

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN  
COUNCIL HELD ON WEDNESDAY 28 MARCH 2018 AT 7.08 PM AT THE  
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Speed (Chairman), Augustine, Chung, Everitt, Hailstone, D Hind, K Hind, Hopfensperger, Murray, Nettleton, Rout, P Warby and Williamson.

**ALSO PRESENT:** Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotments & Administrative Assistant), Damien Parker (St Edmundsbury Borough Council's Service Manager (Operations Leisure and Culture)), Robert Houlton-Hart and Cliff Hind (Moreton Hall Residents Association), Alan Bond (Churchgate Area Association), Joanna Metcalfe and Craig Lee (Greener Growth), Martyn Taylor (Bury Society), Melanie Lesser (Bury In Bloom), PC Mark Ellis, PCSO Ken Ruston, Sgt Carl Edley and a reporter from the Bury Free Press.

**1. CHAIRMAN'S INTRODUCTION**

An overview was given.

**2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE**

Apologies were received and the reasons accepted from Cllrs Rayner (prior arrangement), Springett (work commitments), Thompson (work commitments) and F Warby (illness).

**3. TO RECEIVE DECLARATIONS OF INTEREST + ADDITIONS TO REGISTERS**

All Borough Councillors when sitting at Town Council level (and vice versa) are advised to declare as follows: "that I may vote differently at Borough Council (*substitute Town Council as and when required*) level from that recorded at this meeting because of the possibility of further information being made available to me at that other tier of local government". Cllrs Chung, Everitt, Hailstone, D Hind, Hopfensperger, Nettleton, Rout and Speed declared a local non-pecuniary interest as a Borough Councillor. Cllr Chung declared a non-pecuniary interest in item 9 as a Trustee of the Bury Society. Cllr Rout declared a non-pecuniary interest in item 23 as a close relative is in charge of fundraising for the Suffolk Accident Rescue Service.

**4. TO CONSIDER ANY WRITTEN APPLICATION BY A MEMBER FOR A DISPENSATION RELIEVING THE MEMBER FROM EITHER OR BOTH OF THE RESTRICTIONS IN SECTION 31(4) OF THE LOCALISM ACT 2011 IN CASES DESCRIBED IN THE DISPENSATION AND SPECIFY THE PERIOD FOR WHICH ANY DISPENSATION SO GRANTED HAS EFFECT**

None.

**5. TO CONFIRM, ADOPT AND SIGN THE MINUTES 24 JANUARY 2018 MEETING OF THE TOWN COUNCIL**

Resolution Record No. **BSETC/123/28/Mar/18:**

That the minutes of the 24 January 2018 meeting of the Town Council be agreed and signed as a true record.

**6. TO RECEIVE AN UPDATE FROM PCSO EMILY HOWELL AND A PRESENTATION FROM PCSO KEN RUSSELL ON SPEED AWARENESS ACTIVITIES**

Matters discussed included Hardwick Primary School, vagrants in the town centre, 'boy racers' in the town centre and on Moreton Hall and the detailed analysis of crime statistics in February, provided by PC Ellis. It was noted that 330 parking tickets had been issued in February and March.

A very informative presentation was received regarding camera speed enforcement as well as the Community Speedwatch scheme (whereby volunteers record vehicle speeds in 30mph zones only, resulting in warning letters being sent or in the case of repeat offenders, a personal visit from a member of Suffolk Constabulary).

#### **7. PUBLIC FORUM**

A representative of the Moreton Hall Residents Association spoke regarding the new West Suffolk Council boundaries review and the Town Council's highways budget.

#### **8. TO RECEIVE A PRESENTATION BY GREENER GROWTH ON PROGRESS TO DATE WITH THE 'GREEN SURVEYS' IN THE TOWN'S WARDS.**

'Green surveys' had been completed in 7 out of the 9 wards and a further £2,000 was required to complete the remaining two wards. Projects involved Howard Primary School, Howard Estate Association of Residents & Tenants, Guildhall Feoffment School, Riverwalk School, Havebury and Metropolitan (social housing providers).

#### **9. TO RECEIVE A PRESENTATION BY MARTYN TAYLOR IN CONNECTION WITH BURY SOCIETY'S GRANT FUNDING APPLICATION BEING CONSIDERED LATER ON THIS AGENDA**

A presentation was received regarding the project to refurbish the Ouida monument.

#### **10. CLERK'S REPORT FOR NOTING**

The Clerk reported on year-end activities, public reaction to precept increases, work on Council policies, Armed Forces Day activities and other activities such as the Council running of the allotments.

#### **11. RFO'S REPORT ON BUDGET LINE ITEMS SHOWING 'YEAR TO DATE' AND OTHER INFORMATION**

The updated report was reviewed and underspent budget lines (elections and Destination Management Organisation) were highlighted.

#### **12. TO APPROVE THE MARCH 2018 FINAL PAYMENTS LIST**

Resolution Record No. **BSETC/124/28/Mar/18:**

That the March 2018 payments list be approved.

#### **13. TO CONSIDER THE MOTION THAT '£22,500 OF THE APPROVED HIGHWAYS BUDGET IS TO BE EARMARKED FOR THE TOWN CENTRE (DEFINITION TO BE DEFINED) AND THE REMAINDER DIVIDED EQUALLY BETWEEN THE 17 TOWN COUNCILLORS GIVING EACH COUNCILLOR A "HIGHWAYS BUDGET" OF £7,500 TO SPEND IN THEIR PARTICULAR WARD. AT THE END OF JANUARY 2019, FULL COUNCIL WILL CONSIDER ANY UNALLOCATED HIGHWAYS BUDGETS AND DETERMINE HOW THIS MONEY WILL BE SPENT WHICH MAY INCLUDE ALLOCATING IT TO PROJECTS IN OTHER WARDS' – CLLR HOPFENSBERGER**

The proposer withdrew this motion.

#### **14. TO CONSIDER AND ADOPT A PAPER FOR A HIGHWAYS STRATEGY POLICY AND IMPLEMENTATION – CLLR SPEED**

It was proposed and seconded that the following sections of the report tabled by Cllr Speed be adopted verbatim:

"1. Town Council works should be restricted to pavement and pedestrian areas only. Roads are likely to require costly solutions and with a small budget, it seems sensible to focus efforts. There would also be greater liability issues.

2. Several councillors have aired thoughts about individual Locality type budgets for each Ward. It is essential that all Wards receive due consideration on a merit basis. Areas of most concern, and danger, should be addressed in whichever Ward they are found. However, spitting a limited budget across a number of Wards reduces the Council's ability to have any real impact. There would be significant extra running costs. At whatever level, it also reduces the amount any Ward councillor can apply to his/her Locality.

3. It is proposed that it is minuted that all areas of the town should receive support and grants, but that the central fund be kept as a pooled resource. It is suggested that applications for up to 25k be considered by the Planning Licensing and Finance Committee on a priority basis. Any applications over 25k to be considered by Full Council. Furthermore, a rolling annual programme of works could be recorded so that, over a period, all Wards should benefit from Town Council pavement repair funding.

4. Furthermore, grants may be for as little as £250, or be for a match funded amount towards substantial pavements improvements and refurb.

5. For smaller works, the Town should engage with local reputable repairers, with appropriate licenses. Where appropriate a tendering process could be implemented."

An amendment was proposed, seconded, and fell, to replace points 3 and 4 with the following:

That £22,500 of the approved highways budget is to be earmarked for the town centre (definition to be defined) and the remainder divided equally between the 17 Town Councillors giving each Councillor a "Highways budget" of £7,500 to spend in their particular area (to be defined as described by Cllr Nettleton who had earlier suggested that the town be divided into 4 areas). At the end of January 2019, Full Council will consider any unallocated Highways budgets and determine how this money will be spent which may include allocating it to projects in other wards.

A further amendment was then proposed, seconded, and carried, that the Planning Licensing and Finance committee meets at 6pm on the second meeting of the month to consider highways issues.

**Resolution Record No. BSETC/125/28/Mar/18:**

That a Highways Strategy Policy and implementation be as follows:

1. Town Council works should be restricted to pavement and pedestrian areas only. Roads are likely to require costly solutions and with a small budget, it seems sensible to focus efforts. There would also be greater liability issues.

2. Several councillors have aired thoughts about individual Locality type budgets for each Ward. It is essential that all Wards receive due consideration on a merit basis. Areas of most concern, and danger, should be addressed in whichever Ward they are

found. However, spitting a limited budget across a number of Wards reduces the Council's ability to have any real impact. There would be significant extra running costs. At whatever level, it also reduces the amount any Ward councillor can apply to his/her Locality.

3. It is proposed that it is minuted that all areas of the town should receive support and grants, but that the central fund be kept as a pooled resource. It is suggested that applications for up to 25k be considered by the Planning Licensing and Finance Committee on a priority basis and that the Planning Licensing and Finance committee meets at 6pm on the second meeting of the month. Any applications over 25k to be considered by Full Council. Furthermore, a rolling annual programme of works could be recorded so that, over a period, all Wards should benefit from Town Council pavement repair funding.

4. Furthermore, grants may be for as little as £250, or be for a match funded amount towards substantial pavements improvements and refurb.

5. For smaller works, the Town should engage with local reputable repairers, with appropriate licenses. Where appropriate a tendering process could be implemented.

Cllr Hopfensperger wished it be noted that he voted against this motion.

**15. TO CONSIDER THE MOTION THAT RESOLUTION RECORD NO. BSETC/121/25/JAN/17, WHICH INCREASED THE CHARGE FOR ALLOTMENTS WITH WATER FOR THE YEAR 01 APRIL 2018 TO 31 MARCH 2019 FROM £9.20 TO £9.50 PER SQUARE ROD BE RESCINDED AND CONSEQUENTIALLY, THE CHARGE SHALL REMAIN AT £9.20 PER SQUARE ROD – CLLR NETTLETON**

The motion that Resolution Record No. BSETC/121/25/Jan/17, which increased the charge for allotments with water for the year 01 April 2018 to 31 March 2019 from £9.20 to £9.50 per square rod be rescinded and consequentially, the charge shall remain at £9.20 per square rod was proposed, seconded, and fell.

**16 TO CONSIDER THE GRANT FUNDING APPLICATION FROM THE BURY SOCIETY OF TOWARDS THE RESTORATION OF THE OUIDA MONUMENT AT THE STAMFORD COURT JUNCTION**

Cllr P Warby left the meeting at 9.03 pm.

A proposal to award a lesser amount of £1,250 was proposed, seconded, and fell.

Resolution Record No. **BSETC/126/28/Mar/18:**

That the Bury Society be awarded £3,000 grant funding towards the cleaning and restoration of the Ouida monument at Stamford Court/Vinery Road.

Cllr Nettleton wished it be noted that he voted against this motion.

**17. TO REVIEW THE EFFECTIVENESS OF THE INDEPENDENT INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2017:**

Resolution Record No. **BSETC/127/28/Mar/18:**

That, following review, no weakness or areas for improvement were identified and the Independent Internal Audit for the year ended 31 March 2017 was considered to be effective.

a. To adopt the Internal Audit Plan for the year ending 31 March 2018

Resolution Record No. **BSETC/128/28/Mar/18:**

That the Internal Audit plan for the year ending 31 March 2018 be approved and adopted.

b. To adopt the terms of engagement for the Internal Auditor for the year ending 31 March 2018

Resolution Record No. **BSETC/129/28/Mar/18:**

That the terms of engagement for the Internal Auditor for the year ending 31 March 2018 be approved and adopted.

c. To consider quotes for the internal audit for the year ending 31 March 2018

That Heelis & Lodge be appointed to provide the Independent Internal Audit for the year ending 31 March 2017.

d. To review the effectiveness of Council's internal systems of control

Resolution Record No. **BSETC/130/28/Mar/18:**

That following review, all of the systems of internal control currently in place were considered effective and should continue in their present format.

**18. TO CONSIDER INCREASING THE FIDELITY GUARANTEE (FRAUD AND DISHONESTY) INSURANCE COVER SUM INSURED TO £650,000**

Resolution Record No. **BSETC/131/28/Mar/18:**

That the Fidelity Guarantee (fraud and dishonesty) insurance cover sum insured be increased to £650,000.

**19. TO CONSIDER AND ADOPT THE UPDATED ASSET REGISTER**

Resolution Record No. **BSETC/132/28/Mar/18:**

That the updated asset register be approved and adopted.

**20. TO ADOPT THE COUNCIL RISK ASSESSMENT FOR 2017-2018**

Resolution Record No. **BSETC/133/28/Mar/18:**

That the Council Risk Assessment for 2017-2018 be approved and adopted.

**21. TO ADOPT THE NEW YEAR'S EVE WORKING GROUP TERMS OF REFERENCE AND APPOINT MEMBERS**

Resolution Record No. **BSETC/134/28/Mar/18:**

That (1) the New Year's Eve Working Group Terms of Reference be adopted and (2) that membership of the New Year's Eve Working Group comprise Cllrs Hopfensperger and Rout.

**22. TO REVIEW AND ADOPT THE FOLLOWING UPDATED POLICIES:**

- a. Allowances and Expenses Policy
- b. Chairman's Expenses
- c. Data Protection, Confidentiality And Information Management Policy
- d. Dealing With Dispensations Under S33 Localism Act 2011 [Attached]
- e. Grievance Procedure
- f. Harassment Policy
- g. Lone Worker Policy
- h. Public Forum At Meetings Policy
- i. Sickness Absence Policy
- j. Standing Orders
- k. Financial Regulations

A proposal to accept items a-i was proposed, seconded, and fell.

Resolution Record No. **BSETC/135/28/Mar/18:**

That the updated policies covering (1) Allowances and Expenses; (2) Chairman's Expenses; (3) Data Protection, Confidentiality And Information Management; (4) Dealing With Dispensations Under S33 Localism Act 2011; (5) Grievance Procedure; (6) Harassment; (7) Lone Worker; (8) Public Forum At Meetings; (9) Sickness Absence; (10) Standing Orders and (11) Financial Regulations be approved.

**22. TO APPROVE THE RETENTION BY SUFFOLK ACCIDENT RESCUE SERVICE OF THE BALANCE (£314) OF THE £8,000 GRANT IT RECEIVED IN FEBRUARY 2017, IN ORDER THAT IT BE PUT TOWARD THE PURCHASE OF FUTURE EQUIPMENT.**

Resolution Record No. **BSETC/136/28/Mar/18:**

That the retention by Suffolk Accident Rescue Service of the balance (£314) of the £8,000 grant it received in February 2017, in order that it be put toward the purchase of future equipment be approved.

**23. TO APPROVE THE REQUEST FROM THE MAGNA CARTA TRUST FOR A CONTRIBUTION OF £800**

Resolution Record No. **BSETC/137/28/Mar/18:**

That the request from the Magna Carta Trust for a contribution of £800 be approved.

**24. TO APPROVE THE UNDERTAKING OF A FEASIBILITY STUDY BY THE CLERK, ON POSSIBLE USES BY THE TOWN COUNCIL, OF THE GUILDHALL AND FACILITIES.**

Resolution Record No. **BSETC/138/28/Mar/18:**

That the undertaking of a feasibility study by the Clerk on possible uses by the Town Council of the Guildhall and its facilities be approved.

**25. TO CONSIDER THAT COUNCIL WRITES TO BT ABOUT THE DERELICT PHONE BOX IN TREVETHAN CLOSE – CLLR NETTLETON.**

Resolution Record No. **BSETC/139/28/Mar/18:**

That the Clerk writes to BT about the derelict phone box in Trevethan Close.

**27. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING LICENSING & FINANCE COMMITTEE OF:**

- a. 24 January 2018
- b. 14 February 2018
- c. 14 March 2018

Resolution Record No. **BSETC/140/28/Mar/18:**

That the December 2017 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. **BSETC/141/28/Mar/18:**

That the January 2018 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. **BSETC/142/28/Mar/18:**

That the minutes of the Planning, Licensing & Finance committee meetings of 24 January 2018, 14 February 2018 and 14 March 2018 be received and the recommendations therein be adopted.

**28. TO RECEIVE THE REPORTS AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE STAFFING & EMPLOYMENT COMMITTEE OF:**

- a. 13 December 2017
- b. 14 March 2018

Resolution Record No. **BSETC/143/28/Mar/18:**

That the minutes of the Staffing & Employment Committee meeting of Wednesday 13 September 2017 be signed as a true record.

Resolution Record No. **BSETC/144/28/Mar/18:**

That the minutes of the Staffing & Employment Committee meeting of Wednesday 13 December 2017 be signed as a true record.

Resolution Record No. **BSETC/145/28/Mar/18:**

That the minutes of the Staffing & Employment committee of 13 December 2017 and 14 March 2018 be received and the recommendations therein be adopted.

**29. TO NOTE THE CLERK'S USE OF DELEGATED AUTHORITY ON 29 JANUARY 2018 IN RESPECT OF THE RE-CONSULTATION ON PLANNING APPLICATION DC/17/2273/FUL 6 PETTICOAT LANE IP33 3NS TO PUT FORWARD THE COMMENT "NO OBJECTION ON THE INFORMATION CURRENTLY RECEIVED"**

Noted.

**30. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS:**

It was resolved to exclude temporarily the public and press for the remaining items due to the confidential nature of the business to be discussed concerning: *Quotations*.

**31. TO CONSIDER QUOTES FOR THE SUPPLY OF SKIPS TO ALLOTMENT SITES TO DISPOSE OF ALLOTMENT WASTE**

Resolution Record No. **BSETC/146/28/Mar/18:**

That the quote from Culford Waste Ltd in the sum of £1,250 plus VAT be accepted for the supply of skips to allotment sites in April 2018.

**32. TO CONSIDER QUOTES FOR EXPENDITURE FOR TREE WORKS AT THE SICKLESMERE ROAD ALLOTMENT SITE**

Resolution Record No. **BSETC/147/28/Mar/18:**

That the quote from St Edmundsbury Borough Council in the sum of £5,060 be accepted for the tree works at Sicklesmere Road allotment site.

**33. DATE OF NEXT MEETING**

Date of next meeting: **Wednesday 25 April 2018 at 7pm.**

The meeting ended at 9.51pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_