MINUTES OF ALDERTON PARISH COUNCIL MEETING

Held in Alderton Village Hall on Monday 14th September at 18:00

Present: Chair Annie Jessup (AJ) Vice Chair Alan Austin (AA) present from 19:00

Councillors: Joanne Butler (JB), Chris Green (CG), Bob Loughlin (BL)

Parish Clerk: Sue McCormack (SM)

Members of Public: present including our County Councillor

	Item	Action
1	Apologies for absences: Jeff Hayward, Mal Ward.	
2	Declaration of Interest: None	
3	To consider requests for dispensations: None	
4	The minutes of the meeting of the council held on 20th July2026 were agreed as a true and correct record.	
5	Public participation session (15 minutes): Agreed by all public present to utilise this time for questions to County Councillor	
6	Matters arising: JH not present for bank statement reconciliation	
7	Clerk report: • Councillor Vacancy – Election team at E Suffolk confirmed that our 2 vacancies do not have to go to an election and can be co-opted. Please talk to people about this in order to fill these. • The insurance renewal is due in early November. There is a pre-renewal questionnaire to complete. Jeff and Annie have offered to help work through it but we may require confirmation or information in order to complete. • A small generator has been acquired by the Emergency planning team large enough to power lighting. This is currently in the old container. A motion will be voted on at the next meeting to approve funding for ethanol to power it. • A draft, joint emergency plan with Bawdsey is near completion, hope to circulate as soon as it is received. Chair report: 1. Audit report recieved 2. Sale of the Swan. Letter received from Communities Officer at East Suffolk Council. Community has 6 weeks to express a non-binding intention to bid. That ends 20 October. Meeting of 21 September is simply to inform and ask if there is such intention. 3. Trustees consent to planting on the rec, subject to agreement about precise placement. Bod Mann willing to be on committee to consider tree planting.	a)Everyone to read the audit report carefully, and to resolve that they will address all

	4. Plots at entrance to Mill Hoo don't belong to East Suffolk District Council. I am awaiting reply from Suffolk County Council re ownership and permission to plant bulbs. 5. Emergency Planning. Our website needs to contain correct, up to date information, which requires liaison with Bawdsey parish council. In view of forecasts about extreme weather events (also because of El Nino) it's urgent that we have a village hall which can function as a place of refuge, so I intend to invite Tony Street to report to our next meeting. As currently drafted, the emergency plan names 3 councillors who can give access to Bawdsey Village Hall. It would be good to have 3 names for us to put forward to give access. I'm prepared to be one; if there are others, please speak to me after the meeting. There is a webinar on emergency planning on October 1st. If anyone wants to participate council would support that. East Suffolk Council is providing it, and details are on their website. 6. Hedges; it's the time of year when hedges should be cut back in order to stop them blocking pavements or footpaths, or obscuring view of road signs. Beach Lane needs hedges cutting back, or the bin lorries won't go down there. Please will one of you volunteer to talk to owners of relevant properties and ask them nicely. Please look around the village and ask anyone whose hedge sticks out too much to cut it back. If there are households who are physically unable to cut their own hedges, please report it to other councillors so we can consider whether it's something the council should spend money on fixing. If any of our hedges need cutting back then please report it so that we can make proper resolution at next meeting. Under Standing Order 25 no councillor shall issue orders, instructions or directions unless authorised by a resolution. 7. Pavilion. I noticed that it needs some maintenance and repair (gutter at the back hanging down so no rainwater going into water butt), on the end wall the paint is flaking off. However, I noticed that too late for tonight's meeting, so I will submit resolution to our next meeting to instruct someone to inspect and fix it. If any councillors know of any maintenance issues, please report them to me, so they can be taken into account.	the matters which need attention. b)Before the next meeting, set up an individual email account which is for parish council business only and fully complete their own entry on the register of interests.
8	Jonathan Ramsay, Suffolk County Councillor was introduced and gave an overview of his priorities for the area. He covered: Preparation for Winter/flooding and spoke of School Corner When asked about sand on the roads causing loss of traction and road narrowing he responded that he wants to pull together a solution. There is a joint Parishes meeting Monday 30th November 10:00-12:00 in Deben Conference Rm, Riduna House, Melton. Improving the character of roadways by joining with e.g. gardening groups Requested we call him direct for highways issues. Explained there is some community funding available for small projects. Highways Improvement Projects require a site visit and are associated with a feasibility fee and are often funded through community infrastructure levy (CIL) payments. Questions raised by councillors and public with responses where applicable: White lines have faded resulting in dangerous roads – will come to village for a walkaround date tbc 30mph sign was not moved when a new housing development (The Pastures) was built and an accident has occurred close to this spot – will look into the accident report	

	Traffic hold ups between Bromeswell roundabout and Melton traffic lights, could a 'Lollipop' person by the school help – traffic delays could be due to a combination of factors including traffic lights phasing, roundabout priorities, railway crossing, automatic pedestrian crossing phase at lights – raise at the Joint Parishes meeting in November as will affect most people Melton crossing was closed last night without notice. This causes real problems for the peninsula. Library bus does visit, JR will send details of a project to link the bus with other village groups	
9	Proposal to accept the resignation of Jeff Hayward as Responsible Financial Officer with transfer to Sue McCormack, Parish Clerk from 1 October 2026 Proposed: AJ, Seconded: CG, motion carried unanimously	
10	Proposal for the council to agree the following increases to the Clerk's pay: a) Uplift to next point on pay spine (from £13.69/hr to £13.90/hr before pay rise) following the successful completion of probation as per contract of employment. b) Acceptance of 3.3% pay award agreed by The National Joint Council for Local Government Services (NJC) back dated to 1 April 2026 Proposed: AJ, Seconded BL, motion carried unanimously	
11	Proposal that the council adopts the form 'Alderton Parish Council (APC) Beach Lane Allotments Rules for Allotment Holders'. Proposed: AJ, Seconded JB, motion carried unanimously	
12	Propose that the council adopts the updated Village Hall Hire and Pavilion Hire Terms and Conditions. Amendment proposed by AJ for VH Hire to include 'activities for the benefit of the community previously endorsed by the parish council', Seconded by JB Amendment proposed by AJ for Pavilion Hire to include the same point about hire by charities as per VH Hire and the line above, Seconded by JB Revised document approval proposed CG, Seconded: JB, motion carried unanimously	SM to include amendments before publishing
13	Proposal that the council agrees the wording and quote for a new Village Hall sign and 2 new signs for the recreation ground. Proposed: AJ, Seconded BL, motion carried unanimously	SM to order signs
14	Proposal that any village fete held in summer 2027 be organised by the community and not by the parish council. To that end, the parish council calls for an advertised public meeting to be held in the village hall before the end of November to ask for volunteers to run the next Alderton Village Fete. The village hall to be made available free of charge for such a meeting for a period not exceeding 2 hours. The parish council will make an interest free loan of £1,000 (payable from the community fund) to a committee of volunteers (not less than 2 persons) for expenses connected with organising the fete, the said loan to be repaid no later	

	than 2 weeks after the date on which the fete is held, the said sum to be paid by the council into the community fund. The parish council will permit the said committee to use the recreation ground on the day of the fete and the evening before the fete, and to use the pavilion and the items, stored in the containers on the recreation ground and foldable tables, crockery, cutlery and catering equipment contained within the village hall at the same times, free of charge, subject to the activities of the fete being licensed and insured either within the parish council's existing policy of insurance or within such additional insurance as required which will be at the expense of the said committee, and subject to all such items being returned in good and clean condition to the containers or the village hall as applicable within 48 hours after the end of the fete. Member of the public, Vanessa Austin was permitted to address the meeting during the debate; that debate included that the destination of profits of the fete would be for the community to decide. Proposed: AJ, Seconded BL, motion carried unanimously	
15	Proposal that the council ratifies the appointment of a committee to investigate and report on proposals for the refurbishment of the village hall kitchen. Proposed: AJ, Seconded AA, motion carried unanimously	
16	Proposal that the council appoints a tree committee to investigate and report on proposals to increase the number of trees in the village, benefitting from grants where applicable. Proposed: AJ, Seconded AA, motion carried unanimously	
17	Proposal that the council agrees to spend £150 to update the Village website. Proposed: AJ, Seconded JB, motion carried unanimously	
18	Proposal that the council agrees to spend £150 for the Clerk to attend training on the annual audit. Proposed: AJ, Seconded JB, motion carried unanimously	
19	Proposal that the proposed amendments are made to our standing orders and that these are agreed at the next council meeting on 26th October 2026. Further work required to review, adapt and debate the NALC 2025 Standing Orders. Motion not voted on – defer to next meeting	SM to email out 2025 SO
20	Proposal that the council agrees to the use of the village hall and its facilities free of any hire charge and to waive any fee for gas or electricity for periods of 2 hours once each fortnight to provide refreshments and a space to socialise with others and play e.g. board games for anyone who wishes to attend. Proposed: CG, Seconded AJ, motion carried unanimously	
21	Date of next meeting: Monday 26 October at 18:00	

Meeting closed at 19:40

Sue McCormack

Sue McCormack - Clerk to the Council Date: 12/10/2026

Approved by: Date:

Annie Jessup- Chair