

## Pre-meeting Reports 2 July 2019

*As a mark of respect to Cllr Terry Hodgson, who recently passed away, everyone stood and observed a minute silence.*

### **32. County Councillor**

County Councillor Rainger reported to members that the Sizewell C Community Forum will be held tomorrow (3 July) with the announcement in the press today that a stage 4 consultation will run from 18 July to 27 September. He felt there was no evidence to suggest much had changed but encouraged everyone to participate in the consultation. County Cllr Rainger confirmed the CEO of Scottish Power Renewables, David Walker, will be attending parish workshops (not public) at Friston on 12 July and Thorpeness on 16 July. County Cllr Rainger has granted £1,000 from his Highways budget towards the town council's CIL application for the pedestrian crossing on Aldeburgh Road and Cllr Hill thanked him for his support. He further reported that the Police and Crime Commissioner, Tim Passmore is holding a public engagement session on 18 July at the Fire/Police Station and encouraged everyone to attend. County Cllr Rainger confirmed SCC are supporting a 'Skills for the Future' scheme which gives a year's placement on a bursary and the scheme is currently open for applications. County Cllr Rainger also commented that SCC are doing well with pot-hole repairs and other councils are copying the SCC model. Councillors raised various questions regarding the timing of the EDF consultation, verge grass cutting and parking enforcement. County Cllr Rainger confirmed SCC had highlighted the timing of the EDF consultation period, coming during the summer break, and this will be raised with EDF. He explained that some verges are being left uncut for environmental reasons for the seeding of wildflowers and to give habitat to bees and suchlike. If there is a safety issue at road junctions on visibility, then people should report it on the SCC website Highways reporting tool. The Police are still responsible for parking enforcement on double yellow lines and County Cllr Rainger suggested this could be raised at the meeting with Tim Passmore on 18 July.

### **33. District Councillor**

Cllr Cooper will circulate a report tomorrow to councillors.

*During the above item, the time reached 7.30pm, it was proposed by Cllr Ginger and seconded by Cllr Harle and agreed that Standing Orders be suspended to allow the public session to complete.*

### **34. Public Forum**

Nothing was raised.

**At a meeting of the LEISTON-cum-SIZEWELL TOWN COUNCIL  
held in the COMMUNITY CENTRE, King Georges Avenue, Leiston, on  
TUESDAY 2 JULY 2019 at 7.33pm**

**PRESENT**

**Councillor Mrs L Hill (in the Chair)**  
**Councillor D Bailey**  
**Councillor D Boast**  
**Councillor Mrs S Betson**  
**Councillor A M Cooper (left at 8.10pm)**  
**Councillor D Dix**  
**Councillor Mrs S M Geater**  
**Councillor C Ginger**  
**Councillor P Harle**  
**Councillor J N Last**  
**Councillor S O'Reilly**  
**Councillor Ms M A Woolf**

**35. Minutes**

It was proposed by Cllr Cooper, seconded by Cllr Last and agreed that the minutes for the meeting of 4 June 2019 be signed as a true record.

**36. Apologies**

Apologies were received from Cllr Levermore, Cllr Morsley and District Cllr TJ Haworth-Culf.

**37. Chairman's Communications**

Councillor Mrs Hill reported as follows:

The Leiston Surgery Patient Participation Group held their AGM on 19 June and my report as their Chairman is included in the pack of agenda papers for your information. I was re-elected as Chairman of the PPG and I'm pleased to report that interest in the group continues. We have 14 members, three having attended the AGM.

On 24 June, with other Councillors and the Town Clerk, I attended the funeral service of our colleague and friend Terry Hodgson. The number of people in attendance very much reflected the high regard and respect people had for Terry over the many years of service he gave to the community.

On 25 June I was invited to attend the Open Day at Charles Miller Court following a recent major refurbishment. I was made very welcome and enjoyed meeting the tenants and taking part in the activities which included a session on being a Dementia Friend and a quiz. I was impressed with the décor and furnishings in the lounge, kitchen and guest bedroom and learnt the tenants had had an input into the plans and were pleased with their new surroundings. On Friday, I attended with the Town Clerk, a meeting hosted by Dr Therese Coffey MP regarding Scottish Power Renewables' latest proposals for the offshore wind farms and associated infrastructure in the Friston area. County

Councillors, District Councillors and members of the public affected by the proposals were in attendance. A representative from Leiston Town Council was also invited. Dr Coffey, County Councillors and District Councillors gave an overview of the latest position and actions already taken and those being progressed. The public were able to voice their concerns and ask questions. There was a consensus at the meeting, including from our MP, that the proposals were totally inappropriate for this area and that more information needed to be obtained from SPR, the National Grid and Government officials.

Last night, I was pleased to attend the opening of the Art Exhibition at St Margaret's Church which showcases the talents of children attending Alde Valley Academy and Leiston Primary School. The guest speaker was Tom Merrett, an ex-pupil of Leiston High School, who is now a successful sculptor and teacher based in London. The exhibition is open until Saturday 6 July 10am to 4pm.

Finally, you may have seen in the local press that there is to be an additional stage of consultation on proposals for Sizewell C. The Stage 4 consultation will run from 18 July to 27 September and we await further information.

### **38. Declarations of Interest**

Cllr Cooper for item 13 Planning and CYDS, Cllr Hill for Leiston Film Theatre, Aldeburgh Summer Theatre and Alde Valley Academy and item 12(a) cheque, Cllr Ginger item 12(a) cheque and Leiston Film Theatre, Cllr Geater for item 13(b), Cllr Bailey for item 10 and item 16 letter 3, Cllr Betson for item 12(a) cheque, Cllr Harle for item 12(a) cheque.

### **39. Leiston Together Update**

Mrs Gibson joined the meeting and gave an update. She thanked the Long Shop Museum for hosting Suffolk Day on 21 June which was a successful and well attended event. Mrs Gibson confirmed the Leiston Town Pocket Guide will be produced and funded from the Coastal Revival Fund as part of the new information point being created in the foyer of the film theatre. It is hoped the guide will be available in September. Mrs Gibson reported the East Suffolk Community Business Awards are being held in September and suggested the Sizewell Park Run be nominated. Cllr Betson also proposed including the Leiston Surgery be put forward jointly as the 'Park Run Practice'. Cllr Harle asked if the number of students at Alde Valley was increasing and how the College is doing. Mrs Gibson confirmed intake at the school had increased and 40 students are currently enrolled at the College with the aim to achieve 80 for the coming year with new courses on offer for students. Mrs Gibson is also looking for funding for a library at the school.

### **40. CLT Steering Group Update**

Cllr Hill updated the meeting on this item thus:

Trustee Jim Florance has attended a Navigus workshop held in Melton to assist the CLT in how to pitch a project and seek supporters. This was also an opportunity to talk to others in the same situation and although Leiston's project seemed to be further ahead and of a much larger scale it was a useful meeting. Jim Florance and Sammy Betson will also be attending a Locality

Conference in Cambridge on 11 July to understand forms of finance available for the Leiston project and hear experiences of asset transfer and the benefits of creative hubs in the community.

At a meeting on 19 June the Board considered an application from Tony Cooper to become a Trustee. It was agreed that Tony Cooper should be co-opted to the Board with immediate effect. His term will run until the AGM towards the end of this year when he would be able to stand for formal election as a Trustee.

Following advice from Debbie Wildridge from the National Community Land Trust East an application has been made to the Homes England Community Housing Fund. Other funding streams are also being investigated such as High Street Funding and Heritage Action Zone Funding via East Suffolk Council although it puts Leiston in competition with other local towns.

The CLT have been advised that the Plunkett Foundation will be providing 10 days of support funded by the Bright Ideas fund. Our advisor is Alan Collard who will be in contact to arrange a meeting once he has returned from holiday. The support will be working with the CLT to complete a community business development plan and to help us to apply for a grant under the Bright Ideas project.

The CLT had a stand at the Long Shop Museum on Suffolk Day recruiting members and talking to visitors and showing the indicative plans for the town. Six people signed up as members on the day. A number also took applications away and two have already been returned making a total membership of 143. To engage with more people in the community regarding the proposals and with a view to gaining more members the CLT will be having a stand at the Co-op store on Thursday 25 July from 9am – 4pm.

The official opening and reception mentioned in my previous reports will now be held in September. I hope some councillors were able to take up the invitation to visit No.22 earlier this evening which is also open from 9am to 11.30am on a Tuesday morning for those wishing to find out more.

The next meeting of the Project Group comprising the CLT and officers of the East Suffolk Council will take place later this month.

#### **41. Waterloo Centre Steering Group meeting – 6 June 2019**

Members noted the minutes and discussed the recommendations contained in them. It was proposed by Cllr Cooper, seconded by Cllr Last and agreed that the quotes for signage, car park work and sports field reparations all be accepted and that the cost, £8,271 be taken from the Waterloo Centre Reserve. Members congratulated Hannah on her vision and professional presentation and would await further updates on feasibility, viability and business planning in due course.

#### **42. Open Spaces meeting – 11 June 2019**

Councillors noted the report from the meeting. Cllr Ginger was pleased that Mr Fuller had looked at the slightly wobbly fence alongside Victory Park and we are awaiting recommendations.

#### **43. Standing Orders and Policies**

The Clerk introduced the suggested amendments to Standing Orders regarding the length of tenure for being Chairman and whether to formally require, or allow, standing at the Annual Meeting. After discussion it was proposed by Cllr Ginger, seconded by Cllr Cooper and agreed that the following be inserted at Order 1(r):

*“A member shall remain seated when speaking unless requested to stand by the Chairman. At the Annual Meeting members may remain seated, unless they prefer to stand, or are requested to do so by the Chairman.”*

It was proposed by Cllr Ginger, seconded by Cllr Bailey and approved that the following paragraphs be added as Order 5(f) and 5(g)

- f) *That a Councillor shall only hold the office of Chairman for a maximum of two consecutive years unless there is no other candidate.*
- g) *That the Vice Chairman be expected to take the position of Chairman, should they be so minded, and that this is then confirmed by the councillors present at the meeting.*

The amendment to Financial Standing Orders to clarify that the Deputy Clerk was now the RFO was also passed.

Members noted the request to approve the continued use of all the Councils' current policies and, on a proposition from Cllr Bailey, seconded by Cllr Ginger, it was agreed to endorse their continued use.

Members deferred the possibility of forming a Planning Committee to the September meeting.

*Cllr Cooper left the meeting during the above item.*

#### **44. VE and VJ Day – 75<sup>th</sup> Anniversary 2020**

Members noted the correspondence which drew attention to the anniversary of both VE Day (8 May) and VJ Day (15 August) next year. Members noted that, should any celebration or commemoration, be considered then the Leiston Events Group were not able to organise this (due to other events and commitments). After a short discussion, it was proposed by Cllr Last, seconded by Cllr Harle and agreed for the town council to investigate possible interest in the town for an event. Cllr Boast commented that it may also be an appropriate time to determine the location for the Tommy.

#### **45. Air Quality**

Item postponed until September.

## 46. Finance and Personnel

### a) Accounts for Payment

It was proposed by Cllr Last, seconded by Cllr Bailey and agreed that accounts presented in the sum of £38,098.60 along with £27,418.29 paid since the last meeting, be approved for payment.

### b) Financial Management and Risk Assessment for 2019-2021

Councillors noted the report and addendum to include the Waterloo Centre from the RFO on the Council's risks. It was proposed by Cllr Betson, seconded by Cllr Geater and agreed that members accepted that a proper and thorough risk assessment had been carried out covering all physical, financial and governance risks which the Council could reasonably be expected to encounter and that appropriate measures were in place to cover or reduce those risks where possible.

### c) Budget Review and Finance Update

Members noted the report from the RFO with a full breakdown of the budget to date and a thorough review of the earmarked reserves currently held. It was proposed by Cllr Betson, seconded by Cllr Boast and agreed that the report be accepted and that the earmarked reserves be retained as presented.

### d) Appointment of Internal Auditor 2019/21

Councillors noted the report from the RFO on internal controls and the recommendation for appointment of Internal Auditors for 2019-2021. It was proposed by Cllr Ginger, seconded by Cllr Boast and agreed that the checks and balances in use to ensure propriety and accuracy of accounting for internal controls are appropriate and the monthly statement of accounts is carried out to their expectations and instructions. It was further proposed by Cllr Ginger, seconded by Cllr Boast and agreed for Heelis and Lodge be appointed as Internal Auditors to the Council for 2019/2021.

### e) Request for Additional Cheque Signatory

With the sad passing of Cllr Hodgson and the recent retirement of Cllr Howard it was considered prudent to seek another councillor to become a cheque signatory. With Cllr Geater volunteering it was proposed by Cllr Bailey, seconded by Cllr O'Reilly and agreed that she be appointed as a cheque signatory.

### f) Review of Film Theatre Admission Charges

Members noted the report from the Film Theatre Manager which gave a good overview of the current pricing regime and how it compared to the other local cinemas in the area. He made a good case for a modest increase in some of the admission charges and, on a proposal from Cllr Last, seconded by Cllr Bailey it was agreed to implement all the recommendations with effect from 19 July 2019. This included an increase of 10p to all classes of ticket and 40p to a family ticket. Premier seats and 3D surcharge remain unchanged.

*The meeting took a break from 8.45pm to 8.55pm*

## 47. Planning Matters

- a) DC/19//2333/ARM – Approval of Reserve Matters of DC/16/5035/OUT – Use of land for erections of two dwellings – approval of access, appearance, landscaping, layout and scale in Part side garden, 2 Abbey Road, Leiston

Members were surprised this application had been resubmitted as it had been roundly refused earlier in the year. It remained wholly unacceptable and the same response would be sent.

**RECOMMEND REFUSAL**

- b) DC/19/2346/COU – Retrospective Application – change of use of farmland to extend existing campsite installation of additional electric hook-ups. Additional kitchen area and 3 showers and 3 toilets in existing building. Increase the total number of caravans, campervans, motorhomes or tents on site at anyone time to 45. Applefields Caravan and Camping Site, The Orchard, Abbey Road, Leiston

The only concern members had for this increase in numbers was the traffic movements past neighbouring properties otherwise the site was well laid out, well run and easily able to absorb the increased numbers.

*Cllr Geater left the room for this item.*

**RECOMMEND APPROVAL**

- c) DC/19/2241/ARM – Outline planning permissions reference DC/17/3105/OUT to seek permission on access, appearance, landscaping, layout and scale matters. Part side garden, 8 Andrew Close, Leiston

Members agreed to make no comment as they felt the inclusion of this property on Andrew Close was totally out of character and spoilt the street scene. It had unfortunately gained outline permission however so there was nothing more to say.

**NO COMMENT**

- d) DC/19/2546/FUL – Minor alterations to facilitate approved change of use from dwelling to C2 residential care home for vulnerable young people (ref DC/18/2801/FUL). Work includes replacement windows and doors, raising of parapet wall by 150mm to comply with Building Regulations and addition of privacy screening to parapet. The Old Vicarage, 2 King Edward Road, Leiston

With the inclusion of a privacy screen on the parapet of the garage roof this retrospective application was now acceptable.

**RECOMMEND APPROVAL**

## 48. County Matters

No questions were raised.

#### **49. District Matters**

Cllr Ginger commented that the display board at Heath View showing the new house numbers still had not been resolved. The Deputy Clerk will raise this again with Norse. Cllr Last commented that the grass cutting this year on the open spaces was very slack and especially at the cemetery.

#### **50. Correspondence**

##### Funding Request from CYDS

Councillors noted the briefing from the Clerk regarding further funding for CYDS. Cllr Betson suggested raising this issue with Leiston Together and to get them involved in supporting this organisation. It was proposed by Cllr Ginger, seconded by Cllr Woolf and agreed to grant £2,500 and to make provision in the precept for next year.

##### Funding Request from the Long Shop Museum

Councillors noted the funding request from the Long Shop, which had been deferred in March. It was proposed by Cllr Betson, seconded by Cllr Last and agreed to grant £1,500 towards the running costs.

##### Funding Request from Southwold and Aldeburgh Theatre Company

Councillors noted the email from Marianne Fellowes requesting funding for participants to attend the summer theatre. It was proposed by Cllr Boast, seconded by Cllr Betson and agreed to grant £500.00.

##### Festival of Remembrance 2019

Councillors noted the letter from the Band of the Royal British Legion requesting use of the film theatre and subsequent financial support for their Festival of Remembrance. It was proposed by Cllr Ginger, seconded by Cllr Harle and agreed that the Council supports this request.

##### Summerhill Blue Plaque

Councillors noted the email from Sally Howard regarding a blue plaque to mark the centenary of Summerhill School at a cost of £360.00. It was proposed by Cllr Last, seconded by Cllr Ginger and agreed to progress this.

##### Funding Request from the Leiston Film Theatre Support Club

Councillors noted the letter from the Film Theatre Support Club requesting a donation toward their grand draw. It was proposed by Cllr Bailey to grant £100, but on an amendment by Cllr Betson to grant £150.00, which Cllr Bailey was in agreement and seconded, it was agreed to donate £150.00.

*During the above item Cllr Hill left the room and Cllr Last took the chair.*

##### Letter re. Public Footpath Barriers

Councillors noted the letter from a resident regarding difficulty in negotiating steel barriers on public footpaths in a mobility scooter. It was suggested to investigate the matter further and take to the Highways Committee in August.

Permission Request from Stocks Fair to Use Victory Park

Members noted the email from Sally Stocks requesting permission to use the recreation ground again this year 12–15 September. It was proposed by Cllr Ginger, seconded by Cllr Harle and agreed to grant permission at £150 per day and the Clerk to be in control of the fencing.

**51. Questions to the Chairman**

Cllr Woolf advised members she will be attending the Sizewell C Community Forum and to let her have any questions to raise. Cllr Harle asked about the signage for Ashfield Drive on the corner of Haylings Road. The Clerk advised East Suffolk Council were dealing with it. Cllr Harle also mentioned the art exhibition by Alde Valley and the primary school students at St Margaret’s Church which runs until 6 July.

*Before the next item, it was proposed by Cllr Ginger and seconded by Cllr Woolf and agreed that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.*

**52. Personnel – Staff in Confidence**

A matter of confidence was discussed.

The meeting finished at 9.50pm.

Chair -----

Dated -----