



## **Pre-meeting Reports**

### **Suffolk County Council Councillor Report**

Cllr Haworth-Culf had previously circulated her SCC report and it is attached to the minutes.

In addition, she reminded the council that MPs will vote tomorrow on the winter fuel payments for the elderly. This would affect 177,000 people in this area. She urged everyone to write to their MPs.

The Gull Wing Bridge is now open in Lowestoft.

Enforcement letters were issued to property owners on Crag Path by East Suffolk Council (ESC) last week. This was under the Highways Act 1980 Section 149 for the removal of things deposited on the Highway as to be a nuisance. Property owners needed to remove items such as pots, tables/chairs, cones etc. from the Highway. Cllr Haworth-Culf has given feedback to ESC that many properties are holiday homes and they must contact the owners.

There were 3 speed surveys over Carnival weekend, and these show no evidence of speeding on Thorpe Road. The Vehicle Activated Speed sign is in the process of being installed by the RRT on Thorpe Road. Anyone who has issues with speeding must report it themselves to the police so that they can log the incidents and build up a picture.

The same applies to parking. If you have concerns about dangerous parking, then please report this to the police. Cars parked on double yellow lines can be reported to ESC parking services.

Cllr Fellowes reported that the lamp post has been repaired on Springfield Road.

### **East Suffolk Council Councillor Report**

Cllr Daly confirmed the energy report has been sent to the Town Clerk. The Town/Parish report will be out in a couple of days.

Cllr Daly reported that the Ofgem Regulator has advised Nautilus that the cost to connect is higher on the Isle of Grain and to come back to Friston. It isn't simply about the market, it is about community, environment and the long term. ESC will fight as much as possible on these things. Cllr Fellowes thanked Cllr Daly for ESC's response and added that Ofgem didn't include the cost of the substation at Friston. There is a cost of harm.

Cllr Lumpkin asked about the government's £5.5bn towards SZC. Cllr Daly reported that this money will fund business as usual and continue the program of works to timescale. It does show that the government is committed.

Cllr Bond asked for feedback for NPPF. Cllr Daly will try to give a preview of the ESC response to help as time is short.



Cllr Haworth-Culf asked for assistance with issues at Slaughden Road with campervans and wastewater and doing overnight inspections. Cllr Daly agreed to investigate this.

Cllr Daly left the meeting at 7.20pm.

### **Public questions and comments (maximum of 15 minutes)**

The first member of the public asked how the council plans to manage the ever-changing seafront with ESC. There are Heritage items on the beach, the fishing huts, boats, lookouts, RNLI and the demise of the Coastguards. The Fishermans Trade Guild used to perform this function, but the group is no longer in service. Cllr Haworth-Culf offered to bring a motion to discuss this item (already on the agenda) to the first item. The resident was happy that the Town Clerk report back to him.

**ACTION:** Town Clerk to update resident with the outcome of the discussion to take place as per the agenda.

Then second member of the public asked if there were plans to make more parking spaces at the library on the Triangle Wood piece of land. Cllr Fellowes replied as Library representative. Neither the Friends of Aldeburgh Library or the Library are looking to create more spaces. A couple of people had taken it on themselves to look into more spaces when PRAM said no parking past the library and ESC installed wooden stakes alongside Triangle Wood. However, there is adequate parking spaces and parking on Victoria Road.

**ACTION:** Town Clerk will inform the resident if anymore is heard about more parking spaces.

The same person raised concern about holiday rentals and refuse attacked by seagulls when refuse is put out at the wrong time. Cllr Haworth-Culf referred the resident to ESC if problems persist who are responsible for refuse.

**ACTION:** The Town Clerk to let ESC know of this concern.

The resident raised concerns that motorcycles are entering Crag Path and parking near the Moot Green WCs. He feels this is dangerous as the path is used by pedestrians.

**ACTION:** Town Clerk to report this to SCC Highways.

Both members of the public left.

### **Police Report**

Cllr Haworth-Culf reminded the council to keep themselves informed about crimes in the area which are published on the Suffolk Police website. This is so that we can consider ways to combat and help residents.

The link is below:

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

**Time 7.33pm**



**MINUTES OF THE ALDEBURGH TOWN COUNCIL MEETING HELD IN THE  
MOOT HALL ON MONDAY 9<sup>th</sup> SEPTEMBER 2024 AT 7PM**

**Present:** Cllr Haworth-Culf (Chair), Cllr Fellowes, Cllr Haworth, Cllr Bond, Cllr Webster, Cllr Fox, Cllr Armytage, Cllr Lumpkin and Cllr Walker

**In attendance:** Cllr Daly, East Suffolk Council, Town Clerk, Deputy Town Clerk and 2 members of the public

The Chair reminded everyone present that the meeting is to be recorded.

**162. Apologies**

Apologies were received from Cllrs Langley and Jones.

**163. 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 168, 171, 178 and confirmed that she had been granted a dispensation. Cllr Haworth-Culf declared an interested in item 182.

Cllr Haworth declared an interest in any discussions regarding SeaLink.

Cllr Walker, Cllr Fox and Cllr Webster declared an interest in items 178 and 189 and confirmed that they had been granted a dispensation.

Cllr Fellowes declared an interest in item 183.

Cllr Lumpkin declared an interest in items 171, 182 and 189 ad confirmed that he had been granted a dispensation.

**164. To approve the draft minutes of the Full Council meeting held on 12th August 2024.**

The Council **RESOLVED** that the minutes from the meeting on 12<sup>th</sup> August be accepted as a true record and were signed by the Chair.

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

**165. To note that Councillor Bond will join the Services Working Group.**

It was noted that Cllr Bond will join the Services Working Group.

**ACTION:** Town Clerk to update the Services Working Group Terms of Reference

**ACTION:** Town Clerk to update the Services Working Group Organisation Chart

**ACTION:** Town Clerk to upload the updated Services Working Group Terms of Reference and Organisation Chart to the website.



**166. To note that Councillor Walker will join the Services Working Group**

It was noted that Cllr Walker will join the Services Working Group.

**ACTION:** Town Clerk to update the Services Working Group Terms of Reference

**ACTION:** Town Clerk to update the Services Working Group Organisation Chart

**ACTION:** Town Clerk to upload the updated Services Working Group Terms of Reference and Organisation Chart to the website.

**167. To approve the Income list for the previous month.**

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

In favour	8
Against	0
Abstention	0

The Council **RESOLVED** to approve the income list for the previous month.

**168. To approve the Payments list for the current month.**

Cllr Fellowes questioned why some of the payees are shown as confidential and said that Cllrs require this information to be able to authorised payments. The Town Clerk explained that this is to comply with GDPR as this information is published on our website, she acknowledged the feedback and will identify a process that meets both needs.

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

In favour	7
Against	0
Abstention	1

The Council **RESOLVED** to approve the Payments list for the current month. Cllr Webster signed the Payments list on behalf of the Mayor.

**ACTION:** Town Clerk to include detail on the List of Payments for Council needed for authorization each month.

**ACTION:** Deputy Town Clerk to action payments for the current month as authorized.

**169. To agree that with effect from the 10th September 2024, all council related correspondence will be communicated via the council issued gov.uk email addresses.**

The Council **RESOLVED** that all council related correspondence will be communicated via the council issued gov.uk email addresses with effect 10<sup>th</sup> September 2024.



- 170. To consider the recommendation from the Property and Finance Working Group to proceed with the quote received from East Suffolk Services Ltd to undertake the required monthly, quarterly and annual checks of the council Play Equipment at Kings Field and Kemps Field.**

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

In favour 8  
 Against 0  
 Abstention 0

The Council **RESOLVED** to proceed with the East Suffolk Services Ltd quotation for the Playground Inspections.

**ACTION:** Town Clerk to contact East Suffolk Services Ltd to set up the Playground Inspection arrangements.

- 171. To consider the request from Aldeburgh United Charities to use the Pump House as a food pantry, providing the owner of the main premises, Aldeburgh Music Endowment Fund, is happy with the change of use.**

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

In favour 8  
 Against 0  
 Abstention 0

The Council **RESOLVED** that they were in favour of Aldeburgh United Charities using the Pump House as a food pantry providing the owner of the main premises was happy with the change of use.

**ACTION:** Town Clerk to advise Aldeburgh United Charities and to mention that a change of use application may be required.

- 172. To consider a request from the Planning Committee to have delegated authority to respond on behalf of Aldeburgh Town Council to all consultations and/or forums that require a response and/or questions from the Council.**

Cllr Fellowes felt it is best to deal with consultations by way of the relevant committee/working group as the Planning Committee may not have relevant information. Cllr Fellowes felt the Planning Committee is a bespoke Committee with meetings usually in the daytime. She felt it would be fine for the Bus Strategy consultation and the Street Trading consultation but not for all consultations going forward.

Cllr Fox believed it could work if Planning worked in conjunction with the relevant group, as the Planning Committee could expedite a response. Working Groups would have made a recommendation to the Planning Committee.

Item deferred, to be discussed under Item 190 this evening.

- 173. To discuss the replacement of the festive lights for the Moot Hall at a cost of £890.53 (excluding VAT) and the installation and removal of the festive lights for the**



**Moot Hall for this financial year at a cost of £920 (excluding VAT) to come out of the existing budget of £2,500.**

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

In favour 8  
Against 0  
Abstention 0

The Council **RESOLVED** to agree the quote for the replacement, installation and removal of the festive lights for the Moot Hall.

**ACTION:** Town Clerk to advise contractor that they may go ahead.

**174. To consider making a grant payment of £500 under s137 to RRT.**

**PROPOSED for APPROVAL by Cllr Haworth and SECONDED by Cllr Walker.**

In favour 8  
Against 0  
Abstention 0

The Council **RESOLVED** to make a grant payment of £500 under s137 to RRT.

**ACTION:** Town Clerk to send a special letter of thanks.

**ACTION:** Deputy Town Clerk to action the payment.

**175. To consider a request from the Ray Whitton of 100 Friends Car Club to meet at the Moot Green on the 26<sup>th</sup> May 2025 and 25<sup>th</sup> August 2025.**

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

In favour 8  
Against 0  
Abstention 0

The Council **RESOLVED** to permit the Ray Whitton of 100 Friends Car Club to meet at the Moot Green on the 26<sup>th</sup> May 2025 and 25<sup>th</sup> August 2025.

**ACTION:** Deputy Town Clerk to confirm these dates to Ray Whitton and to add dates to the ATC calendar.

**176. To consider a request from the Suffolk Coastal Run organisers to alter the finish route.**

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

In favour 8  
Against 0  
Abstention 0



The Council **RESOLVED** to permit the alteration of the finish route.

**ACTION:** Deputy Town Clerk to confirm with the event organiser that the change to finish line proposal has been approved.

**177. To consider a request from the East Anglian Practical Classics car club to hold their event on the Moot Green on 13<sup>th</sup> April 2025.**

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

In favour	8
Against	0
Abstention	0

The Council **RESOLVED** to permit the East Anglian Practical Classics car club to hold their event on the Moot Green on 13<sup>th</sup> April 2025.

**ACTION:** Deputy Town Clerk to confirm this date with East Anglian Practical Classics car club contact and add to the ATC calendar.

**178. To consider a request from Aldeburgh Community and Sports Trust to make a grant payment under s137 for an amount of £500 towards a free community social event to be held at The Old Generator Station.**

Cllr Walker gave feedback that the events so far have been well attended with some people coming from Leiston and Knodishall. It is great for them to be able to meet up with friends. Cllr Fellowes advised that the OGS could also request donations from other town and parish council.

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

In favour	7
Against	0
Abstention	1

The Council **RESOLVED** to make a payment of £500 to the Aldeburgh Community and Sports Trust under s137.

**ACTION:** Deputy Town Clerk to action the payment to Aldeburgh Community and Sports Trust.

**179. To consider the proposed question(s) from the Energy Sub-Working Group to be submitted in advance of the next SZC Community Forum to be held on 9<sup>th</sup> October 2024.**

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

In favour	8
Against	0
Abstention	0



The Council **RESOLVED** to submit the question that had been circulated to councillors ahead of the meeting.

**ACTION:** Town Clerk to submit the agreed question.

**180. To note for the 15<sup>th</sup> October 2024 Main Development Site forum that questions will be drafted and submitted by the Planning Committee.**

Cllr Fellowes requested that this be discussed under item no. 190 as a decision about terms of reference is needed.

Item deferred, to be discussed under Item 190 this evening.

**181. To consider the Grant Application to East Suffolk Council (Local Authorities (Historic Buildings) Act 1962) for funding in relation to repairs and/or maintenance of the Moot Hall.**

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

In favour	8
Against	0
Abstention	0

The Council **RESOLVED** that the Town Clerk have delegated authority to submit the Grant Application as soon as the planning application reference number was known.

**ACTION:** Town Clerk to add the planning application reference number when known and then submit the Grant Application to ESC.

**182. To consider, as per the Aldeburgh United Charities constitution, the appointment of Mark Fairweather as Trustee.**

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

In favour	8
Against	0
Abstention	0

The Council **RESOLVED** that Mark Fairweather be appointed a Trustee of the Aldeburgh United Charities.

**ACTION:** Town Clerk to let Aldeburgh United Charities know meeting outcome.

**183. To consider the recommendation that the Aldeburgh Society take the lead in Beach Huts.**

The Town Clerk clarified that this item was in relation to the upkeep of the beach.

Following receipt of additional information from the member of public earlier on in the meeting, this item along with management of the whole beach area will be added to the agenda of the next Services Working Group meeting. This is a wide-ranging project involving ESC who have responsibility for the beach.





The Council **RESOLVED** that this item be deferred as further information was required.

**ACTION:** Town Clerk to add item to a future Services Working Group agenda for discussion.

**184. Reports from Members appointed to Outside Bodies.**

No reports received. Cllr Fellowes confirmed she has emailed her report to the Town Clerk on 4<sup>th</sup> September 2024. The Town Clerk confirmed that she had not understood that the email was to be circulated to Councillors, however, she would do so following the meeting.

**ACTION:** Town Clerk to circulate Cllr Fellowes email of 4<sup>th</sup> September 2024 to all Councillors.

**185. To note Gifts and/or Hospitality exceeding £50 received by Councillors.**

No gifts and/or hospitality received.

**186. Town Clerk’s Report and Correspondence.**

The Town Clerk’s report has previously been circulated and is attached.

Cllr Haworth-Culf re-emphasised the 10-minute rule when meeting or talking with the Town Clerk or Deputy Town Clerk.

The next date for agenda items is noted in the report. Cllr Haworth-Culf asked that we start building the agenda for the 14<sup>th</sup> straight away

There will be more information at the next meeting for improving the acoustics in the council chamber.

**187. The Mayor’s Report**

The Mayor noted Sue Osben has resigned and thanked her for her work as a Councillor.

The Mayor expressed congratulations for the spectacular Carnival this year which was hugely successful. Thanks to everyone involved.

The Mayor confirmed that she had attended the following events since the last meeting:

**August**

- 13th                   Chaired the Aldeburgh Carnival Committee Meeting.
- 15th                   Presented the De Quincy Cup at the AYC Regatta with Cllr Bond.
- 17th-19th           Radio interview for ABC and many other Carnival duties over the 3 days.
- 24th                   Honour of starting the RNLI Annual Street Fair.
- 31st                   Presented a birthday card and flowers to a 101-year-old.

**September**

- 7th                    Rapid Relief team installed VAS unit.
- 8th                    Attended the Men’s Tour at the Moot Hall and the East Anglian Practical Classic Car Club on the Moot Green.
- 9th                    Rapid Relief team getting the netball hoop down for us to repair.



**188. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (admissions to Meetings) Act 1960 because of the confidential information being discussed.**

It was agreed to exclude the Public and Press from the remainder of the meeting because of the confidential information being discussed.

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

In favour        8  
Against         0  
Abstention     0

The Council **RESOLVED** to exclude the Public and Press from the remainder of the meeting.

**189. To consider the received Tractor Shed offers.**

The Council has received two offers for the Tractor Shed – one from a charity and the other from a commercial organisation.

Councillors had a lengthy discussion as these are two very different organisations.

Councillors felt that they needed more time to consider the two offers, and the Town Clerk was requested to gather some further information to help with the decision-making process.

The Council **RESOLVED** that this item be deferred as further information was required. The Property and Finance Working Group will set up a meeting with the charity to understand more about their activities.

**ACTION:** Town Clerk to seek advice accordingly.

**ACTION:** Town Clerk to invite the charity to meet with the Property and Finance Working Group as soon as possible.

**190. To consider the recommended changes to the Working Group structure.**

**172. To consider a request from the Planning Committee to have delegated authority to respond on behalf of Aldeburgh Town Council to all consultations and/or forums that require a response and/or questions from the Council.**

**180. To note for the 15th October 2024 Main Development Site forum that questions will be drafted and submitted by the Planning Committee.**

Cllr Fellowes recommended that in order to facilitate the responses that are going to be needed when we get to the stage of a DCO (Development Consent Order), that the Energy Working Group becomes a Committee in its own right with limited delegation, so that with everyone’s support, they are able to provide a quick turnaround of responses.

Cllr Fox recommended that the Energy Working Group be absorbed into the Services Working Group, as per the attached recommendation.



A lengthy discussion was had in relation to the current Working Group structure in response to items 190, 172 and 180 above, with the following being proposed:

**Item 190:** The Energy Sub-Working Group will revert to being part of the Services Working Group and will no longer be a separate working group.

**Item 172:** The Planning Committee will have delegated authority to respond to all other (non-Energy) consultations as required.

**Item 180:** The Services Working Group will be granted delegated authority to draft and agree any future energy forum questions, responses to DCO hearings and confirming volunteer attendance at energy related meetings by email if there is a very short deadline and only, if necessary, otherwise these decisions will be brought to Full Council meetings by the Services Working Group, ensuring deadlines are kept to.

Town Clerk to call additional ordinary Council Meetings as required.

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

In favour	7
Against	0
Abstention	1

The Council **RESOLVED** to adopt the above process.

**ACTION:** Town Clerk to arrange to meet with Cllr Fellowes and D Mackie to discuss NSIPs.

**191. Closure**

The meeting closed at 9.38pm.

**Aldeburgh Town Council**

5 September 2024 (2024 - 2025)

**RECEIPTS LIST**

<b>Code</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Rents	01/08/2024	Rent	Pet Perfection	299.00		299.00
Donations Received	02/08/2024	Wildfowlers Rent and carnival donation	Wildfowlers B Upson	400.00		400.00
Town Marshes	02/08/2024	Wildfowlers Rent and carnival donation	Wildfowlers B Upson	100.00		100.00
Tennis Memberships/Tickets/Fees	02/08/2024	Tennis membership	Confidential	50.00		50.00
Bank Interest	05/08/2024	Business Banking Loyalty Reward	Barclays Bank plc	10.37		10.37
Tennis Memberships/Tickets/Fees	05/08/2024	Tennis membership	Confidential	150.00		150.00
Tennis Memberships/Tickets/Fees	05/08/2024	Tennis membership	Confidential	50.00		50.00
VAT Refund	07/08/2024	HMRC VAT	HMRC	7,375.46		7,375.46
Destination Website Development Funds	09/08/2024	Website Project Funding	Aldeburgh Business Association	3,179.95		3,179.95
Destination Website Development Funds	09/08/2024	Website Project Funding	Aldeburgh Business Association	659.74		659.74
Tennis Memberships/Tickets/Fees	12/08/2024	Tennis membership	Confidential	100.00		100.00
Tennis Memberships/Tickets/Fees	13/08/2024	Tennis membership	Confidential	100.00		100.00
Tennis Memberships/Tickets/Fees	13/08/2024	Tennis membership	Confidential	50.00		50.00
Tennis Memberships/Tickets/Fees	14/08/2024	Tennis membership	Confidential	50.00		50.00
Office Supplies	14/08/2024	Credit note	Amazon UK	5.73		5.73
Tennis Memberships/Tickets/Fees	15/08/2024	Tennis membership	Confidential	50.00		50.00
Tennis Memberships/Tickets/Fees	16/08/2024	Tennis membership	Confidential	50.00		50.00
Tennis Memberships/Tickets/Fees	20/08/2024	Tennis membership	Confidential	50.00		50.00
Tennis Memberships/Tickets/Fees	23/08/2024	Tennis membership	Confidential	50.00		50.00
Tennis Memberships/Tickets/Fees	27/08/2024	Tennis membership	Confidential	100.00		100.00
Tennis Memberships/Tickets/Fees	27/08/2024	Tennis membership	Confidential	100.00		100.00
Rents	28/08/2024	Rent	Pet Perfection	299.00		299.00
				<b>13,279.25</b>		<b>13,279.25</b>

# Aldeburgh Town Council

September 2024 (2024 - 2025)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Code	Date	Description	Supplier	Net	VAT	Total
Office Supplies	09/08/2024	Office supplies	Tesco plc	1.55		1.55
Kings Field Shelter Maintenance	10/08/2024	Install CCTV camera Kings Field	EA Data Ltd	560.00	112.00	672.00
Office Supplies	14/08/2024	Office supplies	East of England Co-Op	3.58		3.58
Office Supplies	16/08/2024	Office supplies	East of England Co-Op	1.85		1.85
Yacht Pond Water	18/08/2024	Six monthly water charges Yacht Pond	Anglian Water Business Ltd	719.79		719.79
Mayor/Deputy Mayor Expenses	27/08/2024	Mayors community flowers	Bloom & Wild	30.83	6.17	37.00
Groundsmans Cottage Gas and Electricity	30/08/2024	Month 6 Electricity Groundman's Cottage	British Gas	17.16	0.86	18.02
Employee Benefits	02/09/2024	Pension	Confidential	130.68		130.68
Fireworks	10/09/2024	Display of fireworks	Fully Fused Fireworks	1,701.00	340.20	2,041.20
Sports Week	10/09/2024	Expenses Sports week prizes	Confidential	24.98		24.98
Office Equip/Rental/Repairs	10/09/2024	Photocopier rental and usage	Green Angel Ltd	55.00	11.00	66.00
War Memorial/Plaque	10/09/2024	Memorial Bench Plaque	Brian Lindores	15.00		15.00
Skip Hire/Waste Collections	10/09/2024	Skip Hire for Carnival	Collins Skip Hire	350.00	70.00	420.00
Memorial benches	10/09/2024	5 Memorial Benches	Realise Futures Ltd	2,735.95	547.19	3,283.14
Office Supplies	10/09/2024	Office supplies	Amazon UK	56.86	11.35	68.21
Office Supplies	10/09/2024	Office supplies	Confidential	3.15		3.15
Office Supplies	10/09/2024	Office supplies	Amazon UK	9.91	1.98	11.89
Office Supplies	10/09/2024	Office supplies	Tesco plc	2.00		2.00
Office Supplies	10/09/2024	Office supplies	Amazon UK	18.59	3.72	22.31
Travel Expenses	10/09/2024	Staff mileage expenses	Confidential	35.51		35.51
IT	10/09/2024	Month 6 Computer Support Agreement	Ipswich Computer Services Ltd	96.57	19.31	115.88
Website Design & Support	10/09/2024	Website set up & annual subscription	Aubergine 262 Ltd	999.00	199.80	1,198.80
Moot Hall Cleaning	10/09/2024	Office and Museum cleaning	Lorraine Young	60.00		60.00
Moot Hall Cleaning	10/09/2024	Window cleaning	James the Window Cleaner	22.00		22.00
Moot Hall Rates	10/09/2024	Month 6 Rates Moot Hall	East Suffolk Council	484.00		484.00
Kings Field WC Cleaning	10/09/2024	Month 5 Cleaning WCs Kings Field	East Suffolk Services Ltd	532.14	106.43	638.57
Kings Field Play Equipment Maintenance	10/09/2024	Play area inspections and surface repairs	David Bracey Play Safety Insp	515.00	103.00	618.00
Bowls Green Maintenance	10/09/2024	Sharpen cylinder Mower repair	Thurlow Nunn Standen Ltd	682.19	136.45	818.64
Bowls Club Rates	10/09/2024	Month 6 Rates Tennis Crts and Pavillion	East Suffolk Council	284.00		284.00
Rugby Hut	10/09/2024	Unblock drain Rugby Club	NJB Contractors	115.00	23.00	138.00
Contract Maintenance	10/09/2024	Weed and Feed Queens Field	Grass Solutions Ltd	547.50	109.50	657.00
General Signs & Maintenance	10/09/2024	Town Information Board	Morris Cast Signs Limited	2,090.00	418.00	2,508.00
Double Yellow Lines/Traffic	10/09/2024	Radar Speed Sign	Elan City Ltd	2,150.00	430.00	2,580.00
Bowls Gas & Electricity	13/09/2024	Month 5 Electricity Bowl Pavilion	British Gas	33.83	1.69	35.52
Tractor Shed Gas & Electricity	17/09/2024	Electricity Tractor Shed	British Gas	23.23	1.16	24.39
Salary & Wages	27/09/2024	Salaries	Confidential	4,490.42		4,490.42
				<b>19,598.27</b>	<b>2,652.81</b>	<b>22,251.08</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Sam Phillips, Deputy Town Clerk*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Kim Puttock, Town Clerk and RFO*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*TJ Haworth-Culf, Mayor*



# QUOTE

Aldeburgh Town Council  
Moot Hall  
Market Cross Place  
Aldeburgh  
Suffolk  
IP15 5DS  
UNITED KINGDOM

**Date**  
7 Aug 2024

**Expiry**  
12 Aug 2024

**Quote Number**  
QU-0661

**Reference**  
MC

**VAT Number**  
552 6584 25

Cozens (UK) Limited  
10 Stanley Close  
Cantley  
Norfolk  
NR13 3RW

Description	VAT	Amount GBP
Supply of new festive lights for moot hall. Warm White Icicles =£890.53 + VAT.	20%	890.53
Installation & Removal of festive lights on Moot Hall for 2024 season =£920.00 + vat	20%	920.00
<del>Installation/removal of column braid lighting Qty 20 =£3210.00 + vat</del>	<del>20%</del>	<del>3,210.00</del>
	Subtotal	5,020.53
	TOTAL VAT 20%	1,004.11
	<b>TOTAL GBP</b>	<b>6,024.64</b>

**From:** Chris Bradley [REDACTED]  
**Sent:** 19 August 2024 15:04  
**To:** Sam Phillips  
**Subject:** Suffolk Coastal Run - Finish Area  
**Attachments:** SCP2024-Aldeburgh.jpg

Hello Sam,

How are you? We are really looking forward to the event this year. Entries have been amazing and will should have 300 runners making their way from Lowestoft to Aldeburgh.

I would like to suggest a change to our finish area outside Moot Hall. Previously we have kept to the grass area next to the sand pits, however, it is a bit awkward having runners navigate past the sand puts right before the finish - and it's a bit tight for space too.

We think it would be a much easier to have the finish line on the tarmac. I've attached a basic site plan to show what I mean. We would pen the runners in with the barriers along the path, ensuring they are away from members of the public, this would then funnel into the finish and have them flow out via the grass area next to Moot Hall.

We have plenty of heavy marquee weights to ensure everything is safely weighted down and loads of barriers too.

I need to double check with Rob, but I think this should work with their setup the following day, as I know they want to be setting up during our event.

Let me know what you think.

Thanks,  
Chris

--  
**Chris Bradley**  
[REDACTED]  
Event Director,



The Old Generator Station

Aldeburgh

Suffolk

Ip15 5hy.

Aldeburgh Town Council.

We are writing to you to see if you would consider helping us to fund coffee mornings on Thursdays.

We are wanting to open the O.G.S on Thursdays for free Tea/Coffee and cake to the elderly residents in Aldeburgh.

Our idea is to get them out of their homes meeting new people.

There are so many lonely elderly residents in Aldeburgh who go days without seeing anyone, we would very much like to give them a reason to leave their homes and come together for a cuppa, cake and chat and hopefully make new friends.

Kind Regards

Kerry, Martin and Reece.



**Item 179 – Proposed question for the next SZC Community Forum on 9<sup>th</sup> October 2024**

Aldeburgh Town Council is keen to understand and support the opportunities provided by the project especially to local residents and businesses. We are already seeing examples of the negative impact of workers migrating for higher pay, and providers leaving the local housing or holiday accommodation market.

Will you commit to provide detailed and regularly updated information about these in order to monitor and mitigate including;

- anonymous information of the postcode/town of residence of workers (those that resided in the area at least 6 months prior to commencing work)
- the supply chain/direct benefits into Aldeburgh businesses/community
- the number of accommodation places within our town on your register of providers.

(If an initial data set could be provided at the meeting this would be appreciated).



## Grant application form

### Local Authorities (Historic Buildings) Act 1962 Application for grant aid for the repair or maintenance of buildings of Architectural or Historic Interest and other properties worthy of conservation

I/We hereby apply for a grant for the repair and/or maintenance of the property described in the application and attached plans, drawings and specification and agree to be bound by any conditions which may be imposed by the Council on approval of this Application.

Applicant Aldeburgh Town Council

Postal Address The Moot Hall, Market Cross Place, Aldeburgh. IP15 5DS

Telephone 01728 452158

E-mail townclerk@aldeburghtowncouncil.gov.uk

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

1.	Address or location of property	The Moot Hall Market Cross Place Aldeburgh IP15 5DS
2.	Given particulars of the applicant's interest in the land (e.g. owner, lessee, prospective purchaser, etc)	Owner
3.	Specify the proposed repairs or maintenance to be undertaken and attach details including plans and a specification if applicable.	Removal of all casement windows for re-leading, shot blasting and painting of each casement. Where necessary casements will fitted with a neoprene seal to minimise drafts.
4.	State the estimated cost of the proposed work (to accompany this application).	£36,885.00 + vat = £44,352.00
5.	State whether or not you are able to recover the Value Added tax payable on the cost of repairs	Yes we can recover vat.



6.	To your knowledge has a grant been received or promised from any other source e.g. Historic Buildings Council, grants from the Local Authority under the Housing acts?	No, nothing received or promised.
7.	State the amount of any grant received or promised	£0
8.	If the property has been the subject of an application for Listed Building Consent, Planning Permission or Building Regulations Approval please state reference number	2 small iron casement are severely corroded and we will be applying for Listed building consent.
9.	Do you understand that if the property is sold within three years you will be required to repay part or the whole of any grant awarded?	Yes.

Please send this form to:

**Design and Heritage Team**  
**East Suffolk Council**  
**Riverside**  
**4 Canning Road**  
**Lowestoft NR33 0EQ**  
[heritage@eastsoffolk.gov.uk](mailto:heritage@eastsoffolk.gov.uk)

## Kim Puttock

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**From:** Tony Rudd [REDACTED]  
**Sent:** 02 September 2024 15:22  
**To:** Kim Puttock  
**Subject:** Aldeburgh Society for the Preservation of Wooden Boats - vessel Four Daughters

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Kim,

It is a little while since we ere in touch, I hope you are well.

I am hoping with your local knowledge you may be able to assist.

East Suffolk Council had a licence agreement in place from 2016 with the Aldeburgh Society for the Preservation of Wooden Boats. At that time the Society was represented by a Mr Simper.

The agreement relates to the placing of a vessel called Four Daughters on Aldeburgh beach.

East Suffolk Council has been billing in respect of the licence fee, but the most recent invoice has been returned.

We believe that Mr Simper's involvement stopped some years ago but we have not been able to identify a current contact for the Aldeburgh Society for the Preservation of Wooden Boats. We are aware of a registered charity Aldeburgh Beach Boat Trust (charity 1173337) which seems to have links to the vessel called Four Daughters. Unfortunately the information on the Charity Commission website also seems to be out of date.

I have not been able to locate any relevant current website or the like.

I just wondered if the Town Council might have any knowledge of the Aldeburgh Society for the Preservation of Wooden Boats/Aldeburgh Beach Boat Trust and might be able to suggest any potential contact?

Although this issue has been highlighted by non-payment of a fee, the amount is not huge, and my main priority is ensuring we try to regularise the presence on Aldeburgh Beach. I have not yet had a chance to look on site, so it could be that the vessel has been removed and I am simply not aware of this.

Thanks for your help.

Kind regards

Tony Rudd

[REDACTED]

Please note that as from 02 September 2024 my usual working days will be Mondays and Tuesdays only

### **Item 186 - Property and Finance update for 9<sup>th</sup> September 2024**

Not much to add to what is on the agenda.

The veterans football team will have had their first game of the season on Sunday 8th.

The CCTV camera on the Groundsmans cottage should be complete. The camera links to those in OGS where it will be monitored.

Kim may have heard from NJB re whether they have repaired the drain at the Rugby Pavilion, they told me they had cleared it and had a new drain cover ordered.

Netball hoop and other vandalism – Kemps field. The Town Clerk is aware of the issues and Dennis Pegg has kindly offered to straighten out the netball hoop. As the net is broken, we will have to think about if we replace the net or not.

Cllr Emma Haworth

## **Services Working Group Update 05/09/2024**

The changes to the advanced directional signs have been agreed and updated versions are ready to be sent to Wayne

The speeding surveys on Thorpe Road are back. As we suspected there are no issues. The new VAS will be a helpful reminder. It is ordered and will be installed asap.

Please be aware that members of the public asking about parking problems need to contact ESC if they are related to violations of signed or lined areas. If there are no signs or lines, obstructions need to be reported to the police.

Speeding problems need to be reported to the police.

We are still trying to obtain clearance from ESC to erect the sign on their land.

Regarding heritage railings and gates, the contractor already working for us is happy to add these to his work in other areas.

We are going to write to ESC to ask them to bring their street furniture up to standard as we are doing.

The dog poo signs have been backed with varnished marine grade ply. Dayne is going to put them in place for us. Cllrs Jones and Fox have established suitable locations and Cllr Fox is meeting Dayne to go over the details with him.

Cllr Fox

## **Item 186 – Town Clerk’s Report**

### **External Audit Update**

I have subsequently had a query from the External Auditor in relation to Miscellaneous Income. Upon querying their query with them they have confirmed that they cannot consider any miscellaneous income as legitimate. As a result they need a detailed narrative as well as numerical explanation as to what line items are included in miscellaneous income.

As this has resulted in additional work on our side to establish what was included in this cost code, I will review the cost codes in Scribe and will be looking to eliminate anything currently coded as “Miscellaneous”.

### **Microphones and Chamber Acoustics Update**

Sam and I met with a company on Thursday 5<sup>th</sup> September and we are waiting for a quote to come through. As soon as we have more details I will provide councillors with an update

### **Policies coming to the next Full Council meeting**

I was due to bring the Grants Policy and Grant Application Form and the updated Finance Regulations document to councillors this month.

Unfortunately, this has not been possible due to my workload, but I will aim to bring them to the next Full Council meeting.

### **Website Content Accessibility compliance update**

I have instructed Aubergine 262 in relation to setting up our new website. I will keep you updated as we progress forward.

### **Date of next Full Council meeting**

Monday 14<sup>th</sup> October 2024 at 7.00pm in The Moot Hall.

### **Items for next Agenda**

All items for the next agenda to be submitted to the Clerk by 8am Monday 7<sup>th</sup> October 2024

### **Correspondence received**

Dear Town Council,

As a long standing member of Aldeburgh Golf Club ( but not a resident of the town) may I thank you for the installation of this excellent sign on Saxmundham Road. They are so effective and there is no doubt that crossing the road between the courses is now much safer.

I wonder if you would consider installing one in the other direction too ? People roar out of the town far too fast and another flashing sign would have the same excellent effect.

With great thanks

### **Working Group Reports**

Reports have been received from the Property and Finance Working Group and the Services Working Group and will be taken as read on the evening.

Any questions should be directed to the respective Head of and/or Deputy for each Working Group.

*Kim Puttock*

**Town Clerk and RFO**

**5 September 2024**