**Pre-meeting Reports**

**03 October 2023**

**99. SZC Update**

Zoe Botten, Community Relations Manager from Sizewell C was in attendance and gave an update on the SZC Project. The planning application for a proposed Visitor Centre, Bird Hide, Carpark improvement works and Cycle Routes at Wild Aldhurst Farm is being drafted. SZC welcomed the comments from the Town Council given during their recent tour of Wild Aldhurst Farm.

Cllr Crisp questioned if the Risk Assessment for Aldhurst Farm is available as he has been chasing for the past three years and has been told it is restricted and not available to the public. Mrs Botten confirmed that she is aware the Risk Assessment has been asked for. She is chasing a copy and will continue to do so until one is provided.

Cllr Crisp also questioned what is happening in regard to the line of tree felling behind Carr Avenue. Mrs Botten said she will investigate this further and provide an update to the Town Clerk.

Cllr Corbett asked for an update on the Benhall Wetlands, Mrs Botten confirmed this will be presented at the November meeting.

Mrs Botten spoke of the traffic management going on within the area. Some is initiated by SZC and some by SCC and further information can be found on the SZC works tracker. Mrs Kemp commented that she could not find the traffic management works on the A12 at Farnham on the tracker even though it clearly states SZC on the roadside signage. Mrs Botten confirmed this is enforcement is initiated by SCC, but she will feed back to SZC as it would be good to have the SCC works included as associated works.

**100. County Councillor**

County Council Haworth-Culf submitted apologies. A report had been previously circulated.

Cllr Levermore highlighted the information contained in the report on cycling routes and urged Councillors to look at the routes and put forward comments that we would like to see something within our area. <https://arcg.is/1yDG49>

**101.** **District Councillor**

Apologies were received from District Cllr Whitelock and a report had been previously circulated. The Chair read the following statement on behalf of District Cllr Whitelock:

As the newly appointed cabinet member with the portfolio for Communities, Leisure and Tourism I must now attend the monthly cabinet meetings which are on the same night as Leiston Town Council. Councillor Daly has a cabinet post and Councillor Graham is my deputy, so we are in a situation where no ward member can attend Leiston Town Council on a regular basis.

At a time when cooperation between the District Council and the Town Council is critical due to Sizewell C and the Leiston Place Board I fear that this situation could be detrimental to the future of the town. Councillors Daly, Graham and I are committed to giving Leiston a powerful voice at the District Council so this situation is a matter of real concern for us.

I do not know what the answer to this problem is but would be grateful if the Town Council could consider this dilemma and any solutions that might be available.

The Chair confirmed she has researched the days other local councils meet and suggested this item be put on the agenda for discussion at our November meeting, this was duly agreed.

**102.** **Public Forum**

Mr Rainger on behalf of the Leiston Long Shop Museum thanked the Council for the Community Infrastructure Levy (CIL) grant. He informed Councillors that the Long Shop Museum will be holding their Final Fling at the end of October and then the Museum will close for the Winter to allow MEND works to take place. If Councillors would like to see what works will be completed over the Winter, the Museum would be happy to facilitate a tour before the end of October.

On behalf of the Community Land Trust (CLT) Mr Rainger thanked Councillors that attended their AGM for their continued support. He confirmed the CLT have been in contact with East Suffolk Council regarding 16 High Street, requesting non-breakable membranes and vinyls to make it look more respectable. They have explored adopting the BT telephone box outside the sorting office but are unable to as its on private land, however they have reported its poor quality and are hopeful it will be repaired in due course.

**At a meeting of the LEISTON-cum-SIZEWELL TOWN COUNCIL**

**held in the COMMUNITY CENTRE, King Georges Avenue, Leiston, on**

**TUESDAY 03 October 2023 at 7.30pm**

# PRESENT

**Councillor Lesley Hill (in the Chair)**

**Councillor Tony Cooper**

**Councillor Nicky Corbett**

**Councillor Andrew Crisp**

**Councillor David Dix**

**Councillor Susan Geater**

**Councillor Trevor Hawkins**

**Councillor David Morsley**

**Councillor Paul Motion**

**Councillor Adrian Swift**

**Councillor Tyler Wythe**

**103.** **Apologies**

 Apologies were received from Cllr John Last and Cllr Bing Boast.

**104.** **Declarations of Interest**

Cllr Cooper for Leiston Primary School, Cllr Wythe for item 6b, Cllr Levermore for CLT, Cllr Crisp for CLT, Cllr Hill for CLT and Cllr Geater for Finance and Personnel.

**105.** **Minutes of the Meeting held 05 September 2023**

It was proposed by Cllr Cooper, seconded by Cllr Levermore, and agreed the minutes for the Meeting held 05 September 2023 be signed as a true record.

**106. Chair’s Communications**

The Tour of Britain Suffolk Stage Cycle Race came through Leiston at speed on 7th September. It was good to see local people and visitors along the route as the cyclists and the numerous out riders came through. It was also pleasing to see one of the decorated bikes, organised by Councillors, appearing on our television screens with the Leiston town entrance sign in clear view.

I attended the funeral of Winnie Fairweather on 12th September. I had previously reported that on behalf of the Council I had presented flowers and a card to Winnie on the occasion of her 100th birthday on 21st June.

On 19th September I was invited to present medals to the children who had taken part in the Summer Reading Challenge run by Leiston Library. This has been an annual event for a number of years and continues to attract a large number of children to take part. I would like to thank the Library Manager, her staff and the volunteers for their work on this project to encourage young people to read.

On the 20th September I attended a Public Meeting at the invitation of the Trustees of Citizens Advice East Suffolk at Blyburgate Hall, Beccles. The meeting was an opportunity to explain what had been achieved by Citizens Advice since the merger across East Suffolk and their plans for the future. The Chair, Nick Mayo and the Chief Executive, Chiara Saunders gave very informative presentations. I have a copy of the Annual Report if anyone wishes to read it and I understand from the recent Community Partnership meeting that a copy of the Chief Executive’s presentation will be sent to members. Chris Bally, Chief Executive of East Suffolk Council was the guest speaker and I took the opportunity to introduce myself to him and to Caroline Topping, Leader of East Suffolk Council who also attended.

I was delighted to hear that CYDS had recently received the Roddy Macleod award for Youth Club of the Year at the recent Suffolk Community Awards ceremony. I have sent congratulations to Stuart Watson at CYDS.

Looking forward, I am delighted to have been asked to cut the ribbon at the official opening of the Live Well Hub, Leiston on Friday 20th October at 11.00 a.m. I hope other Councillors will be able to come along to join me at this event.

**107.** **Assets Steering Groups**

1. **Community Centre and other Assets Steering Group Minutes of Meeting held 7th September 2023**

Councillors noted the previously circulated minutes.

1. **Film Theatre Working Party Minutes of Meeting held 14th September 2023**

Councillors noted the previously circulated minutes. The Chair confirmed the Balcony Project was presented and will be discussed under item 10 Finance on tonight’s agenda.

1. **Live Well Hub Update**

The Town Clerk informed Councillors that the Live Well Hub provided over 115 hours of support in September. Three additional users have signed up - Realise Futures, Dementia Connect and Suffolk Wellbeing. A monitoring service has been introduced. There are now over 25 services providers signed up to attend the Opening Day on 20th October 2023, 11am-3pm, all Councillors are invited to attend. The Live Well Hub Co-ordinator is exploring a regular coffee morning. Promotion continues with a press release planned in due course. The feedback from current users is positive and they like having a co-ordinator on-site.

**108. Parks and Recreation**

1. **Parks and Recreation Steering Group**

Councillors noted the date of the next meeting, 10th October 2023, 3pm at Council Offices.

1. **East Suffolk Services Contract Meeting**

Councillors noted the date of the next meeting, 15 November 2023, 3pm TEAMS.

**109. Infrastructure Working Groups**

1. **Highways Working Group, Minutes of Meeting held 19th September 2023**

Councillors noted the previously circulated minutes and the date of the next meeting 21 November 2023, 3pm.

Cllr Corbett requested some minor changes to these minutes, these have been noted and will be amended and agreed at the next Highways Meeting.

1. **Energy Projects Working Group, Notes of Meeting held 12th September 2023**

Councillors noted the previously circulated minutes and noted the date of the next meeting 17th October 2023, 3pm at the Waterloo Centre.

1. **Visit to Hinkley Point C**

Cllr Corbett confirmed the itinerary has now been finalised they will be meeting with local Councils on Wednesday evening, complete site visit on Thursday and have a 3 hour meeting with Officers from Somerset Council on Friday. If Councillors have any specific questions, they would like asked please email them to Cllr Corbett and Town Clerk within the next couple of days.

1. **Visit to Wild Aldhurst**

Councillors who attended the visit to Wild Aldhurst found it very useful and informative. Councillors have been invited back in the Spring for a tour of the Wetlands Habitat.

1. **LionLink Consultation Event, 6th October 2023**

Cllr Corbett urged Councillors to attend the LionLink Consultation Event on 6th October 2023, 2pm-8pm at the Community Centre. She attended a webinar where they stated categorically, they cannot work in collaboration with the other projects. We have a chance to make a stand and councillors are urged to attend. The Town Council will submit a collective response but please also submit your individual responses in writing. It is imperative that our views are considered.

1. **Neighbourhood Plan Review Steering Group, Minutes of Meeting held 26 September 2023**

Councillors noted the previously circulated minutes. The Clerk confirmed the main point to note is the Neighbourhood Plan Review Group will be holding a Community Engagement Event on November 14th.

Cllr Levermore questioned if it would be a good idea to set up a small working party to walk around the town and review the Verges Policy. The Town Clerk will liaise with Cllr Levermore regarding this as we also need to review our Green Corridor Policy.

Councillors noted the date of the next meeting 24th October 2023, 4.45pm, TEAMS.

1. **Traffic and Transport Working Group**

These meetings are still to be convened.

**110. Outside Bodies**

1. **Net Zero**

The Clerk reported no updates.

1. **Leiston CLT**

Councillors noted the previously circulated report.

1. **Aldeburgh, Leiston and Saxmundham Community Partnership, Minutes of Meeting 27 July 2023**

Councillors noted the previously circulated minutes. The Chair reported a further meeting was held on the 28th of September. Three new partnership priorities have been agreed, improving mental health and well-being, oral healthcare for children and young people and supporting hubs to bring services together. A report on the Live Well Hub Leiston was given by Kevin Hines from the Integrated Neighbourhood Team. At the end of the meeting a request was made for the minutes be sent more promptly.

1. **SSG (Sizewell B Stakeholder Group)**

Councillors noted the date of the SSG AGM, 1st November 2023, Cllr Hill and Cllr Corbett will be attending.

**111. Civic Matters/Events**

1. **2023**

Mrs Kemp confirmed the 11th November 2 minute silence is being held at the Church Square. A maroon will still fire on Victory Park at 11am to initiate the start and finish. The Remembrance Parade on Sunday 12th November will muster at the Cadet Centre on Victory Road at 10.20am ready to march to the Church at 10.30am, as always it is hoped Councillors will attend. Letters to dignitaries and organisations have been sent and wreaths ordered.

1. **Leiston Events Group Christmas Event 2023**

Cllr Dix confirmed the event has been streamlined to reduce costs. It was confirmed that a further meeting with Cllr Levermore as Chair of the Finance Committee was needed to go through the tabled figure and for the request to come back to Full Council in November.

1. **D-Day 80, 6th June 2023**

Councillors noted the previously circulated report. The Chair asked for Councillors approval to proceed with the idea of a Beacon at Sizewell, agreement to hold the event at Sizewell and for the Finance Committee to agree a budget. It was proposed by Cllr Corbett, seconded by Cllr Geater, and agreed to proceed with the idea of a Beacon at Sizewell, agree to hold the event at Sizewell and ask the Finance Committee to agree a budget.

**112. Finance**

1. **Finance Committee**

Cllr Levermore confirmed that the full minutes of the meeting held on 28th September are not yet available but will be circulated in due course.

Mr Burns, Film Theatre Manager presented his Balcony Proposal Report. The Finance Committee feel that more information is required on the financial aspects of the project, therefore this item will be put on the agenda for November to allow time for this information to be obtained.

Having considered the Film Theatre Managers Admission Price Review, the Finance Committee would like to recommend to Council a 50p increase to each ticket price for the Film Theatre. It was proposed by Cllr Cooper, seconded by Cllr Morsley, and agreed to endorse a 50p increase to each ticket price for the Film Theatre.

Cllr Crisp questioned if this included the premier seats, the Town Clerk assumed this was the case and will seek clarification.

1. **Note Date of Next Meeting, 19 October 2023, 3pm at Council Offices**

Councillors noted the date of the next meeting.

1. **Accounts Paid September 2023**

It was proposed by Cllr Levermore, seconded by Cllr Morsley, and agreed the monthly income and expenditure sheet from Rialtus be approved.

The Clerk confirmed she had received notification that our AGAR has been completed to Auditor Standards. There is a recommendation that the Council Asset Register be reviewed. It was proposed by Cllr Levermore, seconded by Cllr Motion, and agreed to review the Council Asset Register. The mid-term audit has been booked for 31 October.

**113. Policies and Procedures**

1. **Staff Handbook**

Councillors noted the previously circulated handbook. The Clerk confirmed this will now be taken to the Personnel Committee before coming back to Full Council for approval.

**114.** **Planning Matters**

1. [DC/20/4646/FUL - Non-material Amendment of DC/20/4646/FUL - (Hybrid application seeking outline planning permission, with all matters reserved, for up to 9,500 square metres Gross External Area (GEA) to provide administration, storage, welfare and canteen facilities and a visitor centre of up to 1,000 square metres GEA. Detailed planning permission is sought for demolition of some existing structures and redevelopment to include a training centre and interim visitor centre, an outage store, lay down area, car and cycle parking, landscaping, associated infrastructure (including utilities, plant and highway works), tree felling and other relevant works.) - Sizewell B Sizewell Power Station Complex And Adjoining Land Sizewell Power Station Road Sizewell Leiston Suffolk IP16 4UR](https://publicaccess.eastsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=S0YYJ6QX06O00)

RECOMMEND APPROVAL

1. Scoping Opinion under Regulation 15 of the EIA Regulations, for the proposed demolition of the Sizewell A turbine hall and associated buildings within the Sizewell A nuclear licensed site. - Sizewell A Sizewell Power Station Sizewell Power Station Road Sizewell Leiston Suffolk IP16 4EU

RECOMMEND APPROVAL

1. 1no. Eucalyptus (T1 on plan) - Fell Site address: Summer Place, Goldings Lane, Leiston, Suffolk, IP16 4E

REFER TO TREE OFFICER AT ESC

**115.**  **County Matters**

Cllr Levermore raised Traffic Regulation Orders and questioned if a small working party could be formed to look at the town in respect of the Neighbourhood Plan and to review the Verges and Green Corridor Policies and highlight areas where TRO’s are needed. The Clerk will liaise with Cllr Levermore regarding this.

Cllr Levermore raised concerns regarding the state of gullies within the town and questioned if the Town Council could employ a contractor to come in and clean them. It was decided in the first instance the Clerk investigate costs and will raise our concerns at the next Clerks Forum and take our concerns forward to our County and District Councillors.

**116. District Matters**

Cllr Levermore questioned what is happening with regards to trees at the South Close Development. Mrs Kemp confirmed that a resident had raised concerns and that she had contacted East Suffolk Council planning who confirmed a breach of planning order had been raised. Cllr Levermore suggested that a letter be sent to East Suffolk planning expressing our disappointment. It was proposed by Cllr Cooper, seconded by Cllr Morsley, and agreed that a strongly worded letter expressing our disappointment be sent to East Suffolk Planning.

 Cllr Corbett requested Paul Tynan is invited to attend the ESSL quarterly meetings, the Town Clerk confirmed this request has already been submitted.

 Cllr Levermore raised concerns regarding the state of the Premier Shop in Kings Road. The felt roof is unfinished, and there is a lot of rubbish and litter at the back of the shop. It was proposed by Cllr Levermore, seconded by Cllr Cooper and agreed to write a letter to East Suffolk Planning highlighting our concerns.

 Cllr Levermore raised concerns over the state of the Crown Public House carpark area. Cllr Cooper confirmed this is private land with no public access.

**117. Correspondence and Grant Requests**

1. **R Cooper**

Councillors noted the grant application from Russell Cooper, Leiston Community Chain Gang for £250 toward maintenance costs, fuel and tools used to trim the overgrowth on footpaths and grass verge strimming. On recommendation from the Finance Committee, it was proposed by Cllr Cooper, seconded by Cllr Dix, and agreed to grant £250.

It was suggested that Russell Cooper (The Community Chain Gang)  is signposted to the Community Volunteer health and safety course which is being offered by Suffolk County Council. Completion of the course would result in full insurance to undertake maintenance and he could also take up the offer of tools and equipment available from County. Reimbursement for loss of earnings could be considered by the Town Council. The clerk will speak to Russell Cooper to see if there is interest.

1. **ABC Radio**

Councillors noted the grant application from ABC Radio for £1374.99 towards the purchase of Myraid 5 Playout, a professional radio production computer software system needed to compliment already purchased equipment. On recommendation from the Finance Committee, it was proposed by Cllr Corbett, seconded by Cllr Swift, and agreed to support this application in part with a grant of £500 and suggest they approach other Councils, District Councils and organisations for support.

1. **Leiston Primary School**

Councillors noted the request from the Friends of Leiston Primary School requesting free usage of the Community Centre for School for fundraising events. It was proposed by Cllr Levermore, seconded by Cllr Wythe, and agreed to charge them our discounted charity rate for any hire.

1. **Leiston St Margarets Church**

Councillors noted the request from Leiston St Margarets Church for the possible use of the Waterloo Centre for their Craft Fair should the Church heating works not be complete. It was proposed by Cllr Levermore, seconded by Cllr Geater, and agreed they could use the Waterloo Centre for this event at a discounted rate of £30.

**118. Questions to Chair**

Cllr Motion asked about Skips at the allotments. Mrs Kemp confirmed this item has been put on the agenda for our next Parks and Recreation meeting.

***It was proposed by Cllr Corbett, seconded by Cllr Levermore, and agreed that, under the Public Bodies (Admissions 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.***

**119. Personnel**

Cllr Cooper confirmed that a new Deputy Town Clerk has been appointed, who will start in post on 30 October 2023.

The meeting finished at 20.48

Chair ---------------------------------------------

Dated ---------------------------------------------