

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 26 JUNE 2019 AT 7.02 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Thompson (Chairman), Hopfensperger (Vice Chairman), Augustine, Bouché, Chung, Everitt, Higgins, D Hind, K Hind, Iannelli-Popham, Parker, Rayner, Rout, Turner, Waterman and Whittingham.

ALSO PRESENT: Greg Luton (Town Clerk), Julie Sturgeon (Allotments and Administrative Assistant), and members of the public representing Weston Homes plc, St Marys Church, the Bury Society, Churchgate Area Association, and Greener Growth.

1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS

Apologies were received from Cllr Williamson.

2. TO RECEIVE DECLARATIONS OF INTEREST AND ADDITIONS TO REGISTERS

All District Councillors when sitting on the Town Council (and vice versa) are advised to declare as follows: "that I may vote differently at District 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 Augustine, Chung, Everitt, D Hind, Hopfensperger, Rayner, Rout, Thompson and Waterman declared a local non-pecuniary interest as a District Councillor. Cllrs Everitt and Rout declared a local non-pecuniary interest as a County Councillor.

3. TO CONSIDER WRITTEN APPLICATIONS BY A MEMBER FOR A DISPENSATION, RELIEVING THE MEMBER FROM 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 HAS EFFECT

None.

4. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 26 JUNE 2019 TOWN COUNCIL MEETING

Resolution Record No. **BSETC/26/24/Jul/19:**

That the minutes of the Annual Town Council Meeting of Wednesday 15 May 2019 be agreed and signed as an accurate record.

5. PUBLIC FORUM

Attended by: Rev Simon Harvey (community relations with St Mary Church), Vivian Gainsborough-Foot (condition of the pavements in Churchgate and Whiting Streets), Tom Murray (St Olaves Ward and the success of Nearly Festival and Agenda items 12 and 19), Martyn Taylor (the Council using the tile of 'Mayor').

6. TO RECEIVE A PRESENTATION FROM DAVID POOLE, PLANNING MANAGER (WESTON HOMES PLC) ON A 'RESERVED MATTERS' ISSUE, ABOUT LAND OFF TAYFEN ROAD (OUTLINE PLANNING PERMISSION FOR 215 DWELLINGS)

David Poole presented a report on plans for the Tayfen Road development, answering questions on affordable housing and traffic management.

7. TO NOTE THE PCSO UPDATE AND ANY OTHER POLICING ISSUES

Due to ill-health, the designated PCSO was not able to attend. An up-to-date report will be given next month.

8. TO NOTE THE CLERK'S REPORT

The Clerk updated members on the Bury Free Press and Town Council 'St Edmunds Day Community Awards', recent GDPR reports, July Full Council agenda and funding issues.

9. TO NOTE THE RFO'S REPORT

The Clerk, on behalf of the RFO, reported healthy overall finances and reminded councillors to submit early funding requests to help with expenditure in the earlier part of the financial year.

10. TO RECEIVE THE CLERK'S BRIEFING ON ADHERENCE TO STANDING ORDERS

The Clerk gave a briefing on key points in Standing Orders, listing main issues relating to good preparation and conduct of Council meetings, and took questions.

11. TO CONSIDER A COUNCILLOR 'THINK TANK' FOR POSSIBLE MAJOR COUNCIL INITIATIVES IN 2019

Resolution Record No. **BSETC/27/26/Jun/19:**

That Town Councillors are to consider potential projects and submit their ideas to the council officers. Submissions should include a name for the project, a 150 word (max) description and an estimated cost.

Cllr Thompson proposed that the members identify, then work collaboratively, on council-funded projects for the good of the residents of the Town.

12. TO CONSIDER BURY ST EDMUNDS GREEN SPACE CONSULTATION – 'ENHANCING BIODIVERSITY WITH GREENER GROWTH'

Cllr Rout proposed working with 'Greener Growth' who had given a synopsis on 'Enhancing Biodiversity'. He suggested councillors look at their wards for suitable projects.

The Chairman moved to agenda item 19 (as per Standing Order 10a) vi.

19. TO CONSIDER A GRANT FUNDING APPLICATION FROM 'GREENER GROWTH' FOR £7500 FOR A PROJECT TO ENCOURAGE BIODIVERSITY IN THE TOWN

Resolution Record No. **BSETC/28/26/Jun/19:**

That a grant to 'Greener Growth' for £7,500 to develop a biodiversity survey should be deferred until July, subject to a detailed breakdown of itemised costs.

13. TO CONSIDER THE TOWN COUNCIL'S ACTIONS FOR THE 2019 JANKYN SMYTH CELEBRATIONS

Resolution Record No. **BSETC/29/26/Jun/19:**

That Vice-Chairman Cllr P Hopfensperger attend the event, proceeding from the Town Council office wearing Deputy Mayor robes on loan from West Suffolk District; the robes were to be insured personally by Cllr Hopfensperger and returned to the District after the event.

14. TO CONSIDER CLERK'S OPTIONS PAPER FOR CIVIC LEADERSHIP (AS PER RESOLUTION BSETC/23/15/MAY/19)

Resolution Record No. **BSETC/30/26/Jun/19:**

That the Town Council adopts 'Option 3' of the Clerk's report and recognises the concerns, expressed in his recommendations; and that a small committee is established to:

- examine the costs of assuming additional mayoral functions, and to recommend an upper limit on expenditure by the Town Council.
- define the roles of Mayor and Deputy Mayor explicitly.
- establish a Code of Conduct for the Mayor and Deputy Mayor.
- establish a system for the selection of mayoral candidates, to reflect the makeup of the Council's genders and political groups.
- draw up a list of civic events which the Mayor or Deputy Mayor will or will not attend.
- investigate the need for, and options, for mayoral regalia.

The Clerk agreed to draw up draft Terms of Reference as per S04 d)i.

15. TO CONSIDER A FORMAL NAME CHANGE FROM 'CHAIRMAN AND VICE CHAIRMAN' TO 'MAYOR AND DEPUTY MAYOR'

Resolution Record No. **BSETC/31/26/Jun/19:**

That, as per Standing Orders, the title of 'Chairman' and 'Vice Chairman' will formally change in name to 'Mayor' and 'Deputy Mayor of the Town of Bury St Edmunds'.

16. TO CONSIDER A CYCLING PAPER FOR 'CYCLE-FRIENDLY' BURY ST EDMUNDS

Resolution Record No. **BSETC/32/26/Jun/19:**

That £500 be allocated from Town Council funds, for Cllr Waterman and Cllr Williamson to conduct a questionnaire and consultation to seek the views of local people about making Bury St Edmunds 'Cycle-friendly'.

[LGA 1972 s137]

17. TO CONSIDER AND APPROVE THE 2018 DECISION TO MOVE TO THE GUILDHALL

Resolution Record No. **BSETC/33/26/Jun/19:**

That the Clerk continues progress on the move to Whiting Street offices, part of Guildhall complex, in order to meet the break clause deadline be approved.

Councillors asked about aspects of disability access, parking, and WiFi coverage.

18. TO NOTE PAVEMENTS AND PUBLIC SPACES (PPS) PROGRESS

Noted.

20. TO CONSIDER THE REQUIREMENT FOR AN AUGUST FULL COUNCIL MEETING

Resolution Record No. **BSETC/34/26/Jun/19:**

That the August 2019 meeting is cancelled, due to potential poor attendance due to holidays.

21. TO APPROVE THE MONTH: JUNE 2019 PAYMENTS LIST

Resolution Record No. **BSETC/35/26/Jun/19:**

That the June 2019 payments list be approved.

22. TO NOMINATE A REPRESENTATIVE FOR THE CHRISTMAS FAYRE COMMITTEE

Resolution Record No. **BSETC/36/26/Jun/19:**

That Cllr Diane Hind be the representative to the Christmas Fayre Working Group.

23. TO CONSIDER THE DRAFT MINUTES OF THE ANNUAL MEETING OF RESIDENTS ON WEDNESDAY 29 MAY 2019

Resolution Record No. **BSETC/37/26/Jun/19:**

That the draft minutes of the Annual Town Meeting have been considered and approved.

24. TO APPROVE AND ADOPT THE COUNCILLOR AUDITOR'S QUARTERLY INTERNAL AUDIT (NOW CALLED INTERNAL FINANCIAL REVIEW) CHECKLIST, COVERING THE PERIOD NOVEMBER 2018 TO MARCH 2019

Resolution Record No. **BSETC/38/26/Jun/19:**

That Councillor Auditor's Internal Quarterly Audit (now called Internal Financial Review) covering the period November 2018 to March 2019 be approved and adopted.

25. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE STAFFING AND EMPLOYMENT COMMITTEE OF 12 JUNE 2019

Resolution Record No. **BSETC/39/26/Jun/19:**

That the minutes of the Staffing & Employment Committee meeting of 12 June 2019 be received and the recommendation be adopted.

26. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE PLANNING LICENSING AND FINANCE COMMITTEE OF

26.1 15 May 2019

26.2 29 May 2019

26.3 12 June 2019

Resolution Record No. **BSETC/40/26/Jun/19:**

That the April 2019 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. **BSETC/41/26/Jun/19:**

That the May 2019 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No. **BSETC/42/26/Jun/19:**

That the minutes of the Planning Licensing and Finance Committee meetings of 15 May 2019, 29 May 2019 and 12 June 2019 be received and the recommendations be adopted.

27. TO NOTE THE CLERK'S USE OF DELEGATED AUTHORITY ON 30 MAY 2019, IN ORDER TO MEET THE LOCAL PLANNING AUTHORITY'S CONSULTATION DEADLINE ON AMENDED PLANNING APPLICATION DC/19/0727/HH IN RESPECT OF 65 WESTLEY ROAD BURY ST EDMUNDS, TO SUBMIT THE COMMENT 'NO OBJECTION BASED ON INFORMATION RECEIVED'

Noted.

28. 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: *Expenditure*.

29. TO CONSIDER AN EXCEPTIONAL EXPENDITURE FOR THE REPLACEMENT OF FENCING AT THE COTTON LANE ALLOTMENT SITE

Resolution Record No. **BSETC/43/26/Jun/19:**

That Clerks explanation of expenditure to remove and erect a new fencing at Cotton Lane allotment site is approved.

30. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 24 July 2019 at 7pm**

The meeting ended at 10.30 pm.

Signed: _____

Dated: _____