffolk Council. She advised that East Suffolk Council had delegated responses in relation to the NSIPs to come from officers. Cllr Graham will advise the Town Clerk if she is able to divulge their names.

Starting next week, there will be NSIP working group meetings with ward members. Cllr Graham will find out if members of the public are able to attend these meetings.

Cllr Haworth-Culf raised concerns about campervans parked down Slaughden Road which had been parked up overnight as they had been seen at 4.15am in the morning.

Public questions and comments (maximum of 15 minutes)

No members of the public were in attendance.

Police Report

Information can be found on the link below in relation to Crimes and Priorities for Aldeburgh by zooming into the map. The map will give only a loose idea of where crimes have happened. Actual locations and details of crimes are kept anonymous.

<https://www.suffolk.police.uk/area/your-area/suffolk/halesworth/leiston-saxmundham-and-aldeburgh/contact-us/crime-map>

The Police will be holding a drop-in session every 3rd Wednesday in Aldeburgh Library.



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MINUTES OF THE ALDEBURGH TOWN COUNCIL MEETING HELD IN THE MOOT HALL ON MONDAY 8th JULY 2024 AT 7PM

Present: Cllr Haworth-Culf, Cllr Webster, Cllr Fellowes, Cllr Osben, Cllr Bond, Cllr Fox, Cllr Jones, Cllr Lumpkin and Cllr Langley.

In attendance: Cllr Graham (ESC), Town Clerk and Deputy Town Clerk

102. Apologies

Apologies were received from Cllr Haworth.

103. Declarations of interest

Cllr Haworth-Culf has a dispensation at Suffolk County Council for discussions regarding any LionLink and Sealink discussions.

Cllr Haworth-Culf declared an interest in items 116, 117, 121 and 122.

104. To approve the draft minutes of the Full Council meeting held on 10th June 2024.

The corrections requested by Cllr Fellowes had been circulated by the Town Clerk. A further typing error in items 77-89 had been identified in relation to a duplicate “against” and read “abstention”. This was corrected on the hardcopy minutes.

After the above corrections were agreed the 10th June 2024 meeting minutes were **PROPOSED** for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Lumpkin.

In favour	8
Against	0
Abstention	1

The minutes were signed and dated by the Chair.

ACTION: Town Clerk to upload the minutes to the website.

105. To approve the draft minutes of the Full Council meeting held on 19th June 2024.

The meeting minutes dated 19th June 2024 were **PROPOSED** for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Fox.

In favour	8
Against	0
Abstention	1

The minutes were signed and dated by the Chair.

ACTION: Town Clerk to upload the minutes to the website.

106. RESOLUTION to APPROVE the co-option of two new members.

The council welcomed Martin Walker and Anthony Armytage. They introduced themselves and gave a summary of their skills and reasons for becoming a Councillor. The Declaration of Acceptance of Office Form was signed by Martin Walker and Anthony Armytage as well as the Town Clerk.

ACTION: Town Clerk to register Cllr Walker and Cllr Armytage on the East Suffolk Council Register of Interests portal.

ACTION: Cllrs Walker and Armytage to update their Register of Interests within 28 days of being co-opted.

Councillors Walker and Armytage joined the meeting.

107. It was noted that Cllr Fellowes and Cllr Osben have stepped down from the Planning Committee.

ACTION: Town Clerk to update the Planning Committee Terms of Reference

ACTION: Town Clerk to update the Committee and Working Group Members charts

108. It was noted that Cllr Fellowes has stepped down from the Property and Finance Working Group.

ACTION: Town Clerk to update the Property and Finance Working Group Terms of Reference

ACTION: Town Clerk to update the Committee and Working Group Members charts

109. It was noted that Cllr Howard-Dobson resigned with effect 12th June 2024. The Mayor had given thanks a previous meeting and repeated that she appreciated the many years of hard work and service and thanked her for being a valued representative.

110. There are vacancies for Council Representatives on the following external bodies for which to appoint replacements:

110.1 Cllr Armytage was appointed as Aldeburgh Museum Council Representative.

110.2 Cllr Walker was appointed as the Jubilee Hall Council Representative.

ACTION: Town Clerk to update the Register on External Bodies 2024-25 list

ACTION: Town Clerk to share the Terms of Reference of Council Reps to Councillor Walker and Councillor Armytage.

111. RESOLUTION to APPROVE updating the signatories for the Local Authority Mutual Investment Trust that we hold with CCLA Investment Management Ltd to add Cllr Webster.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Fox.

In favour 11
Against 0
Abstention 0

ACTION: Town Clerk to complete the Mandate confirming this change, to obtain the necessary signatures and to return it to CCLA

- 112. RESOLUTION to APPROVE** the recommended changes as proposed by the Planning Committee to their Terms of Reference.

PROPOSED for **APPROVAL** by Cllr Bond and **SECONDED** by Cllr Lumpkin.

In favour 11
Against 0
Abstention 0

ACTION: Town Clerk to update the Terms of Reference accordingly and to upload to the website.

- 113. RESOLUTION to APPROVE** the updated Data Protection and Information Management Policy.

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Langley.

In favour 11
Against 0
Abstention 0

ACTION: Town Clerk to upload newly adopted Data Protection and Information Management Policy to the website.

- 114. RESOLUTION to APPROVE** the Co-Option of Councillors Policy.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Fox.

In favour 11
Against 0
Abstention 0

ACTION: Town Clerk to upload newly adopted Co-Option of Councillors Policy to the website.

- 115. RESOLUTION to APPROVE** the Income List for the previous month.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Webster.

In favour 11
Against 0
Abstention 0

116. RESOLUTION to APPROVE the Payments List for the current month.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Webster.

In favour	10
Against	0
Abstention	1

The Payments List was signed by the Mayor and Town Clerk.

117. RESOLUTION to APPROVE the Council's response to ESC/SCC letters re SeaLink.

PROPOSED for **APPROVAL** by Cllr Fellowes and **SECONDED** by Cllr Lumpkin.

In favour	10
Against	0
Abstention	1

ACTION: Town Clerk to submit the agreed response to SeaLink.

118. RESOLUTION to APPROVE submit the questions for the upcoming Sizewell C forum.

The Council may submit two questions. The Energy Working Group recommend that one question be related to businesses and the other to accommodation. Cllr Bond had suggested a question about the Suffolk Community Foundation and funding. This will not be included this time however Cllr Fellowes will prepare a response to Cllr Bond's question to be circulated by the Town Clerk. Cllr Fellowes will also provide details of how individuals can add questions themselves.

Cllr Bond requested a vote of thanks be recorded to David Mackie for helping to prepare a response in relation to item 117 and to note our appreciation of businesses who had submitted a question.

The 2 questions were discussed, and the content agreed.

PROPOSED for **APPROVAL** by Cllr Fellowes and **SECONDED** by Cllr Lumpkin.

In favour	11
Against	0
Abstention	0

ACTION: Town Clerk to submit the 2 questions by 11th July deadline.

ACTION: Cllr Fellowes to provide to the Town Clerk a response to Cllr Bond's question so that it can be circulated to all councillors.

119. Cllr Langley raised concerns about nesting birds March-November and there may still be tourists in the area. His comments were noted and appreciated. Cllr Fellowes will include a sentence about this in the response.

RESOLUTION to **APPROVE** to SCC/0069/24/DoR/EA1N and SCC/0070/24/DoR/EA2 – Scottish Power Renewables East Anglia One North and Two Offshore Wind Farms including the additional sentence.

PROPOSED for **APPROVAL** by Cllr Fellowes and **SECONDED** by Cllr Langley.

In favour	10
Against	0
Abstention	1

ACTION: Cllr Fellowes to provide the wording to the Town Clerk.

ACTION: Town Clerk to submit the response on behalf of the Town Council.

120. RESOLUTION to **APPROVE** the response to Planning Application SCC/0058/24/DOR – Sizewell C Nuclear Power Station.

This application relates to Highways works at Lovers Lane – widening of the junction to make safer for heavy goods vehicles. The Council understands that the works are necessary for safety. Amendments were agreed verbally and Cllr Fellowes will integrate into the final response.

PROPOSED for **APPROVAL** with verbal amendments Cllr Fellowes and **SECONDED** by Cllr Osben.

In favour	8
Against	0
Abstention	3

If there are any concerns these can be emailed to Cllr Haworth-Culf.

ACTION: Cllr Fellowes to provide the updated response to the Town Clerk.

ACTION: Check the planning application expiry date for commenting and liaise with Leiston Town Council to see if they would like to include anything in our response to support them.

121. Cllr Fellowes reported that there is a map and National Grid booklets available to the public in the library.

ACTION: Town Clerk is to request more copies of the National Grid booklets that had been delivered to the Library.

Cllr Fellowes proposed that the meeting is held in public and that we consider holding it in an alternative venue. Cllr Haworth-Culf said it may be that we need to have the meeting at the Suffolk County Council offices and that we will need to be flexible.

Councillors agreed that the meeting may be held in public by the end of July, if this was possible and that the resolution would be updated to reflect this.

RESOLUTION to APPROVE the Council holding a meeting inviting representatives from East Suffolk Council and Suffolk County Council (Officer & Portfolio Holder) and NationalGrid to discuss LionLink and SeaLink in a meeting that may be held in public by the end of July.

PROPOSED for APPROVAL Cllr Fox and **SECONDED** by Cllr Lumpkin.

In favour	10
Against	0
Abstention	1

ACTION: Town Clerk to Contact the representatives from East Suffolk Council, Suffolk County Council (Officer & Portfolio Holder) and NationalGrid to a meeting.

ACTION: Town Clerk to set up the above meeting when availability of representatives is known.

- 122.** The Energy Working Group proposed engaging with residents in the form of written information to all households. The communication would need to be in a language that residents could engage with. It could go on social media and the website (front page) also.

Councillors were reminded of the 2 webinars that were taking place on 15th and 17th July. Information learnt from those webinars could be included in the postal drop in August.

Cllr Fox asked if it would it be possible with our website to see how many hits we get to assess how effective it is in communicating with the town.

ACTION: Town Clerk to look into statistics for page hits on the council website.

RESOLUTION to APPROVE correspondence to all households, updates to website and newsletter articles to raise awareness of the latest SeaLink proposals up to a maximum spend of £1,000.

PROPOSED for APPROVAL Cllr Fellowes and **SECONDED** by Cllr Lumpkin.

In favour	11
Against	0
Abstentions	0

Cllr Osben asked if the maildrop wording needed to go back to Full Council to be approved. Cllr Haworth-Culf confirmed that yes it would ideally need to be seen by Full Council via the Town Clerk.

ACTION: Cllr Fellowes to finalise the details to go to in the maildrop and to send to the Town Clerk ASAP.

ACTION: Town Clerk to forward the draft document to Full Council for review and agreement.

123. RESOLUTION to APPROVE supporting Citizens Advice East Suffolk by making a grant of £1,000.

PROPOSED Cllr Jones and **SECONDED** Cllr Fox.

In favour 11
Against 0
Abstentions 0

ACTION: Town Clerk to write to Citizens Advice East Suffolk to confirm that a grant of £1,000 has been awarded.

124. RESOLUTION to APPROVE supporting Project 40-7 by making a grant of £350 towards their new freezer.

PROPOSED Cllr Jones **SECONDED** Cllr Lumpkin.

In favour 11
Against 0
Abstentions 0

ACTION: Town Clerk to write to Project 40-7 to confirm that a grant of £350 has been awarded.

125. Councillors Webster, Bond and Haworth-Culf declared a non-pecuniary interest.

RESOLUTION to APPROVE supporting the Aldeburgh Carnival by permitting the erection of bunting for the event, if permitted by the local authority.

PROPOSED Cllr Fox **SECONDED** Cllr Osben.

In favour 8
Against 0
Abstentions 3 (those on the Carnival Committee)

ACTION: Town Clerk to write to the Carnival Committee to confirm that the council have agreed to support the erection of bunting for the event, if permitted by the local authority.

126. RESOLUTION to APPROVE the repair of the stair balustrade and wood components on the Moot Hall external staircase up to a maximum of £1,000.

PROPOSED Cllr Webster and **SECONDED** by Cllr Jones.

In favour 11
Against 0
Abstentions 0

127. RESOLUTION to APPROVE proceeding with accepting the quote from Devlin Plumber Stained Glass Ltd for the window repairs and to instruct the planning application for the small replacement window in the kitchen area at a cost of £36,885 plus planning application costs.

PROPOSED Cllr Jones and **SECONDED** Cllr Webster.

In favour 11
Against 0
Abstention 0

It was noted that Robert Scrimgeour the Conservation Officer at ESC has been consulted.

ACTION: Town Clerk to contact Devlin Plumber Stained Glass Ltd to confirm that we would like to proceed as above.

- 128. RESOLUTION to APPROVE** progressing with the installation of the required heating and extraction for the toilet and kitchen area of the Moot Hall up to a maximum of £2,000 so that works can be progressed.

PROPOSED Cllr Jones and **SECONDED** Cllr Webster.

In favour 11
Against 0
Abstentions 0

ACTION: Town Clerk to contact electricians to get quotes for the work to be done and then to instruct an electrician to install the required heating and extraction for the toilet and kitchen area of the Moot Hall.

- 129. RESOLUTION to APPROVE** the quote received for the Bowls Green maintenance of £1,897.18 (excluding VAT).

PROPOSED Cllr Jones and **SECONDED** Cllr Webster.

In favour 11
Against 0
Abstentions 0

ACTION: Town Clerk to contact the Bowls Club to confirm that the maintenance costs have been approved.

- 130. RESOLUTION to APPROVE** proceeding with the necessary expenditure in relation to the Kings Field and Queens Field maintenance providing it is within budget and based on the best value quote.

PROPOSED Cllr Webster and **SECONDED** Cllr Fox.

In favour 11
Against 0
Abstentions 0

ACTION: Councillor Jones to instruct the chosen contractor.

131. Committee and Working Group reports

131.1 Planning Committee

A meeting of the Planning Committee was held this morning to discuss two applications.

Many of the Planning Committee members have completed a course to learn about the planning process. This was conducted over a 4-week period by Birketts and facilitated by SALC.

131.2 Property and Finance Working Group

Finance

The Town Clerk and Cllr Jones have reviewed the information available from the new Scribe accounting package. The formatting is different as can be seen on the 'Items to Pay List'. We will shortly be working on the Quarter 1 Variance Analysis report.

We are still awaiting the external audit comments, if any.

The tenant has agreed to the recommended rent increase for the Marshes and documents are being produced.

We continue to chase Birketts for the revised Ice Cream Kiosk lease.

ACTION: Town Clerk to chase Birketts re the revised Ice Cream Kiosk lease.

Property

Rugby Pavilion

The external redecoration has been done and it looks much improved. We are still trying to get NJB to site to deal with a drain and a broken drain cover. The door panel is still to be fitted.

Following the meeting with the architect on Friday 21st June he has, as agreed, contacted the FA to see if there is any flexibility when refurbishing the existing space as their guidelines focus on a start from scratch perspective.

Moot Green Railings

The contractor has confirmed the painting to be carried out in September, avoiding the busy summer season.

Tractor Shed

There is an enquiry for use which we are in discussions with the agent.

Play equipment

All minor issues identified by the inspector are being progressed.

Kings field and Queens field Pitch maintenance

As updated at the working group we have received a revised quote from the usual contractor based on our budget as the first proposal significantly exceeded it. This would feed and weed now and apply a slow-release fertilizer in the autumn to all 3 pitches. We are still waiting for a quote from East Suffolk Services.

ACTION: Town Clerk to chase East Suffolk Services.

Steps – River wall

The repair to the steps near the Brick dock has not been completed and the steps are becoming more dangerous as they are overgrown with weeds. SCC have confirmed the work will be done.

Bowls Green

Colliers have been to site to check the green condition and recommend treatment at the end of the season. The cost of fertilizers has increased significantly. There is a weed which they are treating now to prevent it flowering and spreading. Otherwise, the green looks good and does not require any special treatment. They have had the supplier out to deal with an issue under warranty on the new mower, which is now resolved.

Tennis courts

We await a response to further questions from the specialist's report, Lee West, regarding the 2 lower courts before we discuss the options in more detail. Cllr Jones will keep the tennis club informed. The holes on Court 2 were repaired today, and their invoice will now be paid.

ACTION: Town Clerk to arrange for the invoice to be paid.

Kemps field

The recycled furniture and raised beds are being put together onsite on 13th July, with help from Plymouth Brethren volunteers. We managed to get free wood chippings from Paul Bush and Coastal Building supplies have donated topsoil and stones. We are sourcing plants. The children at the Primary school and the nursery have each chosen bee/bug hotels. Communications to both the school and residents confirming the opening on Friday 26th July are in hand.

Grass cutting

There has been a catch up of the areas which were significantly overgrown and we are monitoring.

Allotments

We will be completing the half yearly review this month as there are allotments not being worked and we have a waiting list.

131.3 Services Working Group

Cllr Fellowes has handed over to Cllr Lumpkin as Chair of Services and a handover meeting took place on 27th June.

Both VAS units are now in place to calm speeding. There may be a problem with the location of the unit on Leiston Road and SCC Highways are to advise.

SCC Highways are meeting with Cllr Lumpkin on 17th July to discuss the advanced directional signs.

We have requested permission from ESC Parking Services team to put up the new Town Board in the King Street Car Park.

ACTION: Town Clerk to contact Parking Services for an update.

The working group will look into a replacement bus shelter for the Leiston/Linden Road corner. There is money allocated for this in the budget.

The Emergency Plan review is on-going.

Options for the painting of the smaller heritage railings between the High Street and the seafront walkways is being looked into.

Cllr Osben reported that there is a missing bus stop sign on Victoria Road. She was directed to the on-line reporting tool on the SCC website. This can be used by anyone for reporting Highways issues.

ACTION: Councillor Osben to report the missing bus stop through the Highways reporting tool.

131.4 Energy Working Group

Nothing more to report as covered earlier in the meeting.

131.5 Grants, Requests and Events Working Group

Kemps Field Improvements

On 13th July there will be a working party putting together some new furniture and planters on the field. This is from 9am and everyone is welcome to help. On 26th July at 4-6.30pm ATC invite residents to join us to celebrate with light refreshments provided. A leaflet drop is being organised and Aldeburgh Chitchat will publicise.

Sports week

Brochures went to the primary school last Monday and we had approximately 20 completed forms on Tuesday morning. We were awarded £200 by The Latymer Trust who are always very generous in their support for us. EDF have awarded us £200 and they are sending 2 people to help with sports.

SEAS

The Mayor and Cllr Jones met last Thursday with the organizer of an event being planned on 1st September on the beach. They have requested the use of the Fishermen's car park from Friday evening to Monday morning for porta loos. The event is planned for the area in front of the scallop. The group are hoping around 300 people will attend. They are to contact ESC regarding parking options as we have advised Queen's field is not available as the Rugby season will have started and we cannot afford any risk to the pitch, which was understood.

132. Reports from Members appointed to Outside Bodies

None

133. Gifts and/or Hospitality exceeding £25 received by Councillors.

None

134. Town Clerk’s Report and Correspondence

The Town Clerk’s report has previously been circulated (see attached).

Cllr Fellows handed a handwritten invitation to the Town Clerk in this section of the meeting which was duly read out. The invitation from Cllr Fellows read:

An invitation has kindly been received from Southwold and Aldeburgh Theatre Ltd. Town Clerks, Mayor, Deputy Mayor and all Councillors are warmly invited to attend the opening night of the 2024 Summer Theatre at Aldeburgh Jubilee Hall for a 7.30pm start. Chains may be worn, but no speeches will be made. It is a great play and an opportunity to network with representatives from other councils and local organisations. The first showing is Friday 26th July.

Please RSVP via the Town Clerk.

135. Mayor’s Report

The Mayor attended the Family Fun Day and thanked everyone who helped make this event happen.

Thanks to the crews and all who helped or took part in the Fire Ride. Thanks to Kerry, Martin and Rhys at the Old Generator Station for catering the event.

Also attended this month:

- Meeting of Aldeburgh United Charities.
- The 40 Year celebration of the Long Shop Museum in Leiston.
- Aldeburgh Primary School on Friday 12th for the Fun Day.

136. Closure

The meeting closed at 9.25pm

Item 119:

RESOLUTION to **APPROVE** to SCC/0069/24/DoR/EA1N and SCC/0070/24/DoR/EA2 – Scottish Power Renewables East Anglia One North and Two Offshore Wind Farms including the additional sentence.

Kim Puttock

From: Kim Puttock
Sent: 11 July 2024 09:52
To: planning@suffolk.gov.uk
Cc: Marianne Fellowes
Subject: SCC/0069/24/DoR/EA1N and SCC/0070/24/DoR/EA2 - SCOTTISH POWER RENEWABLES EAST ANGLIA ONE NORTH AND TWO OFFSHORE WIND FARMS

Dear All

Aldeburgh Town Council encourages the developer and Council to support landowners who are affected by these works. We do not have the expertise to comment on the works, however we will make contact should we become aware of any concerns raised by our residents.

Kind Regards
Kim

Kim Puttock CMgr FCMI StSLCC
Town Clerk



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Item 120:

RESOLUTION to APPROVE the response to Planning Application SCC/0058/24/DOR – Sizewell C Nuclear Power Station.

Kim Puttock

From: Kim Puttock
Sent: 11 July 2024 10:09
To: SCC Planning Mailbox; sizewellc@suffolk.gov.uk
Subject: Planning Application SCC/0058/24/DOR - Sizewell C Nuclear Power Station

Dear All

We understand that Suffolk County Council has asked for detailed layout and highway alignment (surface ad water drainage) to be approved prior to a commencement of work. Aldeburgh Town Council is also aware of concerns regarding the new junction onto Lovers Lane and the potential impact that the Ancillary Construction Area could have on tourism. At our meeting we also discussed the impact on nesting birds of these proposed works.

We would ask that you take these concerns into account.

Kind Regards
Kim

Kim Puttock CMgr FCMi StSLCC
Town Clerk



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**July 2024 Parish Report
East Suffolk Council GLI Group – Councillor Update**

New planning guidance for healthy environments

A new planning document has been adopted in East Suffolk to help guide the delivery of healthier built environments.

The [Healthy Environments Supplementary Planning Document](#) (SPD) provides guidance on delivering more inclusive and higher quality living environments in East Suffolk, to improve the health and wellbeing of people of all ages, abilities, and incomes.

The SPD provides guidance on a range of topics including the provision of green open space, play provision, trees and landscaping, active travel infrastructure, healthy key buildings such as homes, schools and workplaces, dementia-friendly design, community facilities and more.

Ben Woolnough, Head of Planning and Coastal Management at East Suffolk said: “This document provides planning and design guidance to support the delivery of places which improve health and wellbeing outcomes for people living in East Suffolk. This includes supporting the provision of active travel infrastructure, food growing areas, more accessible and community spaces, as well as open and play spaces and much more. The document will now be a material consideration when determining planning applications in future.”

The SPD was subject to public consultation during its preparation and the comments received helped to inform the scope and content of the final document. The Consultation Statement, which has been published alongside the SPD, sets out the Council’s response to the comments received and the changes that were made to the SPD in response to comments.

Providing essential habitats for wildlife through revised scheme

A conservation scheme which created 100 spaces across East Suffolk for the benefit of wildlife is to be enhanced, with a new look and a focus on increasing the biodiversity value of the wild areas.

East Suffolk Council’s ‘Pardon the weeds, we’re feeding the bees’ campaign, where grass was left to grow longer to help wildlife thrive was launched in 2020 and aimed to boost the biodiversity on 100 pieces of council-owned land by limiting grass cutting to twice per year. The wild areas were marked with eye-catching yellow signs to make residents and visitors aware of the scheme.

Building on the success of Pardon the Weeds, and learning from local and national examples, East Suffolk Council is now revising the scheme, by increasing the number of sites and improving the biodiversity value of key sites. The scheme, which will officially launch later this year, will be rebranded as 'Nature at Work', with new recyclable signs to replace the Pardon the Weeds signs, many of which had become damaged over the years.

As well as reduced grass cutting, Nature at Work will aim to improve the biodiversity value of wild areas, ensuring key sites are seeded and actively managed. The project will also involve local schools and community groups and an informal Facebook group will be set up giving people the chance to engage with others, offering advice and seed/equipment exchanges. It may also be possible to involve local landowners, businesses and housing associations in future to add sites not owned by the Council.

Cllr Sally Noble, East Suffolk Council's cabinet member for the Environment said: "Having been reviewed by the cross-council Environment Task Group, we are delighted that the successful Pardon the Weeds scheme will now evolve into Nature at Work, which aims to further address the ecological and biodiversity crisis by rebranding and expanding the campaign. Wildflower and grass verges are essential habitats that provide food and shelter for many species of pollinators, invertebrates, birds and mammals, as well as bees and Nature at Work will reflect that.

"This refreshed approach will include new signage, an increase in areas managed for biodiversity, and engagement with schools and other organisations, and I am looking forward to the scheme officially launching later this year."

East Suffolk's Amazing: Let's Keep It That Way!

East Suffolk Council Leader Caroline Topping is asking local people to take pride in where they live with the launch of a brand new campaign: "East Suffolk's Amazing – Let's Keep It That Way!"

A cross-party working group of councillors is looking at different ways that we can all work together to maintain the beauty of East Suffolk, and this includes encouraging more residents to take active pride in their local area. This includes reducing fly-tipping, recycling properly and even, where possible, looking after the spaces outside residents' own property.

There is already an incredible network of volunteers who help keep our district beautiful, with regular litter-picks, planting, and an all-round effort to keep their local area clean. East Suffolk Council is encouraging more people to get involved and to really do their bit to keep East Suffolk Amazing.

The Council will support local communities and groups by lending out equipment for litter pick events, including hi-viz vests, litter pickers, bags and bag hoops. With this in mind, a range of information about how communities can get involved in schemes, as well as a range of tips and advice, can be now found at www.eastsuffolk.gov.uk/amazing.

Cllr Topping said: “We invest every single penny we can in services to help maintain the beauty and cleanliness of East Suffolk – but sometimes, we have to be honest and admit that it can never necessarily be enough. The pressure on budgets is felt in our homes as a result of the cost-of-living crisis, they are felt by businesses who are doing their very best to stay afloat, and they are also felt by councils such as ours who have seen their funding reduced considerably.

“If we could, we would employ many more people, through our operational partners East Suffolk Services, to ensure our district remains spotless at all times. But the reality is that this simply isn’t possible.

“So, what is possible? For me, and for everyone at East Suffolk, we hope and believe that the incredible local pride we all share can be put to the best possible use. If local people and organisations want to play their part, we would love them to get involved. East Suffolk’s Amazing... let’s keep it that way!”

Cllr Mark Jepson, Conservative Group Lead, said: “East Suffolk’s Amazing has been an excellent example of cross party collaboration and continues the theme from the Conservative administration, particularly around the environment. This approach demonstrates what can be achieved when we all work together for a common aim.”

Cllr Peter Byatt, Labour Group Lead said: “I am delighted that this project, inspired by our motion to ‘Clean-up East Suffolk’, has become something that can be supported across our communities and by all Councillors. East Suffolk Council, in taking the lead on this, has shown the potential for us all to play our appropriate part in looking after where we live, work and relax.”

Cllr David Beavan, Liberal Democrat Group Lead and Deputy Leader of the Council, said: “It makes our day to walk out onto a clean street. Our hard working staff need everyone’s help to clean up after a selfish minority.”

East Suffolk Blooms community wildflower growing scheme returns

A flourishing environmental scheme, encouraging people in East Suffolk to grow beautiful, pollinator-friendly wildflowers, is returning for 2024.

Each year, East Suffolk Council distributes free packs of bulbs to town and parish councils, community groups and organisations to plant locally as part of the East Suffolk Blooms campaign. The planting efforts of last year’s successful applicants are already being rewarded with colourful narcissus displays.

This time, in tandem with the East Suffolk’s Amazing project to promote an all-round effort to keeping the district clean and attractive, and in order to provide greater benefit to pollinators, East Suffolk Council will be offering blends of native bulbs that appeal particularly to bees and butterflies.

East Suffolk Council's Public Realm Contracts Manager, Laura Hack said: “We were thrilled with the level of interest in last year’s scheme and we’re looking forward to receiving applications for East Suffolk Blooms in 2024.

“We expect to have enough bags of bulbs to distribute one to each of 50 groups across the district.”

Packs of bulbs will be available to collect in the autumn, around October, from two locations in the district.

A ‘Bees Mix’ of bulbs flowers from February to May and includes crocuses, chionodoxas, scillas, muscaris and naturalising tulips, while the ‘Butterfly Mix’ flowers between May and July and comprises camassias, nectaroscordums, irises and alliums.

The scheme is funded by East Suffolk Council’s trading company and services operator, East Suffolk Services Ltd, and from the Enabling Communities Budget scheme.

An application form will be available to complete online until 30 June, before a judging panel meets to decide the successful applicants, with additional consideration given to groups reapplying after missing out last year. Applicants will then be informed of the decision by August.

To view the application form, visit: my.eastsuffolk.gov.uk/service/east_suffolk_blooms

East Suffolk beaches amongst the best in country

East Suffolk’s beautiful beaches have once again received national awards, ranking them amongst the best in the country.

Each year, the country’s best beaches are awarded Blue Flags and Seaside Awards and once again, four of East Suffolk’s beaches have been selected.

Both Felixstowe (Felixstowe South and Pier) and Southwold (Southwold Pier) have received combined Seaside Awards and Blue Flags whilst the beaches at Lowestoft South of Claremont Pier (bathing / resort) and Kessingland (non-bathing) have received Seaside Awards.

Cllr Sarah Whitelock, East Suffolk’s cabinet member for Communities, Leisure and Tourism said: “We are delighted to once again receive these national awards which highlight the quality of East Suffolk’s beaches and place them amongst the best in the country. We work hard to help maintain the beauty and cleanliness of our beaches, and the district as a whole, and we are also incredibly grateful to the network of volunteers who give up their time to keep our beaches litter-free all year round. East Suffolk’s amazing, as these prestigious awards show and we look forward to seeing people enjoying our beaches this summer.”

In total 150 sites – made up of 148 beaches, along with a marina and an inland bathing water - in England have been presented with awards recognising the quality of the sites, the way they are managed and the facilities they offer to visitors. 72 beaches across the

country met the high standards required for a Blue Flag award - the world's most recognised award for beaches, marinas and inland bathing waters.

Keep Britain Tidy's Chief Executive, Allison Ogden-Newton OBE said: "These awards are a credit to the collective efforts of beach managers, volunteers, residents and businesses who have worked tirelessly to maintain, protect and improve some of our best-loved and most popular beaches and we'd like to take this moment to recognise and applaud them.

"Visitors to a beach flying a Blue Flag can be assured the beach will be clean, safe and meet the highest environmental standards, as well as international bathing water quality standards.

"The Blue Flag is the world's most recognised award for beaches and marinas and, to qualify, each applicant must meet and maintain a series of stringent environmental, educational, safety and accessibility criteria.

"Seaside Awards are presented to the best beaches in England and celebrate the quality and diversity of our coastline."

Blue Flag is an international award managed by Keep Britain Tidy on behalf of the Foundation for Environmental Education and is presented to well-managed beaches with excellent water quality and environmental education programmes. This is the fifth consecutive year in which Felixstowe has received the Blue Flag and the third consecutive year for Southwold.

The Seaside Award, run by Keep Britain Tidy, recognises and rewards beaches in England that achieve the highest standards of beach management and, in the case of bathing beaches, meet the required standards for water quality and other specified criteria.

East Suffolk Council backs ambitions to regenerate Deben River

East Suffolk Council is supporting the efforts of The Deben Climate Centre to deliver "a radical and ambitious plan to regenerate the Deben River for people and nature".

The Centre is an expanding coalition of residents, academics, local community groups, charities and organisations which plans to regenerate the River Deben Catchment through widespread community action.

Cllr Sally Noble, East Suffolk Council's Cabinet Member for the Environment believes that the Centre's aims are critically important and says that East Suffolk Council will do whatever it can to help them achieve their ambitions.

She said: “There is no time to lose, which is why we are committed to supporting the Deben Climate Centre who are already working towards restoring and protecting our unique river catchment areas of the Deben and others across the district. As a council, we want to do all we can to improve water quality and biodiversity across our district and provide support where we can for this vital project.

“This includes our expertise in both ecological and environmental issues, as well as routes to funding which can provide the much-needed resources a scheme of this nature desperately needs.

“We also hope that this can become a learning landscape for a new relationship between people and nature, as a template to be rolled out throughout the entire East Suffolk district.”

The Centre’s programs to date have focused on testing water quality on the Deben, and several lecture series highlighting the local effects of Climate Change, the global food security crisis, and the startling loss of species and habitats.

Deben Climate founders Professor Peter Hobson and Eamonn O’Nolan said: “Ours is a radical and ambitious plan to regenerate the Deben River for people and nature and it is built on the collective will of a partnership between local people, community environment groups and other key stakeholders such as farmers and land-owners.

“We are thrilled to work with East Suffolk Council, and we recognise that successful projects like this require the support and expertise of skilled Local Government officers and members. This partnership marks an important step forward in equipping our local communities to respond to Climate Change.

“East Suffolk residents have suffered badly in recent years from Climate-related flooding. This plan contains radical initiatives which will help to revive the river’s capacity to deal with sudden rainfall events and provide a model for sustainable land management.”

Battery Green development given the go ahead

Plans for a major development which will reinvigorate Lowestoft’s town centre have been given planning consent by East Suffolk Council’s Planning Committee.

The Cultural Quarter project, which when complete will be known as Battery Green, is one of five transformational regeneration projects which received £24.9m from the Government’s Towns Fund in 2022 and will see the redevelopment of East Suffolk Council’s current Customer Services Centre and the former Battery Green multi-storey car park.

Designed by Norwich-based architects Chaplin Farrant, the development will provide a new cultural and community hub with studio space for creative businesses together with a leisure complex and restaurant.

Cllr Toby Hammond, East Suffolk's cabinet member for Economic Development and Transport said: "Battery Green will bring new facilities into the town centre and in combination with other regeneration projects which are also underway, this will help to attract visitors and businesses to Lowestoft and enhance the town for the benefit of local residents."

Mark Camidge of Chaplin Farrant said: "Chaplin Farrant are delighted that the Battery Green proposals have been given the approval. A huge team effort from all involved has seen the designs develop through collaboration and public engagement to reach a final scheme that we hope will create a new vibrant cultural quarter for Lowestoft. A sustainable regeneration scheme comprising reuse, recycling and environmentally friendly new build will be a catalyst for the town moving forward."

The Cultural Quarter project is just one of many regenerative projects underway in the town, with a new seafront complex being built at Jubilee Parade and improvements at Royal Plain, Royal Green and South Quay Wharf.

Earlier this month, East Suffolk Council, First Light Festival CIC and East Norfolk Sixth Form College announced that Arts Council England investment had been secured to bring three exciting cultural projects to Lowestoft. One of these is a unique Place Partnership project called The Battery of Ideas that brings together a consortium of leading cultural, education and creative health partners to test ideas for the development of the new Cultural Quarter. First Light Festival CIC has been awarded £700,000 from Arts Council England for this project which will, with additional support of just under £300,000 from East Suffolk Council and Suffolk County Council, re-use the former Tesco on London Road North as its base, to be a hub of creative participation, volunteering, creative skills and creative enterprise opportunities.

Agreement was reached earlier this month to relocate East Suffolk Council's customer services facility as part of the plans for the Cultural Quarter.

Work at Battery Green will begin in the coming weeks and hoardings are currently being erected, resulting in the closure of the car park. The nearest car parks are at Whapload Road and Clapham Road.

The public toilets at Gordon Road will also be permanently closed as part of this multi-million-pound redevelopment. Alternative toilets are available at Lowestoft Bus Station, Lowestoft Station, the Triangle Market and in Lowestoft Library. New toilet facilities will also be included in the new development.

Ease the Squeeze on cost of living

Are you, or someone you know, worried about the increasing cost of living?

We understand the pressures faced by many people today and we are working closely with key partners to ensure support is available to help ease the squeeze for households in East Suffolk.

To make it as easy as possible for you to access the services and support available, locally and nationally, we have gathered information about them in one place:

www.eastsuffolk.gov.uk/community/squeeze/

For the most up to date information regarding East Suffolk Council, please visit:

www.eastsuffolk.gov.uk

As you all know: Consultation has started regarding Sea link. Some may receive information through the post but this does look like junk mail. Apart from a response from the Town Council, may I urge all of you separately to also consider submitting a response.

[What happens to your recycling in Suffolk? - YouTube](#)

<https://suffolkrecycling.org.uk/what-to-do-with-a-z/p>

Sometimes I get asked about recycling and I can arrange a visit if that would be useful. You may find the above links of interest.

Fire service urges people to stay safe this summer

With summer well and truly here (?) Suffolk Fire and Rescue Service is asking everyone to be fire safety aware.

Last summer firefighters from the service responded to more than 200 fires in the open, which includes woodland, heaths, farmland, and fields, between July and September.

For the same period in 2022 there were 500 fires due to extreme temperatures which resulted in the service declaring a major incident for the first time in decades.

While such incidents are thankfully rare, Suffolk's senior fire officer is asking people to stay vigilant and play their part in reducing the risk of fires.

Chief Fire Officer Jon Lacey said:

“Hot, dry weather can result in tinderbox conditions and in a rural county such as Suffolk a fire can quickly take hold and spread in open areas.

“I would ask that everyone do what they can to prevent fires breaking out as so many incidents can be avoided by people taking just that little bit of extra care and thinking about what they are doing.

“Please help us to help you and the wider community by preventing incidents from happening in the first place, reducing the chance of anyone being seriously injured or even killed in a fire.”

During hot and dry weather, people are encouraged to:

- Put litter in the bin when out and about.
- Avoid barbecues and campfires in public open spaces.
- Ensure that any cigarettes are totally put out and disposed of properly.
- Pick up any glass items instead of leaving them lying around after a picnic.
- Report any fires in the countryside immediately by calling 999.

Farmers are also urged to slow the spread of fires by storing hay and straw with a break between stacks and away from other buildings, especially those housing livestock or containing fuels and chemicals.

Suffolk Fire and Rescue Service has been working closely with the National Farmers Union and county-based agricultural machinery manufacturers to ensure effective team working and knowledge sharing.

The service also recently provided training and advice at an NFU health and safety event.

The service also offers Home Fire Safety Visits, which involves specialist staff and operational crews visiting Suffolk residents in their homes to provide bespoke fire safety advice, including designing a fire escape plan to help people safely evacuate their property in the event of a fire, and fitting smoke, carbon monoxide and sensory alarms.

The service uses Safelincs – the online Home Fire Safety Check - which helps prioritise the most vulnerable in our communities. More details are available at www.safelincs.co.uk/hfsc/

Mr Lacey said:

“Suffolk Fire and Rescue Service is keen to reach those most at risk from fire. This is often households with other needs such as disabilities, mental health issues, or reliance on financial support.

“We are also more than happy to help and advise anyone who wants information around fire safety and prevention.”

Fire safety information can be found on the Suffolk Fire and Rescue Service website at www.suffolk.gov.uk/suffolk-fire-and-rescue-service

Guidance is also shared regularly on the service’s [Facebook](#) and [Twitter](#) channels.

250 young people take part in Suffolk Youth Climate Conference

250 local schoolchildren have pledged to write to their local Member of Parliament about climate change having been inspired by guest speaker, Chris Packham.

This year’s Suffolk Youth Climate Conference, held on the 3 July 2024 at Suffolk One Sixth Form College, was organised by the Suffolk Climate Change Partnership.

It is just one way that the partnership is engaging with schools, charities, and community groups to bring about positive change, not just for the environment, but also for the health and wellbeing of Suffolk residents.

Speakers such as Chris Packham, Lord Deben, Kids Against Plastic and Scarlett Westbrook inspired the students with messages of urgency and hope. Chris Packham’s talk looked at the power young people have to shape the future.

A range of workshops allowed the children to discuss topics such as electric vehicles, nature-based solutions, the global food system, coastal adaptation, plastic pollution, flood and water management, sustainable fashion and climate anxiety.

Students also had the opportunity to engage with 30 charities and organisations, that are all working to improve the natural environment in Suffolk.

Children enjoy visiting a range of exhibition stands

Emma Dixon, Suffolk Climate Change Partnership Manager, said:

"The Suffolk Youth Climate Conference empowers young people in Suffolk to join us in the fight against climate change.

"The Suffolk Public Sector Leaders welcome any opportunity to bring communities together to share knowledge and tools as we collectively work to reduce Suffolk's carbon emissions and protect our natural environment.

"All students in attendance will leave with the tools to express their views and concerns about climate change in their area to their local MP."

Chris Packham, broadcaster, environmental activist and animal welfare campaigner, said:

"Suffolk has put together a bold coalition of initiatives to address climate breakdown. Wise, because this beautiful and biodiverse county is also a fragile environment which will need to embrace a brave and rapid transition to a lovable future.

"Hope for me lies in the young, so it is critical that we do not just listen to their needs and ideas, but give them an active role in shaping their future, not a token seat at the table - but the leading voice".

Zoe, a teacher at Stour Valley Community School who attended, said:

"We had an amazing time today. My students were buzzing with ideas and really fired up with challenging our Strategic Leadership Team to implement real change at school."

Jake Robson, Sixth Form Principal at One Sixth Form College, said:

"Such a stimulating and important event for young people in Suffolk. Their generation has undoubtedly inherited a climate challenge, but it was abundantly clear that their presence today signalled they are ready to rise to it, transform attitudes, and bring about change."

Blue Badge abuser prosecuted for misusing Blue Badge in Ipswich

Nurul Rahman, of Kelvin Road Ipswich, pleaded guilty on the 17/06/2024 at Ipswich Magistrates to wrongful display of a blue badge contrary to Section 117 of the Road Traffic Regulation Act 1984.

Rahman was fined £153 and ordered to pay £1,000 in investigatory and legal costs, and £61 as a victim surcharge.

On the 19/10/2023 a joint blue badge enforcement day was carried out in Ipswich by Suffolk County Council's Blue Badge Team and Counter Fraud Service; together with Ipswich Borough's Civil Parking Enforcement Team and Corporate Fraud Team.

During the day, Officers came across Rahman who was parked at King Street, Ipswich displaying a blue badge issued by West Sussex County Council to a Hospice. During the inspection of the badge, Rahman stated to Officers that he worked for the Hospice who also operated in Ipswich and had dropped off a disabled person in town. This appeared unusual to Officers and the County Council's Fraud Service launched an investigation.

Enquiries found that the Hospice do not operate in Suffolk, had no link to Rahman and only support children. The Hospice was also unaware their Blue Badge was being used in Suffolk.

Georgia Chimbani, Director of Adult Social Services in Suffolk said: "The County Council works closely with the Suffolk District and Borough Councils to tackle blue badge

misuse and protect the rights of disabled motorists, including undertaking investigations and prosecutions where appropriate.

“This prosecution sends a clear message that the misuse of a Blue Badge will not be tolerated in Suffolk. This is not a victimless crime. Illegally using a badge that isn’t yours is denying a disabled parking space to those who have a genuine need for them.

“I would like to thank our Counter Fraud Team for their work alongside the district and borough councils in tackling Blue Badge misuse as part of our ongoing commitment to helping the people of Suffolk to live happy and independent lives.”

Residents advised - don't do business with cold callers

Suffolk Trading Standards is urging people to keep the heat on cold callers and not sign up for work on the doorstep.

Suffolk Trading Standards is reminding people to stay alert to the risk of being ripped off by cold callers knocking on their doors.

The warning comes after recent incidents of people approaching householders on the doorstep and touting for business.

Suffolk Trading Standards advises people to only use businesses registered with the Suffolk Trusted Trader scheme.

Trading Standards urged anyone thinking of having home improvement work done to use a business that has been vetted and approved under the Suffolk Trusted Trader scheme.

Residents can also protect themselves and their neighbours by nominating their area to become a No Cold Calling Zone, of which there are now more than 200 across Suffolk.

Graham Crisp, Head of Suffolk Trading Standards said:

“These doorstep traders target the vulnerable and are very persuasive, delivering poor, shoddy work then all too often just disappearing, leaving their victims out of pocket.

“We strongly advise householders and companies to use Trusted Trader, it is a scheme where consumers can be confident in the work that is being done and in the businesses carrying it out.

“No Cold Calling Zones make it clear that residents in that zone will not deal with any trader who knocks on their door out of the blue.”

In the last few weeks, Mr Crisp said Trading Standards had been made aware of:

- Kessingland – A trader called at a property offering various home improvement services. The resident was looking to have a conservatory installed which the trader advised that they could do and could provide a quote. The trader returned later in the day and stayed for more than four hours until the resident agreed to have the work carried out and paid a 25% deposit. The consumer has since tried to contact representatives of the company and cannot get any reply.
- Brandon – A consumer contacted a trader who had delivered leaflets in the area to look at a leak in their roof. The trader visited and advised there were two broken tiles which would cost £2,000. Work started the next day and the trader then advised that a new roof was required and quoted £29,900 to remove all roof tiles, felts, batons and repointing and rebuilding chimney, to install new tiles and batons and install a

new ridge system. The resident paid £9,000 deposit by cheque. The trader then advised that new beams and insulation would also be required at a further cost of £800. The trader requested two cheques for £13,000 and £8,000 but asked for the payee details to be left blank. Thankfully, the customer's bank became suspicious and froze the cheques.

- Bury St Edmunds – A doorstep caller persuaded a resident to change their broadband provider after a sales pitch lasting two hours, only leaving after the resident finally caved in just to get rid of them. The resident has now been without a phone and call alarm service for five weeks.
- Hadleigh – A doorstep caller convinced the elderly individual to have foil insulation installed, despite the property being a new-build bungalow. £7,600 was paid. The client's son later learned of the installation and on investigating found only half the loft space had had the insulation added. He also found old insulation had not been removed and was in perfect condition.

Mr Crisp said there had also been reports of traders going door to door in Barking, near Needham Market, offering driveway work, and in Lowestoft offering window and door installations.

Suffolk Trading Standards launched its first No Cold Calling Zone in 2009 in Ipswich.

It now has 219 across the county, with 91% of the residents receiving less or no doorstep visits since the introduction of their zone and 94% of residents saying they feel safer.

Anyone wishing to nominate their road should go to the No Cold Calling page on the [Suffolk County Council website](#).

For more details about Suffolk Trusted Trader go to [trustedtrader.team](#)

Anyone contacted by traders on the doorstep should report them to Trading Standards via 0808 223 1133.

Celebrating Suffolk's Dementia Marketplace and Carers Week

One of the less known consequences of elections are the rules around the promotion of council funded activities, which makes it harder for us as Councillors to talk about the great things we as a council are funding or supporting. Two such events took place in June right in the middle of the General Election campaign, the Dementia Market Place and Carers Week, and I want to talk about the importance of both, as well as thank all those responsible for organising the associated events.

Suffolk County Council was proud to support this year's Dementia Marketplace, held at Trinity Park on 13th of June 2024. This is the second annual event, facilitated by Care Development East, aimed at people living with dementia and their carers, to showcase the range of information, advice and support available within Suffolk. This year the event attracted around 200 attendees across the day, with over 50 exhibitors taking part. There were a comprehensive range of marketplace stalls available, including from the Council's Adult Social Care team, who was recently awarded a "Good" rating from the Care Quality Commission, and our award-winning digital care provider, Cassius. There was also a wonderful array of speakers with opportunities for Question-and-Answer sessions – and of course delicious food on offer to keep everyone fuelled throughout the day.

Extract from the last Leiston meeting.

Programme update – Marjorie Barnes

- B1122 – works ongoing with a speed restriction in place. Additional signage in place. Currently trialling vehicle messaging signs for reinforcing routes for traffic.
- Ancillary Construction Area – final works being carried out on temporary offices.
- Temporary Construction Area – early earthworks taking place.
- Main Construction Area – ground engineering trials to confirm design assumptions are underway.
- Rail track upgrade works at Saxmundham are now complete.
- Footpath works along Sizewell beach have had some media interest. A number of visits carried out with Park Run to address their concerns, including increasing the size of the footpath.
- Workforce is between 500 – 600 at present, moving to 1000-1500 by the end of the year.
 - A number of working groups are in place which feed into an Economic Review Group.
 - Principle has always been where there are opportunities and benefits will maximise those, as well as mitigating negative impacts. Will embed within existing work where it can.
 - £17m over the 12-year construction phase, through the DoO. An additional £12m has also been secured as a Tourism Mitigating Fund. The tourism working group will manage that funding.
 - Implementation plans are being written and will take learning from Hinckley visit.
 - Grants programme for SMEs which will be rolled out from January. Will be looking at promotion of the area. Direct impacts on businesses. DMO will support promotion of the whole area, not just representation of their own members.
 - All documentation will be published on East Suffolk Sizewell website – keeping everything transparent.

Councillor TJ Haworth-Culf

Suffolk County Council



Planning Committee Terms of Reference

Authority of the Planning Committee:

The Planning Committee is appointed by, and solely responsible to Aldeburgh Town Council.

The Committee's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Committee's powers.

The Planning Committee discharges the Town Council's role as a statutory consultee on all planning applications, tree works and other types of application made to the Planning Authority, East Suffolk Council, for the Parish of Aldeburgh.

These Terms of Reference will be reviewed and updated at least annually by Full Council.

Membership:

The Planning Committee will consist of no fewer than six Town Councillors.

Annually a Chair will be elected at the first Council meeting following the Annual Meeting of the Town Council. This will happen after the members of the Planning Committee have been confirmed.

A quorum will be a minimum of three members elected to the Committee.

Members as at 28th May 2024 are:

Name	Role
Cllr Bond	Deputy Chair of the Planning Committee
Cllr Fox	
Cllr Haworth-Culf	
Cllr Jones	
Cllr Langley	
Cllr Lumpkin	
Cllr Kevin Webster	Chair of the Planning Committee

Responsibilities:

The Planning Committee will be granted full delegated powers to make Council decisions regarding responses to the appropriate authorities.

The Planning Committee shall:

1. recommend to Town Council expenditure on planning advice and legal fees or other planning-related costs to allow the committee to determine a motion on an Application.
2. receive from the Clerk a summary of every Planning Application submitted, the name of the Applicant, the address of the project described in the Application and any information relating to the Listed Building or Conservation Area status of the proposals
3. assess each Application with reference to:
 - 3.1. existing legislation including the Town and Country Planning Act 1990 (as amended) together with General Development and Classes Orders, Local and County Structure Plans
 - 3.2. declared Conservation Areas.
 - 3.3. harmonisation with the surrounding area
 - 3.4. existing Tree Preservation Orders
 - 3.5. the views of neighbours and other members of the public where these relate to material planning considerations
 - 3.6. any known history of the buildings or land in question
 - 3.7. the impact of the Application on Aldeburgh as a community
 - 3.8. undertaking a site visit if deemed necessary
 - 3.9. the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024
4. assess each Application without reference to:
 - 4.1. (in a personal application) the status, reputation, or personal detail relating to the Applicant
 - 4.2. aspects automatically determined by regulations and legal requirements

4.3. any information concerning the likely implementation of the subject matter of the Application.

5. pass motions stating that Aldeburgh Town Council takes one of these positions:

- has no objection,
- supports the application qualified by any additional comments of the Committee's choosing, or
- objecting to the application qualified by any additional comments of the Committee's choosing,

allowing however that the Committee shall refer major proposals to the Council for decision. Major proposals shall include (but not be limited to) residential developments in excess of 10 properties; demolition or substantive alteration of listed Grade 1 or 2* buildings; redevelopment or formation of large commercial/retail premises.

6. If the consultation time does not allow for a meeting to take place, the chair shall request the Clerk to ask for an extension of time to comment. However, where the application is judged by the Clerk, after discussion with the Chair of the Committee to be either:

6.1. trivial or of minor importance,

6.2. determinable solely by regulations or by legal requirements

the Committee shall empower the Clerk to make a response to a planning application following a discussion with the majority of members of the Committee

7. defer any Applications not considered in detail by the Committee to a subsequent meeting.

8. respond to invitations to comment on the details of any planning projects received, even if located outside Aldeburgh, and refer them to the Council if of major importance.

9. monitor all strategic highway and road safety matters within or in the neighbourhood of Aldeburgh and press for such correction or improvement action as is deemed desirable.

10. In exceptional circumstances, subject to a resolution from Full Council, the Planning Committee will be delegated responsibility to respond to agreed energy related planning applications, supported by recommendations from the Energy Working Group and Services Working Group.

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Committee
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest
2. Meetings are to be held as and when required to prepare responses to all routine planning matters.
3. A summons will be sent out at least three clear working days prior to any Planning Committee Meeting.
4. The agenda for each meeting including a list of those planning applications to be considered will be uploaded three clear working days before the meeting.
5. The Deputy Town Clerk (or the Town Clerk in their absence) will be responsible for arranging the recording and distribution of the minutes.
6. All decisions will be relayed to **the relevant local** authority(s) by the Deputy Town Clerk (or the Town Clerk in their absence).
7. A final version of the minutes will be uploaded to the Aldeburgh Town Council website once the draft minutes are approved at the next meeting of the Committee.



Data Protection and information Management Policy

1. About this policy

- 1.1. This policy outlines the standards Aldeburgh Town Council ('the Council') it intends to observe in relation to its compliance with the General Data Protection Regulation (GDPR) and subsequently revised UK Data Protection law.
- 1.2. The policy is applicable to all councillors and any employees, partners, voluntary groups, third parties and agents authorised by them.
- 1.3. The Council shall ensure that all users fully understand its obligations and have undertaken the necessary training to demonstrate compliance with this policy.
- 1.4. This policy applies to all personal information created or held by the Council, in whatever format. This includes, but is not limited to paper, electronic, mail, microfiche and film.

2. Responsibilities

- 2.1. To operate efficiently, the Council must collect and use information about people with whom it works. This may include members of the public, current, past and prospective employees, customers, contractors, suppliers and partner organisations.
- 2.2. The Council regards the lawful and correct treatment of personal information as critical to its successful operations, maintaining confidence between the Council and those with whom it carries out business. The Council will, therefore, ensure that it treats personal information correctly in accordance with the law.
- 2.3. The Council as a whole is accountable for ensuring compliance with this policy. The day-to-day responsibilities are delegated to the [insert post], who will undertake information audits and manage the information collected by the Council including the issuing of privacy notices, dealing with requests and complaints raised and the safe disposal of information.
- 2.4. Councillors who process personal data on an individual basis and are not acting on behalf of the council are likely to be considered data controllers and therefore required to notify the Information Commissioner's Office.

- 2.5. All councillors and officers who hold or collect personal data are responsible for compliance with data protection legislation and must ensure that personal and/or sensitive information is kept and processed in accordance with this policy.

3. Breach of this policy

- 3.1. Breach of this policy may result in disciplinary action in accordance with the Council's Conduct or Capability procedures and, in certain circumstances may be considered to be gross misconduct, resulting in dismissal. It should also be noted that breach of the policy could also lead to criminal or civil action if illegal material is involved, or legislation is contravened. Councillors found to be in breach of this policy may also be deemed to have breached the Code of Conduct and referred to the District Council's Monitoring Officer.

4. Privacy by design

- 4.1. The GDPR requires data controllers to put measures in place to minimise personal data processing and that they only process data that is necessary for the purposes of processing and stored for as long as is necessary.
- 4.2. The Council will have the appropriate measures in place to determine the basis for lawful processing and will undertake risk assessments to ensure compliance with the law. These measures include the use of Data Protection Impact Assessments (DPIAs).

5. Contracts

- 5.1. Data protection law places requirements on both the Council and its suppliers to ensure the security of personal data, and to manage individuals' privacy rights. This means that whenever the Council uses a supplier to process individuals' data on its behalf it must have a written contract in place.
- 5.2. The law sets out what needs to be included in the contract so that both parties understand their responsibilities and liabilities.
- 5.3. The Council is liable for its compliance with data protection law and must only appoint suppliers who can provide 'sufficient guarantees' that the requirements of the law will be met, and the rights of individuals protected.
- 5.4. If a contractor, partner organisation or agent of the Council is appointed or engaged to collect, hold, process or deal with personal data on behalf of the council, or if they will do so as part of the services they provide to the Council, the relevant lead Councillor or Council officer must ensure that personal data is managed in accordance with data protection law and this Policy.

- 5.5. Security and data protection requirements must be included in any contract that the agent, contractor or partner organisation enters into with the Council and reviewed during the contract's life cycle.
- 5.6. Council officers will use the appropriate processes, templates and DPIAs when managing or issuing contracts.

6. Information sharing

- 6.1. The Council may share information when it is in the best interests of the data subject and when failure to share data may carry risks to vulnerable groups and individuals.
- 6.2. Information must always be shared in a secure and appropriate manner and in accordance with the information type. The Council will be transparent and as open as possible about how and with whom data is shared; with what authority; and for what purpose; and with what protections and safeguards.
- 6.3. Any Councillor or officer dealing with telephone enquiries must be careful about disclosing personal information held by the Council. In order to manage this the enquirer will be asked to put their request in writing in the first instance.

7. Individuals' rights

- 7.1. An individual may request a copy of any data held about them, or information about the reasons for which it is kept and processed. This is called a Subject Access Request (SAR). Information on how an individual can make a SAR can be found on our website.
- 7.2. Individuals also have other rights under the Data Protection Act 2018 which are set out in the Council's privacy notices. The Council must respond to individuals exercising their rights within one month.

8. Disclosure of personal information to third parties

- 8.1. Personal data can only be disclosed about a third party in accordance with the Data Protection Act 2018.
- 8.2. If a user believes it is necessary to disclose information about a third party to a person requesting data, they must seek specialist advice before doing so.

9. Breach of information security

- 9.1. The Council understands the importance of recognising and managing information security incidents. This occurs when data or information is transferred to somebody who is not entitled to receive it.

It includes losing data or theft of information, unauthorised use of the Council's system to process or store data by any person or attempted unauthorised access to data or information regardless of whether this was successful or not.

- 9.2. All users have an obligation to report actual or potential data protection compliance failures as soon as possible and take immediate steps to minimise the impact and to assist with managing risk. The Council will fully investigate both actual and potential failures and take remedial steps if necessary to maintain a register of compliance failures. If the incident involves or impacts personal data it must be reported to the ICO within 72 hours.

10. IT and communications systems

- 10.1. The Council's IT and communications systems are intended to promote effective communication and working practices. This policy outlines the standards users must observe when using these systems and the action the Council will take if users breach these standards.
- 10.2. Breach of this policy may be dealt with under the Council's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct.

11. Equipment security and passwords

- 11.1. Councillors and officers are responsible for the security of the equipment allocated to or used by them, and must not allow it to be used by anyone other than in accordance with this policy. Passwords must be set on all IT equipment and passwords must remain confidential and be changed regularly.
- 11.2. Users must only log onto Council systems using their own username and password. Users must not use another person's username and password or allow anyone else to log on using their username and password.

12. Systems and data security

- 12.1. Users should not delete, destroy or modify existing systems, programs, information or data (except as authorised in the proper performance of their duties).
- 12.2. Users must not download or install software from external sources. Downloading unauthorised software may interfere with the Council's systems and may introduce viruses or other malware.
- 12.3. Users must not attach any device or equipment including mobile phones, tablet computers or USB storage devices to our systems.

- 12.4. Users should exercise particular caution when opening unsolicited e-mails from unknown sources. If an e-mail looks suspicious do not reply to it, open any attachments or click any links in it.
- 12.5. Users must inform [insert the key contact] immediately if they suspect a computer may have a virus.

13. Email

- 13.1. Users should adopt a professional tone and observe appropriate etiquette when communicating with third parties by e-mail.
- 13.2. It should be noted that e-mails can be used in legal proceedings and that even deleted e-mails may remain on the system and be capable of being retrieved.
- 13.3. Users must not send abusive, obscene, discriminatory, racist, harassing, derogatory, defamatory, pornographic or otherwise inappropriate e-mails.
- 13.4. For the purposes of council business, users must use a designated email account (or only use the email account provided) in order to receive or send email correspondence.

14. Using the internet

- 14.1. Users should not access any web page or download any image or other file from the internet which could be regarded as illegal, offensive, in bad taste or immoral. Even web content that is legal in the UK may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

15. Prohibited use of council systems

- 15.1. Misuse or excessive personal use of our telephone or e-mail system or inappropriate internet use will be dealt with under the Council's Disciplinary Procedure. Misuse of the internet can in some cases be a criminal offence.
- 15.2. Creating, viewing, accessing, transmitting or downloading any of the following material will usually amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);

- b) offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or our local community;
- c) a false and defamatory statement about any person or organisation;
- d) material which is discriminatory, offensive, derogatory or may cause embarrassment to others (including material which breaches our Equal Opportunities Policy or our Anti-harassment and Bullying Policy);
- e) confidential information about the Council or any of our staff or our community (except as authorised in the proper performance of your duties);
- f) unauthorised software;
- g) any other statement which is likely to create any criminal or civil liability; or
- h) music or video files or other material in breach of copyright.

16. Social media

- 16.1. This policy is in place to minimise the risks to our Council through use of social media.
- 16.2. This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia and all other social networking sites, internet postings and blogs. It applies to use of social media for Council purposes as well as personal use that may affect our business in any way.

17. Prohibited use

- 17.1. Users must avoid making any social media communications that could damage the Council's interests or reputation, even indirectly.
- 17.2. Users must not use social media to defame or disparage us, Council staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.
- 17.3. Any misuse of social media should be reported to the Town Clerk.

18. Guidelines for responsible use of social media

- 18.1. Users should make it clear in social media postings, or in their personal profile, that they are speaking on their own behalf.

- 18.2. Be respectful to others when making any statement on social media and be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.
- 18.3. A data protection breach may result in disciplinary action up to and including dismissal.
- 18.4. Members or staff may be required to remove any social media content that the Council believes constitutes a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

19. Bring your own device (BYOD)

- 19.1. The Council must take appropriate technical and organisational measures against accidental loss or destruction of or damage to personal data. Councillors using their own devices raises a number of data protection concerns due to the fact that these are owned by the user rather than the data controller.

The risks the controller needs to assess are:

- The type of data held.
 - Where the data may be stored.
 - How the data is transferred.
 - Potential data leakage.
 - Blurring of personal and business use.
 - The device's security capacities.
 - What to do if the person who owns the device leaves the Council and
 - How to deal with the loss, theft, failure and support of a device.
- 19.2. Councillors and officers using their own devices shall have the following responsibilities:
 - Users will not lend their device to anybody.
 - Users will inform the Council should they lose, sell, recycle or change their device.
 - Users will enable a security pin to access their device and an automatic lock every 5 minutes requiring re-entry of the pin.
 - Users will ensure security software is set up on their device and kept up to date.
 - Users will not use their device to store Council emails, files and data.

20. Records management

20.1. It is necessary for the Council to retain a number of data sets as part of managing council business. The Council shall apply the following framework:

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
For Halls, Centre, Recreation Grounds		
<ul style="list-style-type: none"> ▪ application to hire ▪ lettings diaries ▪ copies of bills to hires ▪ record of tickets issued 	6 years	VAT
For Allotments		
Tenancy Agreement, register and plans	Indefinite	Audit, Management
For Burial Grounds		
<ul style="list-style-type: none"> ▪ register of fees collected ▪ register of burials ▪ register of purchased graves ▪ register/plan of grave spaces ▪ register of memorials ▪ applications for interment ▪ applications for right to erect memorials ▪ disposal certificates ▪ copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (Sl. 204)



Co-Option of Councillors Policy

1. Casual Vacancies

Vacancies may arise during the term of a council due to resignation etc. This is known as a 'casual vacancy'.

According to section 87 of the 1972 Act, a casual vacancy occurs when:

- a councillor fails to deliver his declaration of acceptance of office at the proper time; **or**
- a councillor resigns; **or**
- a councillor dies; **or**
- a councillor becomes disqualified or the expiry period for making an application or appeal or, if an appeal or application has been made, the date that any such application or appeal process comes to an end; **or**
- on the date of a report or certificate of an election court that declares an election void; **or**
- a councillor fails to attend Town Council related meetings for six consecutive months.

Should this happen, the Town Clerk will notify the Electoral Services department of East Suffolk Council that a vacancy has arisen. Under section 87(2)(b) of the 1972 Act, the local council must give public notice of all vacancies as soon as practicable after the casual vacancy is deemed to have occurred and in accordance with the requirements of section 232 of the 1972 Act.

A Notice for the Town Council to publish on its website and on physical noticeboards, will be provided by the Electoral Services Department thus providing everyone an opportunity to request an election if they wish to do so.

The Electoral Services team will advise the Town Clerk of relevant dates and deadlines relating to the vacancy, which must be adhered to by law.

Rule 5 of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, provides that on a casual vacancy occurring in the office of Town Councillor, an election to fill the vacancy shall be held if within fourteen days after the date of this notice has been given in accordance with section 87(2) of the Local Government Act 1972, notice in writing of a request for such an election has been given to the proper officer of the council of the district within which the Town is situated by TEN electors for the Town.

The electoral officer will advise the Town Clerk of the closing date.

The Town Clerk will receive notification from East Suffolk Council advising if a by-election has been called (see section 2) or not called (see section 3).

2. A by-election is called.

If a poll has been requested for a casual vacancy, it is no longer permissible for the Town Council to seek to fill such a vacancy by co-option, even if the initial poll does not result in any person being nominated for election.

If a by-election is called, a polling station will be set up by East Suffolk Council and the people of the town will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper.

The Town Council is obliged to pay the costs of the election.

If more than one candidate is nominated, a by-election takes place; if only one candidate applies, they would be duly elected without a ballot (subject to eligibility).

3. Filling the vacancy by co-option

If no by-election has been requested, the Town Council has the power to co-opt a person onto the Town Council to fill a casual vacancy by the co-option process.

The Town Council is then required to fill the vacancy at the next available opportunity, which is usually at the next full Council meeting. The exception to this rule is in the case of a casual vacancy occurring within six months of the day on which the councillor would normally have retired from office (i.e. four days after the next ordinary election). In these circumstances, the Town Council may wait until the next scheduled elections.

Vacancies will be advertised on the Town Council website, on social media and in the Town Council noticeboards.

Expressions of interest will be invited by filling in a co-option application form by potential new members. Nominees will be supplied with the qualification requirements and must satisfy themselves as to their eligibility to seek office.

Upon receipt of the completed co-option application form(s), the Town Clerk will invite the nominees to the next Full Council meeting, where an opportunity will be given for them to speak to the Council in support of their application and for Councillors to ask them questions.

Councillors elected by co-option are full members of the Parish Council.

4. Qualifying criteria for holding office

Unless disqualified, under s.79, Local Government Act 1972 a person is qualified to be elected (or co-opted) to a council if they are a qualifying Commonwealth citizen, or an EU citizen, are 18 years of age or over and:

- on that day they are and continue to be an elector for the town; **or**
- during the whole of the previous 12 months have occupied as owner/tenant any land or other premises in that area; **or**
- their principal or only place of work during that 12 months has been in that area; **or**
- has resided in, or within three miles of, the Town for the past twelve months.

5. Disqualification from office

Under s.80 of the 1972 Act, a person is disqualified from being a Town Councillor if:

- they hold any paid office or employment with the Town Council; **or**
- they are the subject of a bankruptcy restrictions order, an interim restrictions order, a debt relief restrictions order, or interim order; **or**
- they have been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; **or**
- they have been disqualified under any enactment relating to corrupt or illegal electoral practices.

6. Voting procedure

Where there are the same number, or less, eligible candidates than vacancies, the Council shall resolve to co-opt them to the Council.

If there are more applicants than there are vacancies, a vote will take place to co-opt the new councillor(s). This should generally be by show of hands, but if requested by two Members, may be by written ballot. Ballot slips must show the name of the voting Member, anonymous votes are not allowed.

A vote will be taken for each vacancy and each applicant will need a proposer and seconder. Councillors will have the opportunity to vote for and against each applicant for the vacancy. For an applicant to be considered they will need more votes for them rather than against them. The person with the highest number of votes for them (rather than against) will fill this vacancy. If there are further vacancies again the remaining applicants will need a proposer and seconder and again votes will be taken for and against each applicant until all available seats have been voted for.

The Council isn't obliged to fill all vacancies if there is insufficient votes for candidates and they are not obliged to give feedback on this to unsuccessful candidates.

7. At the meeting

When applications have been received, the co-option will be placed on the agenda of a suitable meeting of the Town Council.

If there are the same number of, or less, eligible candidates than vacancies then the Council shall resolve to co-opt them to the Council.

Where there are more candidates than vacant seats, the Council will select the required number by a process of voting. The selection will be an open, fair process with the public present, including candidates unless they choose to leave. Each candidate will be given an opportunity to briefly address the Council should they wish. All valid applications will be considered, including those of candidates not present.

In cases of more than one vacancy, each will be dealt with separately. Members will be asked to vote for their preferred candidate. An absolute majority is required and if there are more than two candidates, the process in (model) standing order 8 will be followed.

Once the process has been completed, the Council then co-opts them to the Council with a formal resolution. The successful candidates take office immediately and can take part in the remainder of the meeting should they wish to do so.

8. Declaration of Acceptance of Office

New councillors must make a declaration of acceptance of office, witness by the Town Clerk. Where possible, this will be dealt with at that meeting, but the law only requires it to be made at/before the next meeting (or a later meeting agreed by Council).

9. Notification of Disclosable Pecuniary and Other Interests

All councillors are required under the Localism Act 2011 to complete a "Notification of Disclosable Pecuniary and Other Interests" form within 28 days of taking office. The Town Clerk will set the new councillor(s) up with an account to register any interests online.

Aldeburgh Town Council

5 July 2024 (2024 - 2025)

RECEIPTS

Code	Date	Description	Net	VAT	Total
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	100.00		100.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Bank Interest	03/06/2024	Interest for period 4 Mar- 2 Jun	392.84		392.84
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	100.00		100.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	80.00		80.00
Tennis Memberships/Tickets/Fees	03/06/2024	Tennis membership	575.00		575.00
Bank Charges/SumUp Charges	03/06/2024	Tennis membership	-14.38		-14.38
Bank Interest	04/06/2024	Business Banking Loyalty Reward	4.69		4.69
Grants Received	04/06/2024	Contribution D-Day and PA system	2,010.00		2,010.00
Tennis Memberships/Tickets/Fees	04/06/2024	Tennis membership	155.00		155.00
Tennis Memberships/Tickets/Fees	04/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	04/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	04/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	04/06/2024	Tennis membership	50.00		50.00
Bank Charges/SumUp Charges	04/06/2024	Tennis membership	-1.25		-1.25
Tennis Memberships/Tickets/Fees	05/06/2024	Tennis membership	90.00		90.00
Tennis Memberships/Tickets/Fees	05/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	06/06/2024	Tennis membership			
Tennis Memberships/Tickets/Fees	10/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	10/06/2024	Tennis membership	50.00		50.00
Professional Fees	10/06/2024	Making Tax Digital VAT software support	110.00	22.00	132.00
Office Supplies	10/06/2024	Omega software support and agreement	555.00	111.00	666.00
Tennis Memberships/Tickets/Fees	12/06/2024	Tennis membership	50.00		50.00
Tennis Memberships/Tickets/Fees	13/06/2024	Tennis membership	50.00		50.00
Mayors Charity	14/06/2024	Donation Car Club	108.00		108.00
Rents	17/06/2024	Museum Rent	250.00		250.00
Tennis Memberships/Tickets/Fees	17/06/2024	Tennis membership	50.00		50.00
Bank Charges/SumUp Charges	17/06/2024	Paypal	0.01		0.01

Memorial bench donations	18/06/2024	Memorial Bench	660.00	660.00
Tennis Memberships/Tickets/Fees	18/06/2024	Tennis membership	50.00	50.00
Tennis Memberships/Tickets/Fees	18/06/2024	Tennis membership	50.00	50.00
Tennis Memberships/Tickets/Fees	18/06/2024	Tennis membership	100.00	100.00
Tennis Memberships/Tickets/Fees	18/06/2024	Tennis membership	50.00	50.00
Tennis Memberships/Tickets/Fees	18/06/2024	Tennis membership	100.00	100.00
Tennis Memberships/Tickets/Fees	24/06/2024	Tennis membership	50.00	50.00
			6,474.91	133.00
				6,607.91

Aldeburgh Town Council

5 July 2024 (2024 - 2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

Code	Date	Description	Supplier	Net	VAT	Total
General Signs & Maintenance	13/06/2024	White Line Marking Kit	Trade Gear Ltd	164.44	32.89	197.33
Groundsmans Cottage Gas and Electricity	15/06/2024	Month 2 Electricity Groundman's Cottage	British Gas	23.32	1.17	24.49
Spring/ Summer Funday	17/06/2024	Banner	Leiston Press	85.00	17.00	102.00
Office Supplies	17/06/2024	Office supplies	Tesco	5.75		5.75
Pet Perfection Maintenance	17/06/2024	Key cutting	Screwbolt Fixing Ltd	7.33	1.47	8.80
Bowls Gas & Electricity	17/06/2024	Electricity Bowls Club Nov23 - May24	British Gas	171.36	8.57	179.93
Bowls Gas & Electricity	17/06/2024	Electricity Bowls Club Nov23 - May24	British Gas	-32.34		-32.34
Memorial Benches Upkeep	19/06/2024	Plaque engraved	Brian Lindores	15.00		15.00
Civic Events	21/06/2024	Repair the beacon	J T Pegg and Sons Ltd	420.00	84.00	504.00
Tractor Shed Gas & Electricity	24/06/2024	Month 2 Electricity Tractor Shed	British Gas	0.22	0.01	0.23
Moot Hall Gas and Electricity	25/06/2024	Month 2 Electricity Moot Hall	British Gas	137.85	6.89	144.74
Telephone	26/06/2024	Line rental charges	Focus Group	62.22	12.44	74.66
Office Supplies	26/06/2024	Office supplies	Tesco plc	2.00		2.00
Moot Hall Gas and Electricity	26/06/2024	Month 2 Gas Moot Hall	British Gas	150.50	7.52	158.02
Tractor Shed Maintenance	27/06/2024	Electrical installation Tractor Shed	Fellowes Electrical Ltd	820.00	164.00	984.00
Spring/ Summer Funday	01/07/2024	Fun Day equipment hire	Dick Ropa Entertainments	880.00	176.00	1,056.00
Moot Hall Rates	01/07/2024	Month 4 Rates Moot Hall	East Suffolk Council	484.00		484.00
Bowls Club Rates	01/07/2024	Month 4 Rates Tennis Courts and Pavilion	East Suffolk Council	284.00		284.00
IT	03/07/2024	Domain name	EA Data Ltd	15.00	3.00	18.00
Office Equip/Rental/Repairs	08/07/2024	Digital voice recorder	Amazon	16.66	3.33	19.99
Website Design & Support	08/07/2024	Web amendments	Herring Bone Design Ltd	60.00		60.00
Website Design & Support	08/07/2024	Web amendments	Herring Bone Design Ltd	360.00		360.00
Memorial Benches Upkeep	08/07/2024	Plaque engraved	Brian Lindores	15.00		15.00
Spring/ Summer Funday	09/07/2024	Catering	OGS Trading (Aldeburgh) Ltd.	294.26	20.91	315.17
Spring/ Summer Funday	09/07/2024	Catering	OGS Trading (Aldeburgh) Ltd.	148.20	29.64	177.84
Spring/ Summer Funday	09/07/2024	Event supplies	Amazon	2.89	0.58	3.47
Sports Week	09/07/2024	T-shirts Sports Week	Emblazonry	21.33	5.12	26.45
Sports Week	09/07/2024	T-shirts Sports Week	Emblazonry	587.67		587.67
Spring/ Summer Funday	09/07/2024	Line Marking Paint	Net World Sports	32.45	6.49	38.94
Spring/ Summer Funday	09/07/2024	Coconut Shy	Amazon	20.97		20.97
Sports Week	09/07/2024	Expenses Sports week food items	Sainsburys	25.55		25.55
Sports Week	09/07/2024	Expenses Sports week food items	Sainsburys	67.25		67.25
Sports Week	09/07/2024	Sports week booklets and posters	Leiston Press Ltd	40.00	8.00	48.00
Sports Week	09/07/2024	Sports week booklets and posters	Leiston Press Ltd	165.00		165.00
Office Supplies	09/07/2024	Office supplies	Amazon	7.49	1.50	8.99
Office Supplies	09/07/2024	Office supplies	Amazon	2.96	0.59	3.55
IT	09/07/2024	Month 4 Microsoft 365 & ESET services	Ipswich Computer Services Ltd	68.02	13.60	81.62
IT	09/07/2024	Domain and website hosting	Ipswich Computer Services Ltd	120.00	24.00	144.00
IT	09/07/2024	Month 4 Computer Support Agreement	Ipswich Computer Services Ltd	96.57	19.31	115.88

Moot Hall Cleaning	09/07/2024	Window cleaning	James the Window Cleaner	22.00		22.00
Moot Hall Cleaning	09/07/2024	Office and Museum cleaning	Lorraine Young	60.00		60.00
Moot Hall General Maintenance	09/07/2024	Fly screen for doorway	Amazon	12.04	2.41	14.45
Contract Maintenance	09/07/2024	Clearing pathways	Crescent Lodge Garden Services	240.00		240.00
Memorial Benches Upkeep	09/07/2024	Memorial benches moved into position	East Suffolk Services Ltd	91.00	18.20	109.20
Memorial Benches Upkeep	09/07/2024	Memorial benches moved into position	East Suffolk Services Ltd	91.00	18.20	109.20
Kings Field WC Cleaning	09/07/2024	Month 3 cleaning King's Field WCs	East Suffolk Services Ltd	532.14	106.43	638.57
Rugby Hut	09/07/2024	Paint Exterior of Rugby Club	Ian Price Professional Painter	1,401.93		1,401.93
Bowls Gas & Electricity	15/07/2024	Month 3 Electricity Bowls Club	British Gas	28.18	1.41	29.59
Groundsmans Cottage Gas and Electricity	15/07/2024	Month 3 Electricity Groundman's cottage	British Gas	19.39	0.97	20.36
Salary & Wages	26/07/2024	Salary	Staff	4,608.61		4,608.61
				12,954.21	795.65	13,749.86

Prepared by: _____
Sam Phillips, Deputy Town Clerk

Date: _____

Approved by: _____
Kim Puttock, Town Clerk and RFO

Date: _____

Approved by: _____
TJ Haworth-Culf, Mayor

Date: _____



Dear Mr Burden,

Re: Lion Link Project - Adequacy of consultation joint letter from East Suffolk and Suffolk County Council 21 May 2024.

Aldeburgh Town Council, unlike the District and County Councils who wrote to you on 21 May, is not party political. We represent our community directly and are confident that, on this issue, it is united. Like all Suffolk Parish and Town Councils we urge that you choose a brownfield site and an offshore grid to transport power closer to demand instead of your current proposals.

Despite their complaints about lack of consultation, no one at either East Suffolk or Suffolk County Council told us of what we consider is a proposed change of position, even though one signatory, Councillor Daly, also represents this Ward.

We invite you to disregard their letter of 21 May 2024 for the following reasons;

1. The unsuitability of Aldeburgh beach for a landfall is an agreed position already stated in previous correspondence from East Suffolk and Suffolk County Councils requires no further consultation. Here is just one example from each Council;
ESDC. *"The landfall option for Site 1 Emerging Preference is located at the seaside town of Aldeburgh just across the road from the well-known sand and shingle beach. The site is within the Suffolk Coast and Heaths AONB and defined Heritage Coast and therefore during the construction phase the works will likely give rise to significant adverse effects on local designated landscape character and visual amenity. In addition to the high landscape importance of the area, Aldeburgh is also considered of great cultural significance, once home of the composer Benjamin Britten, inspirational to other famous artists and writers and at the centre of the internationally acclaimed Aldeburgh Festival. The town is a hugely popular tourist and visitor destination with the area heavily used year-round as a walking route between Aldeburgh and Thorpeness. 2.3. In addition to the designated landscape, the landfall area of search critically includes sites designated for their nature conservation value which is acknowledged by paragraph 5.2.8. The site is located within part of the Leiston-Aldeburgh Site of Special Scientific Interest (SSSI), which is part of the North Warren RSPB Reserve. The Haven, Aldeburgh Local Nature Reserve (LNR) is located immediately to the south-east of the landfall option. The site is also likely to support a range of protected and/or UK Priority species associated with the habitat types present. The use of this area as a landfall is likely to result in damage and/or destruction of habitats and potential disturbance of species for which the SSSI is designated...."* [2.2.page 14.31-ESC-Sea-Link-Consultation-Response.pdf \(eastsuffolk.gov.uk\)](#) December 2022 ([2.2.page 14](#)). Paragraph 8 of the most recent response in November 2023 is similar; [ESC-Response-to-Sea-Link-Statutory-Consultation.pdf \(eastsuffolk.gov.uk\)](#)

SCC. “Having reviewed the information provided by the applicant and considered the options in this consultation, SCC considers the site unacceptable due to its prominent location adjacent to and overlooking the Suffolk Coast and Heaths Area of Outstanding Natural Beauty (AONB) and other protected sites. 1.47 The site is highly constrained as it is set in gently rolling countryside within the setting of, and on two sides adjacent to the AONB, on the outskirts of Aldeburgh, to the north of Hazlewood Hall. 1.48 It is wholly within the Estate Sandlands landscape of the Suffolk Landscape Character Assessment (LCA). It is typical of that landscape, consisting of regular late enclosure fields, plantation woodlands and coverts, characteristic of that landscape type...”. [sea-link-scc-response-non-statutory-consultation.pdf \(suffolk.gov.uk\)](#)- See whole chapter and references to elevated location and gateway location to Aldeburgh and Leiston.

2. There has been ample consultation on the landfall issue over a considerable time. You began with an Aldeburgh site and by 2021 had examined it and explained why it was not suitable-see [download \(nationalgrid.com\)](#). Please also see your extensive discussion at 3.6.5 onwards of the Scoping report.
3. It is pointless to add yet another stage of consultation to a process which, most would agree, is already adequate, complex and extensive.
4. As your lawyers will no doubt confirm, ATC does not believe that the absence of further consultation of the kind requested is unlawful. The Councils cite a basic undisputed legal principle, but the issue in judicial review is in its supposed application. Perhaps more relevant than the standard cases the Councils cite are two recent ones showing how consultation cases fail-see. *Bramley Solar Farm Residents Group v Secretary of State for Levelling Up, Housing and Communities, Bramley Solar Limited, Basingstoke and Deane Borough Council* [2023] EWHC 2842 (Admin) see Lang J at §70-96 and *The King (on the application of Pickering Fishery Association by Martin Smith) v Secretary of State for Environment, Food and Rural Affairs v Environment Agency* [2023] EWHC 2918 (Admin) see Lieven J at §147-§158.

ATC will not comment on other Suffolk landfalls as this would be unneighbourly.

We will be requesting a meeting with East Suffolk and Suffolk County Councils so that they may explain their joint letter, which they have indicated has been misinterpreted, and that they did not intend to suggest that Aldeburgh should be the preferred landfall, only that the opportunity for coordination (to brownfield sites) should be explored robustly. We would also request that NG sends representation to this meeting.

For information I enclose a copy of our National Strategic Infrastructure Projects Statement as at May 2024. Our formal response to the current consultation will follow.

Yours faithfully,

Question 1

Aldeburgh is a town with an economy firmly rooted in Tourism. It is imperative that towns such as Aldeburgh continue to thrive. Not only for the benefit of the various businesses and their employees but for all the residents, the holidaymakers, the day visitors, the second homeowners and of course all the employees of and visitors to Sizewell C and the surrounding area including Snape Maltings, Minsmere RSPB and many other places of interest

This vital economy is likely to be negatively affected because of the exaggerated pay rates for on-site staff and the inflated long-term and short-term rental offers being made to homeowners, which is amounting to unfair competition.

Local businesses can only survive if they are able to recruit and retain the staff they need, and if rental accommodation (for workers and customers) is available. They also have to remain competitive in an increasingly difficult trading situation, and in an area of relatively low unemployment. Businesses simply cannot match the offers being made by SZC and have already lost staff to higher paid opportunities – this was also experienced during the construction of Sizewell B

It is vital that a balance is found between the needs of Sizewell C and the needs of the surrounding communities and businesses for the future prosperity of all.

Aldeburgh Town Council understands the criteria and objectives of the Tourism and Accommodation fund, however would you please advise what steps you will be specifically putting in place to ensure that the surrounding communities and businesses are not negatively impacted as a result of these exaggerated pay rates and rental offers?

Question 2

Impact of construction on the beach (widely enjoyed by local residents for their health and well-being, and our many visitors as part of the tourism offer) and impact on coastal processes as an example of communication and involvement of Town and Parish Councils.

From the Agenda it is not possible to understand if our request to discuss beach closures and diversions as a standing item (previous minutes 9.01 & 9.02) has been included. Aldeburgh Town Council would also request more communication regarding matters considered by the various working groups. There have been examples since the last meeting whereby websites have not been kept updated promptly with minutes or notes, such as of the Transport Working Group and PRoW working group which considered the beach path diversion. Would it be possible to have a focus group to discuss communication and governance regarding how local authorities (town and parish councils, local ward members and other Cllrs of East Suffolk Council and Suffolk County Council) can be effectively involved and kept updated? ATC would also formally request to become members of either the Northern and Southern Transport Forum (as residents and visitors use both the Yoxford and Friday Street junction to access North and South, along with adjacent roads).

*If the update on beach closure and footpath diversion is included in the agenda we would still request to ask about communication & governance.

Thank you.

Kim Puttock

From: Sally Blake
Sent: 06 June 2024 16:53
To: Kim Puttock
Subject: Support for Citizens Advice East Suffolk

Dear Clerk

Citizens Advice East Suffolk (CAES) is a registered charity operating across the East Suffolk district. We give people the knowledge and confidence they need to find their way forward - whoever they are, and whatever their problem. We provide free, impartial and confidential advice on a range of issues including debt and money, housing, benefits, consumer affairs, family, work, immigration and health.

The demand for our service has increased with clients needing advice, especially on housing and financial issues due to the cost-of-living crisis. Last year we supported 8,530 clients with over 35,125 issues and we secured over £2.3m of financial outcomes for clients – benefits claimed or reinstated, refunds on utility bills, and debt relief orders and this is of benefit to the community that we all live and work in.

We have 5 main offices in Lowestoft, Beccles, Woodbridge, Leiston and Felixstowe and 11 outreaches situated across East Suffolk with minimal salaried staff and a large volunteer workforce (currently over 80 regular volunteers). To provide this service we rely on funding from East Suffolk Council and Suffolk County Council as well as donations from local town and parish councils. This helps cover our overheads, but with increased pressure of available funding and increased rental, utility, and staffing costs, we need as much support as possible.

We believe the residents of Aldeburgh are particularly well served by our Outreach facility at Aldeburgh surgery (by appointment) as well as our main Leiston office and our Saxmundham Outreach every Wednesday morning. Last year we provided support and advice for 63 residents of Aldeburgh.

A contribution from Aldeburgh Town Council would help us to maintain our presence in East Suffolk and will enable us to continue to support the residents and communities in it.

We are happy to provide you with any other information or statistics and we look forward to hearing from you.

Thank you

Sally

Sally Blake
Communications, Community Engagement & Fundraising Coordinator



Citizens Advice East Suffolk
14 Colonial House, Leiston, Suffolk, IP16 4JD



ALDEBURGH TOWN COUNCIL
MOOT HALL, MARKET CROSS PLACE
ALDEBURGH, SUFFOLK, IP15 5DS
Tel: 01728 452 158
Email: townclerk@aldeburghtowncouncil.co.uk

Grant Funding Application Form

1. Applicant organisation	The Leiston Pantry- Project40Seven
2. Name and position of main contact	Toby Lindsay-White Managing Director
3. Applicant contact details (phone number, email and address)	Project40Seven 47, High Street Leiston IP16 4EL 07964 589785 creativeleiston@gmail.com
4. Type of organisation If a charity, please provide registration number	Community Interest Company (Social Enterprise)
5. Is the organisation able to reclaim VAT?	No
6. Location of project	47, High Street, Leiston
7. Summary of the project proposal	<p>The Leiston Pantry provides access to a full range of subsidised foods, cleaning, personal and sanitary items to the 44 households currently registered to utilize our facility from Aldeburgh. This equates to 113 individuals within these households:</p> <ul style="list-style-type: none">- 37 of whom are children under 16- 26 of whom are 65+- 39 of whom are disabled. <p>We also provide resource to the Leiston Food Bank and Wardens Trust, both of whom offer their services to Aldeburgh residents, to ensure those most in need can access a healthy varied range of foods no matter how limited budget.</p> <p>To maintain this we need to purchase a commercial freezer unit for the Pantry itself. Our current one which was purchased second hand is beginning to fail and without out it, we would have to reduce what we offer by over a quarter. The access to chilled and frozen goods equates to over half of the £7000 worth of goods we distribute monthly. It is an essential element within our service and will become more so over the summer months.</p> <p>We therefore need to urgently purchase a replacement unit, one that has a higher energy efficiency and equal storage capacity to ensure the continuity of service.</p>

<p>8. Estimated project cost. Please provide a breakdown of costs.</p>	<p>£1,652.81 (1200L ECO Freezer)</p> <p>https://www.gmgastro.com/en-gb-gbp/shared-cart/A24MPGY21AZ</p> <p>£204.00 WEEE removal and safe disposal of old unit</p>
<p>9. Detail of additional sources of funding available</p>	<p>£300 – Marshall & Lilly Opticians (Secured)</p> <p>£300 – Sing Out Community Choir – Yoxford (Secured)</p> <p>£106.81 – Donations buckets (Secured)</p> <p>£350 – The Aldeburgh United Charities (Secured)</p>
<p>10. Why is funding being sought?</p> <p>Please provide details of sources of funding already considered or applications made for funding?</p>	<p>£450 – Leiston Town Council (requested)</p> <p>£350 – Aldeburgh Town Council</p>
<p>11. Please indicate whether the organisation has previously received other funding sources from Leiston Town Council in the last 3 years. If yes, please provide details.</p>	<p>The Leiston Pantry has not yet received any funding from Aldeburgh Town Council.</p>
<p>12. How does the project help address community needs in Leiston. What evidence is there to support this?</p>	<p>The Leiston Pantry allows all members of our community the option to shop for quality, fresh produce at a substantially reduced cost. A £4 shop with us would have cost the individual between £20-£40 in the Co-op at RRP. This means that each household can save between £16-£36 per week which for many is the difference that enables them to repair the car, save for the dentist and many essential things that end up being an “either/or” situation under the current economic strain we all face. Every single shop that is made is recorded on our software. This details the items selected and what the total is at RRP.</p> <p>All members sign up first which allows us to compile a members database.</p> <p>A version of this has been generated to allow for viewing without breaching GDPR rules and regulations whilst still providing the postcode and household numbers.</p> <p>A full breakdown of The Leiston Pantry operating finances are currently available for the first three quarters since opening our doors should this be necessary.</p>
<p>13. What evidence is there of support from the community?</p>	<p>Please see over the page – BBC Suffolk Community Finalist.</p>

14. Approximately how many of those who will benefit from the project are Aldeburgh residents?	113 current 200 projected within the next trading year
15. Proposed timescales for the project	25/07/24 - ongoing
<p>Please provide your bank details</p> <p>Bank name: Sum Up Bank Account Sort Code: 04-14-50 Bank Account Number: 56896889 Account Name: Project40Seven Please confirm if this account is a Business or Personal Account: Business</p>	

Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Aldeburgh Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the Town Clerk of any material changes to the proposals set out above.

When requested, I agree to provide Aldeburgh Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project.

I recognise the Town Council’s statutory rights as the designated provider of these funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Aldeburgh Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council’s filing system and summarised in the Council’s accounting system for the sole purpose of fund processing, analysis and accounting.

Information about the project may be publicised on the Council’s website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law.

Signed:  _____

Organisation: Creative Leiston C.I.C. _____

Date: 27/06/24 _____

Kim Puttock

From: Sally Watts [REDACTED]
Sent: 01 July 2024 20:05
To: Kim Puttock
Subject: Bunting Application
Attachments: 2024 NDB Application.docx

Good Morning Kim

After the disappointment of not having the bunting last year. I've done some investigation and found that we can have the bunting, but we require a licence and permission from the Town Council.

T.j said that you have a meeting on Monday. Please would you put this on the agenda for discussion

I'll also need something in writing to show that I have the Town Council approval.

Thank you

Regards

Sally

Quotation Form

CUSTOMER CONTACT DETAILS:

Act No: Aldeburgh Bowls Club
[REDACTED]
[REDACTED]

Jennie Roberts
Area Technical Sales Representative
Mobile No: 07850 745744
Email: jennie@collier-turf-care.co.uk

DATE	Collier Turf Care Ref
27th June 2024	ALD599

PRODUCT DESCRIPTION	QTY	SIZE/WT.	UNIT PRICE	DISCOUNT	TOTAL
Vitax Enhance AW 5-2-15+MgO	1	20kg	£ 42.50		£ 42.50
Prestige Super Bio Nutrition	1	10lts	£ 121.50		£ 121.50
Prestige ARMOUR S/R 9%Fe+4.5%MgO+Seaweed	2	25kg	£ 31.00		£ 62.00
Prestige NK SS 15-0-12+2%Fe	1	20lts	£ 146.50		£ 146.50
Prestige NuGro Organic 6-2-4	1	10lts	£ 65.50		£ 65.50
Greenmaster Coldstart 11-5-5+8%Fe	2	25kg	£ 51.55		£ 103.10
Energise G	2	22.68kg	£ 47.25		£ 94.50
Prestige Super Replenish Wetting Agent	1	10lts	£ 175.00		£ 175.00
Prestige Heptasol	1	12.5kg	£ 56.00		£ 56.00
Prestige Super Pest Preventer	1	5lts	£ 98.00		£ 98.00
Prestige Super Soil Acidifier	1	5lts	£ 48.00		£ 48.00
Roundup Pro Active 360	1	5lts	£ 48.23		£ 48.23
Tru Turf Sterilised Top Dressing	80	25kg	£ 5.95		£ 476.00
Delivery	1		£ 17.00		£ 17.00
Grass seed options zero vat					
Ultrafine 100 very fine leafed rye	1	20kg	£ 163.35		£ 163.35
Ultrafine 30 (30%very fine leafed rye 70%Fescues)	1	20kg	£180		£ 180.00

Please note the following :
Goods to be delivered on Collier Vehicle

All Discounts included in price

Subtotal £1,897.18

Terms & Conditions:

As our **2024** product & price guide.

All prices are net delivered plus £17 carriage contribution and all orders over £350 and subject to VAT @ 20% (except grass seed which is zero rated)

Prices are valid for 30 days after which time they are subject to change unless otherwise stated above .

If you require any further information please contact me on 01328 700600 / 07738 437769

Jennie Roberts

E & OE



Item 134 – Town Clerk’s Report

External Audit Update

The required documentation for the External Audit was submitted on 24th June 2024. I am now waiting to hear back from the auditors.

Tractor Shed

The estate agents original signage of “to let” has either been removed or blown off the side of the Tractor Shed. They have been requested to reinstate it.

Microphones and Chamber Acoustics Update

Now that the year-end processes have completed I will be picking up the research into suitable microphones/audio equipment to address the chamber acoustics.

Transparency Code

I have uploaded the details of expenditure exceeding £500 as per the Local Government Transparency Code 2015 for the following years:

2019/20

2020/21

2022/23

2023/24

I have a couple of areas still to address and will do so over the coming weeks.

Going forward, the expenditure exceeding £500 will be uploaded at the end of each quarter as required by the Transparency Code.

CCTV

I have contacted a local company to quote for CCTV to the exterior of the Moot Hall. As soon as I have an idea of cost, I will approach others for a like for like quote.

gov.uk domain

I will be progressing our move over to a gov.uk domain which will require all councillors and staff of the council to have and use a gov.uk email address. There is currently a grant of £100 available for this financial year only to fund the first years costs so I will be moving this along as quickly as I can.

Policies coming to the next Full Council meeting

I will be bringing a Grants Policy and Grant Application Form and the updated Finance Regulations document to councillors next month.

Quality of Place Awards 2024

The Quality of Place Awards have been organised since 2010 to recognise and encourage an interest in the quality of the built and natural environment of our district.

Each year East Suffolk Council invite nominations for projects in six categories:

- Design New Build
- Design Extensions and Alterations
- Building Conservation
- Community
- Landscape and
- Nature/Ecology.

The nominations are now open, and the nomination deadline has been extended to Friday July 26th 2024.

I am exploring the possibility of nominating the Moot Hall, given the works that we have recently completed and have planned. Will provide an update next month as to how I have gotten on, but wanted to check Councillors did not object to me doing this.

Digital Strategy

As you know Cllr Fellowes and I met with the team at East Suffolk Council in May to discuss how they could help us understand more about the effectiveness of our current Town Council.

I met with the team last week and they have advised that we need to split our website into 2 where one would be for Town Council business and the other would be what they call a “destination site”. They have confirmed that there is funding available to help progress the project forward.

I am in the process of gathering details for how this could work in practice and what the costs would be to the council and hope to be able to provide an update to Councillors at the next working group meeting.

Code of Conduct training

Based on feedback from everyone, the preference was 22nd July at 6pm. I have confirmed this with SALC and am awaiting confirmation. Please block out this time in your diaries in the meantime.

Correspondence

Good Morning

We have just returned from our first stay at Aldeburgh.

A delightful town and as we walked around we were really pleased to see so many swallows, swifts and house martins.

All the places where they can nest in older buildings etc are a real boon for these birds.

Please keep looking after them.

Lowestoft

We were in Aldeburgh last week and were really impressed with the flower display around the war memorial. Was this the work of the Town Council? If so, well done!



Hi Kim

We did have a super day on Saturday 15th in your lovely town. The weather was OK, terribly windy though, but most of the country was the same. Unfortunately that weather meant the artists couldn't set up their easels to paint, which was a shame because I could have sent them to you, as perhaps you might have used them for publicity purposes. We did speak to the artist Theroda Holtman who has an exhibition, and she has agreed to come and give our art club a demonstration. Her paintings are exceptional. Also thank you for the brochures, a great help to everyone, a most enjoyable day!

Kim Puttock

Town Clerk and RFO

5th July 2024