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| **Pre-meeting Reports**  **09 January 2024** | |
| **164.** | **East Suffolk Council**  Darren Newman, Economic Regeneration Manager, East Suffolk Council was in attendance and gave a presentation on the Leiston Masterplan.  Councillors voiced concerns regarding parking within the Town Centre. Mr Newman confirmed carparking is not within his remit but noted the concern.  During the above item, the time reached 7.30pm. It was proposed by Cllr Corbett, seconded by Cllr Hawkins, and agreed, Standing Orders be suspended to allow the public part of the meeting to be completed. |
| **165.** | **County Councillor**  County Cllr Haworth-Culf was in attendance.  A report had been previously circulated. County Councillor Haworth-Culf commented that she was disappointed to hear today of funding cuts to Arts and Museums, she has written personally to voice her concerns and urges others to do so. She spoke of the recent flooding on the S-Bends (B1119) and informed Councillors that SCC Highways have today spoken with the landowner who has agreed to clear the ditch. Cllr Last questioned if the S-Bends work is a temporary solution, Cllr Haworth-Culf will follow this up. Cllr Geater voiced concerns over recent road closures and the delay in reopening of roads once works are complete, Cllr Haworth-Culf will take this forward to SCC Highways.  A member of the public voiced concerns over recent flooding at both the S-Bends, and Yoxford, the latter being the EDF preferred transport route. |
| **166.** | **District Councillor**  District Cllr Whitelock was in attendance. A report had been previously circulated. District Cllr Whitelock confirmed District Cllr Daley will be attending our next meeting in February. Cllr Last raised concerns over the future of the Sizewell Park run, Cllr Whitelock will follow this up with East Suffolk Council and SZC. |
| **167.** | **Public Forum**  Mrs Warner spoke on behalf of the Sizewell Residents Safety Zone Community Forum – Road Ready to invite Councillors to attend their meeting being held on Tuesday 6th February 2024, 2pm at the Vulclan Arms, Sizewell. The Chair informed Mrs Warner this invitation will be discussed by Councillors under correspondence, item 16 on tonight’s agenda.  Mr Rainger gave a brief update on the Long Shop Museum refurbishment works. He also informed Councillors 2024 marks 40 years since the opening of the Long Shop Museum and celebration events will be held throughout the year. |
| **At a meeting of the LEISTON-cum-SIZEWELL TOWN COUNCIL**  **held in the COMMUNITY CENTRE, King Georges Avenue, Leiston, on**  **TUESDAY 09 January 2024 at 8.02pm** PRESENT | |
| **Councillor Lesley Hill (in the Chair)**  **Councillor Bing Boast**  **Councillor Tony Cooper**  **Councillor Nicky Corbett**  **Councillor Andrew Crisp**  **Councillor David Dix**  **Councillor Susan Geater**  **Councillor Trevor Hawkins**  **Councillor John Last**  **Councillor Selena Levermore**  **Councillor David Morsley**  **Councillor Paul Motion** | |
| **168.** | **Apologies**  Apologies were received from Cllr Swift. |
| **169.** | **Declarations of Interest**  Cllr Boast for CLT, Cllr Crisp for CLT, Cllr Motion for Alde Valley Academy, Cllr Geater for Finance and Personnel and Cllr Hill for CLT and planning application DC/23/4556/FUL. |
| **170.** | **Minutes of the Meeting held 05 December 2023**  It was proposed by Cllr Cooper, seconded by Cllr Last, and agreed the minutes for the Meeting held 05 December 2023 be signed as a true record. |
| **171.** | **Minutes of the AGM held 16 May 2023**  It was proposed by Cllr Cooper, seconded by Cllr Morsley, and agreed the minutes for the AGM held 16 May 2023 be signed as a true record. |
| **172.** | **Chairs Communication**  Firstly, a thank you to Sonny Cracknell and volunteers for putting up the town’s Christmas lights.  On the 9th December after months of planning the Leiston Events Group Christmas celebration plans were greatly reduced due to the very inclement weather. On the morning, they made the decision to abandon outside events and to carry on with just the indoor activities which fortunately, included the visit from Father Christmas to the Film Theatre. I spoke to the main organisers on the day and expressed my support for the decision they had made. I would like to take this opportunity to thank the Leiston Events Group for all the work they had undertaken and look forward to hearing about their next event.  I was delighted to hear that the pilot ‘Live Well Hub Leiston’ project had been awarded the Gold Community Focused Award at the Ipswich and East Suffolk Awards Evening on 12th December at Endeavour House. I was grateful to Helen Greengrass our Town Clerk for attending the ceremony with partners from CONNECT Suffolk. This accolade recognises the important work that is being undertaken and I thank all those involved in supporting members of the community.  On 13th December, I attended the annual Leiston and District Philatelic Society Christmas Social and Quiz at the United Church in Leiston. I was introduced to the Society Chairman, Michael Simons and other members. I was encouraged to take part in their quiz and was pleased to present certificates for the first and second place winners. I was then very surprised to learn that I had come third. The Society was formed in 1970 and I have recently been sent a copy of their 50th Anniversary celebration brochure. It may be of interest to Councillors as it makes reference to Frank Huxley a former town councillor and contains an article on Jennifer Toombs who helped the council with the design the Sizewell village sign. Jennifer was a well-known stamp designer and made an Honorary Member of the Society in 2009. |
| **173.** | **Assets Steering Groups**   1. **Community Centre and other Assets Steering – Notes of Meeting held 7 December 2023.**   Councillors noted the previously circulated notes. The Clerk gave an update on the recent vandalism at the Community Centre. The police have identified a suspect who has been interviewed and has admitted to causing the damage.   1. **Waterloo Centre Redevelopment Plans**   Councillors noted the previously circulated report. It was proposed by Cllr Levermore, seconded by Cllr Cooper, and agreed to call a stakeholder meeting to reflect on the original brief, existing and proposed plans and consider whether there is a need for a revised feasibility study of the Waterloo Centre.   1. **Live Well Hub, Leiston Update**   The Clerk informed Councillors the Mince Pie Monday event was a great success with 82 children and 74 adults in attendance. She was pleased to report theLive Well Hub Leiston’ project had been awarded the Gold Community Focused Award at the Ipswich and East Suffolk Awards Evening on 12th December at Endeavour House. The next monthly Coffee Morning is Monday 5th February the focus being Dementia. |
| **174.** | **Parks and Recreation Working Groups**   1. **Parks and Recreation Grounds Steering Group**   Councillors noted date of next meeting 23 January, 3pm at Waterloo Centre. The Clerk commented the East Suffolk Council Fido and Litter Bin Policy circulated to Councillors will be discussed at this meeting.   1. **East Suffolk Services Contract Meeting**   Councillors noted date of next meeting 14 February 2024, 2pm, TEAMS |
| **175.** | **Infrastructure Working Groups**   1. **Highways Working Group**   Councillors noted date of next meeting 16 January 2024, 3pm at Waterloo Centre. Cllr Last requested an update from SCC Highways before the meeting. The Clerk confirmed she has requested an update but nothing has been forthcoming as yet but she will follow up. The Chair confirmed that our County Councillor has also been chasing an update. Cllr Last also questioned the road works update post on our Council Facebook page and asked how residents could gain further information. The Clerk confirmed the link to One Network in the post where you can find details on all roadworks and closures in the area..   1. **Energy Projects Working Group**   The Clerk confirmed the next meeting is scheduled for 6th February 4.15pm at the Waterloo Centre.   1. **Deed of Covenant with SZC**   The Deed of Covenant is between East Suffolk Council and Suffolk County Council (1), and Sizewell C Limited (2) and Leiston-cum-Sizewell Town Council (3) in relation to the deed of obligation.  After a brief discussion it was proposed by Cllr Cooper, seconded by Cllr Motion, and agreed that Cllr Hill and Cllr Corbett sign the Deed of Covenant.   1. **Respond to Nuclear Decommissioning Authority (NDA) Consultation**   Cllr Corbett informed Councillors she has looked at the document in detail and only a brief response from the Town Council is needed, she will draft and circulate to Councillors for comment.   1. **Traffic and Transport Update**   Cllr Levermore reported that the first resumption meeting took place yesterday. There was a lot of detail presented and reviewed and further meetings will be scheduled. The Town Council Traffic and Transport Strategy Group will be meeting shortly to further review the detailed plans and will be convening a meeting with Steve Merry, SCC Highways to discuss the Traffic and Transport Strategy and Cycling Strategy further.   1. **Neighbourhood Plan Review Steering Group**   Councillors noted date of next meeting 23 January 2024, 4.45pm, TEAMS. The Clerk reminded Councillors of the Community Engagement Event planned for 27th February 2024 (and online on the 29th). |
| **176.** | **Outside Bodies**   1. **Leiston CLT**   Cllr Boast reported work behind the scenes is progressing well and the CLT look forward to providing a presentation to Full Council at their February meeting.   1. **Leiston Place Board**   The Clerk reported the notes from the Place Board meeting held 7th December are still to be approved and will be circulated in due course. The Town Council representatives presented the Town Council Transport Strategy to the Place Board. The next Place Board Meeting is scheduled for 15th February, there will be a subgroup meeting on 18th January to discuss short term wins.   1. **SZC Forum Meetings**   The Chair reported the Town Councils request to have two members on the Main Site Forum has been declined. After a brief discussion it was proposed by Cllr Levermore, seconded by Cllr Cooper, and agreed that Cllr Corbett represents the Town Council on the SZC Main Site Forum. The first Main Site Forum will take place on 16th January 2027, 7.30pm at the LTAA.   1. **Leiston Film Theatre Support Club (now known as Friends of Leiston Film Theatre)**   Councillors noted the previously circulated report which Cllr Morsley referred to at the meeting. He invited all Councillors to attend their AGM on Thursday 17th February, 10.30 at the Film Theatre. This year marks 110 years of Leiston Film Theatre and they will be holding a celebration event on 27th October. Cllr Cooper questioned the ticket price discounts for members and how this would affect the Town Council budget since the Film Theatre runs at a deficit. The Chair confirmed this would be taken forward by the Finance Committee.   1. **Leiston Works Railway**   After a brief discussion by Councillors, it was agreed to delegate this matter to the Town Clerk to follow up.   1. **Fairtrade**   Cllr Dix reported the Fair Trade Steering Group plan to meet in February and he will report back to Council. |
| **177.** | **Civic Matters/Events**   1. **Chairs Reception**   The Chair confirmed the Chair’s Reception will be held at Leiston Community Centre on Friday 26th April 2024.   1. **Annual ‘Philip Harle’ Litter Pick**   It was proposed by Cllr Last, seconded by Cllr Morsley and agreed to hold the annual ‘Philip Harle’ Litter Pick on Saturday 11th May 2024.   1. **Internal Review of Committees and Working Groups**   The Clerk thanked all Councillors who attended the Internal Review of Committees and Working Groups. The new schedule will be distributed in due course. Planning Meetings are still to be scheduled in.   1. **Leiston Town Council Annual Meeting**   It was proposed by Cllr Morsley, seconded by Cllr Corbett and agreed to hold the Leiston Town Council Annual Meeting on Tuesday 28th May 2024.   1. **D-Day 80 Update**   The Chair reported the pre-planning application submitted for the beacon by the Clerk has indicated we will need to put in a full planning application. It was proposed by Cllr Cooper, seconded by Cllr Boast and agreed the Town Council should submit a full planning application for the beacon. Cllr Corbett will contact Sizewell and ask them to start work on the beacon. Cllr Last confirmed he has had a verbal response from Suffolk Fire and Rescue to say depending on any incidents they will be able to attend, he will confirm this in writing. The D-Day Working Group will request a grant from County Councillor Haworth-Culf to pay for the Royal British Legion Band. |
| **178.** | **Finance**   1. **Finance Committee Notes of Meeting held 4 January 2024**   Councillors noted the previously circulated notes.  **Bank Signatories and Accounts**  On recommendation from the Finance Meeting it was proposed by Cllr Boast, seconded by Cllr Corbett and agreed the key signatories on any new Bank Account opened be Cllr Cooper, Cllr Hill, Cllr Levermore and Helen Greengrass, Town Clerk  **CCLA Public Sector Deposit Fund**  On recommendation from the Finance Meeting it was proposed by  Cllr Boast, seconded by Cllr Crisp and agreed to authorise investment into Qualifying Money Market Funds of up to £75,000 and resolved to open a Public Sector Deposit Account    Council confirmed the proposed signatories for the proposed Public Sector Deposit Account as Cllr Tony Cooper, Cllr Lesley Hill, Cllr Seleena Levermore and the Town Clerk, Helen Greengrass.    Council further confirmed the First Signatory Ms Helen Greengrass, Town Clerk and RFO as the main contact and portal administrator for this account.  **CCLA Reserve Account**  Account LA3077624 (Previously 621106201)  On recommendation from the Finance Meeting it was proposed by Cllr Corbett, seconded by Cllr Motion and agreed to the removal of former Cllr David Bailey as a signatory to the account and the addition of Cllr Levermore as a signatory to the account.  This will be authorised by signatories Cllr Cooper and Town Clerk, Helen Greengrass.   1. **Fees and Charges Schedule Preliminary Review**   The Clerk reported she is working on a Fees and Charges Schedule*,* reviewing fees and charges across all Council assets which will be taken to the Finance Meeting and Full Council to review in due course.   1. **Accounts paid December 2023**   It was proposed by Cllr Last, seconded by Cllr Boast and agreed the monthly income and expenditure from Rialtas be approved.   1. **Set the Precept Budget for 2024/2025**   Councillors noted the detailed report previously circulated.  After some discussion it was proposed by Cllr Cooper, seconded by Cllr Boast and agreed that Leiston-cum-Sizewell Town Council will request a precept from East Suffolk Council for £357,000 for 2024/25, which is a 3.59% increase. |
| **179.** | **Policies and Procedures**   1. **Health and Safety Policy** 2. **Safeguarding (Assets) Policy** 3. **CCTV Policy** 4. **Draft Lone Working Policy**   Councillors noted the previously circulated policies which the Deputy Clerk talked through in brief. Cllr Corbett questioned if the Town Council are responsible for Hirers Safeguarding practices. The Deputy Clerk confirmed Safeguarding is everyone’s responsibility. The Chair suggested a minor change be made to the Safeguarding (assets) Policy that Assets be included in the title, there is a small grammatical error to be corrected on the CCTV Policy. It was proposed by Cllr Crisp, seconded by Cllr Corbett and subject to the minor changes, the policies be approved. |
| **180.** | **Planning**   1. Enforcement Matters Update   The Clerk gave an update on the previously raised enforcement matters:  Black Horse Car Park – This has been confirmed as a legitimate business and Highways have made no objections to the entry/exit.  Selling of Alcohol (Leiston Local) – continues to be monitored and reported.  Opening of Shop Door on to Footpath (Leiston Local) – has been reported to East Suffolk Council.  Garish and Illuminated Signage – Council has limited options, but East Suffolk Council are aware and there are options that can be explored via the Masterplan discussions and through the Neighbourhood Plan.  Youths hanging about outside Leiston Local – continues to be monitored and reported through the ASB meetings.  The Public can report any concerns to ASB reporting [Report antisocial behaviour | Suffolk Constabulary](https://www.suffolk.police.uk/ro/report/asb/asb-v3/report-antisocial-behaviour/)  Also to East Suffolk Council [RMM - Public Form (ecdesk.org)](https://phoenix.ecdesk.org/forms/public/eyJpdiI6IjE2blpiZUFVMkFwVGprRG41VU93Qnc9PSIsInZhbHVlIjoiRkNrQzhMb1pkSXFhcmFQbHRpZDUwVHRyN2ZEdERNUVNsUU5ieUFEa3lzai9kMThaWXVGWllWdFNESW1qSHZ3byIsIm1hYyI6ImFkODAyNDM2ZGEyOGY0YjM3NDVlMmRmMzJjNGE0ZTgzYTU2ZjFiNWJmY2YzOGQ0OGU0ZTBkMDkwMzdhY2NmMTUiLCJ0YWciOiIifQ==/community-trigger-application-form-copy) or by email [asbu@eastsuffolk.gov.uk](mailto:asbu@eastsuffolk.gov.uk)  Black Horse HMO application has been approved.  Cllr Last raised concerns over HMO applications for properties under 6 occupants. Cllr Cooper confirmed that ESC Planning require HMO’s of any size to obtain planning permission. Cllr Corbett commented that through the Energy Working group there were plans to hold a meeting with East Suffolk Council Housing and Licensing teams to monitor HMOs  Illuminated Signs – The Clerk has been requested to put together a list of all properties with illuminated signs in the town. Cllr Morsley volunteered to compile the list.  Councillors remain concerned about the amount of garish signing around the traffic lights area of town. The Chair will take forward to the Place Board and see if they can assist.   1. Healthy Environment Supplementary Planning   Councillors noted the previously circulate Healthy Environment Supplementary Planning Document. It was agreed to delegate the Clerk to submit a positive response.   1. **DC/23/4556/FUL –** [Creation of new Artificial Grass Pitch (AGP) and separate Muga pitch, installation of new 4.5m high ball stop fencing and entrance gates to AGP perimeter, installation of a new of new 2.0m high and 1.2m high pitch perimeter barrier and entrance gates within AGP enclosure, installation of new hard standing areas, installation of new floodlight system to both AGP and Muga pitches, installation of new maintenance equipment store located within AGP enclosure, installation of new hardstanding walkway between existing leisure centre/SGP grass pitch and Mug pitches. – Alde Valley High School Seaward Avenue Leiston Suffolk IP16 4BG](https://publicaccess.eastsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=S4S2JDQXGT100)   RECOMMEND APPROVAL  (Cllr Dix was against)   1. **DC/23/4685/FUL –** [To create a link room between the properties back door and the brick outbuilding which stands behind it](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4VMBYQXGUZ00&prevPage=inTray)   RECOMMEND APPROVAL   1. **DC/23/4721/FUL** - [First floor extension to side of dwelling The Manor The Common Leiston Suffolk IP16 4UL](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S5AWBAQXH1B00&prevPage=inTray)   RECOMMEND REFUSAL   1. **DC/23/4685/FUL -** [Installation of a concrete ramped access. Block up existing front door and form a new opening on the adjacent existing porch wall.](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S571G5QXGZN00&prevPage=inTray)   RECOMMEND APPROVAL     1. **DC/23/4840/FUL -** [Hybrid application seeking planning permission for the extension of the Wild Aldhurst car park from 5 to 20 spaces together with drainage and lighting provision. Works to construct a bird hide and a bird screen together with improvement to existing and creation of new footpaths together with landscaping. Outline planning permission for the construction of a visitor centre with external appearance the only reserved matter.](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S5UXBQQX06O00&prevPage=inTray)   RECOMMEND APPROVAL   1. **DC/23/4854 -** [Listed Building Consent - Refurbishment of building known as the Hay Barn and inspection, recording and subsequent partial or total demolition of the Cart Lodge adjacent to the Hay Barn - Upper Abbey Farm Eastbridge Road Leiston Suffolk IP16 4RQ](https://publicaccess.eastsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=S5WWJPQX07400)   RECOMMEND APPROVAL   1. **SCC/0006/24/DoR/EA1 & SCC/0007/24/DoR/EA2**   **FOR INFORMATION DISCHARGE OF REQUIREMENT 19 (PRE-COMMENCMENT ARCHAELOGY EXECUTION PLAN AND WRITTEN SCHEME OF INVESTIGATION FOR INFILTRATION TESTING SURVEYS) IN RESPECT OF SCOTTISH POWER RENEWABLES EAST ANGLIA ONE NORTH AND TWO OFFSHORE WIND FARMS**  The Chair confirmed this application was for information and no response was required unless Councillors wish to comment. Councillors noted the application and agreed they had no comments to submit. |
| **181.** | **County Matters**  None. |
| **182.** | **District Matters**  None. |
| **183.** | **Correspondence**  **Headway Suffolk**  Councillors noted the grant application from Headway Suffolk, for £1,000 towards the costs of running a small hub in Leiston. On recommendation from the Finance Meeting, it was proposed by Cllr Mosley, seconded by Cllr Cooper, and agreed to refuse the £1,000 grant request on the basis Headway can use the Live Well Hub for free on Monday, Wednesday and Friday. Town Clerk to contact the applicant.  **Sizewell Residents Safety Zone Community Forum – Road Ready**  Councillors noted the invitation from the Sizewell Residents Safety Zone Committee.  ***It was proposed by Cllr Corbett, seconded by Cllr Last and agreed that the time being 10pm, Standing Orders be suspended for 10 minutes to permit continuing discussion of Council business.***    After a brief discussion it was proposed by Cllr Last, seconded by Cllr Cooper and agreed that Cllr Motion would attend and report back to Full Council. |
| **184.** | **Questions to Chair**  Cllr Last expressed concern on the SCC Cuts to Arts and Museums. Museums, and the impact it would have in Leiston. He commented that they many services to local communities including warm rooms. The Chair volunteered to write a suitable response to SCC. |
| **The meeting finished at 10.06pm** | |
| **Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |