

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 23 JANUARY 2019 AT 7.00 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs F Warby (Vice Chairman - in the Chair), Augustine, Everitt, K Hind, Hopfensperger, Murray, Rout, Springett, Thompson, P Warby and Williamson.

ALSO PRESENT: Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotments and Administrative Assistant), Debbie Ball (Kinetic Science), Terry Ball (Southgate Community Partnership), Sgt Angela Puiy (Bury St Edmunds Safer Neighbourhood Team), Peter White (Principal Planning Officer, St Edmundsbury Borough Council) 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 from Cllrs Chung (unwell), Hailstone (personal reasons), D Hind (personal reasons), Rayner (unwell) and Speed (business commitments). Cllr Nettleton was absent for personal reasons.

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 Everitt, Hopfensperger, Rout, Springett, Thompson, F Warby and P Warby declared a local non-pecuniary interest as Borough Councillors. Cllrs Rout and Williamson declared a local non-pecuniary interest as a Trustee of the Southgate Community Partnership.

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 12 DECEMBER 2018 MEETING OF THE TOWN COUNCIL

Resolution Record. **BSETC/101/23/Jan/19:**

That the minutes of the 12 December 2018 meeting be agreed and signed as a true record.

6. PUBLIC FORUM

A representative from Kinetic Science gave an overview of its work, which includes organising the Suffolk Science Festival to be held in Bury St Edmunds later this year and sought sponsorship from Council of £20,000 per year for up to 3 years – Kinetic Science was invited to submit a grant funding application. The representative from the Suffolk Community Partnership spoke about its grant funding application being considered at item 12 of this agenda.

7. TO NOTE THE PCSO UPDATE AND OTHER POLICING ISSUES

The update given by Sgt Puiy included that the Chief Constable may authorise street lights to be turned on if a sexual matter offence has been committed, that an operation is in place in the region in connection with vans being broken into, there is an Anti-Social Behaviour (ASB) conference on 29 January 2019 and a Specials Constables meeting on 23 February 2019. Sh said that reports of fraud should be made to Action Fraud <https://www.actionfraud.police.uk/> which investigates such matters on behalf of the police.

The Council's two Police Community Support Officers (PCSOs) have been appointed (one of whom is currently a Police Officer) and they should both be in post at the beginning of March 2019.

8. TO CONSIDER THE BRIEFING NOTE FOR BURY WEST STRATEGIC HOUSING ALLOCATION - BV5 AND ASK QUESTIONS OF PETER WHITE, PRINCIPAL PLANNING OFFICER WEST SUFFOLK COUNCIL

Members' questions were answered in connection with this matter.

9. TO NOTE THE CLERK'S REPORT

Matters highlighted were the annual budget and year-end preparations, and a reminder that Councillors' Locality applications must be received for authorisation before the beginning of Purdah, believed to be mid-March 2019, if spend was to be achieved in this financial year.

10. TO CONSIDER AND CONFIRM 2019/2020 BUDGET FOR BURY ST EDMUNDS TOWN COUNCIL:

THAT THE 2019/2020 BUDGET FOR BURY ST EDMUNDS TOWN COUNCIL BE ADOPTED AND SIGNED BY THE CHAIRMAN AND TOWN CLERK IN THE PRESENCE OF THE COUNCIL [ATTACHED]. TO INCLUDE RFO'S REPORT FOR LAST REPORTING PERIOD (DECEMBER/JANUARY)

Resolution Record. **BSETC/102/23/Jan/19:**

That any unspent Pavements & Public Spaces budget for 2018/2019 be carried forward to 2019/2020. Additionally, the RFO reported on the last (December-January) reporting period.

Resolution Record. **BSETC/103/23/Jan/19:**

That the 2019/2020 BUDGET in the sum of £583,740 be adopted and duly signed by the Chairman and Town Clerk in the presence of the Council [appended as A].

11. TO CONFIRM 2019/2020 PRECEPT FOR BURY ST EDMUNDS TOWN COUNCIL: THAT THE 2019/2020 PRECEPT FOR BURY ST EDMUNDS TOWN COUNCIL BE ADOPTED AS RESOLVED BY COUNCIL AT [TO BE CONFIRMED] PER BAND D PROPERTY EQUIVALENT IN THE SUM OF [TO BE CONFIRMED] AND THE PRECEPT DEMAND FORM SIGNED BY THE CHAIRMAN AND TOWN CLERK IN THE PRESENCE OF THE COUNCIL TO BE SERVED UPON ST EDMUNDSBURY BOROUGH COUNCIL

Resolution Record. **BSETC/104/23/Jan/19:**

That the 2019/2020 PRECEPT be confirmed as £438,341 which equates to £33.30 per Band D equivalent property for 13,163.40 properties and the Precept Demand Form was signed by the Chairman and Town Clerk in the presence of the Council to be served upon St Edmundsbury Borough Council.

Cllr K Hind left the meeting 7.40pm

12. TO CONSIDER A GRANT FUNDING APPLICATION FROM SOUTHGATE COMMUNITY PARTNERSHIP FOR £5,150 TO PURCHASE NEW STAGING AND INSTALL NEW DOORS BETWEEN THE CHURCH AND THE HALL

Resolution Record. **BSETC/105/23/Jan/19:**

That Southgate Community Partnership be awarded £2,000 to purchase new staging and to install new doors between the Church and the community hall.

13. TO SET ALLOTMENT CHARGES APPLICABLE FROM 01 APRIL 2020

Resolution Record. **BSETC/106/23/Jan/19:**

That the charge for allotments with water for the year 01 April 2020 to 31 March 2021 be £9.75 per square rod (equating to £48.75 for a five square rod plot).

14. TO APPROVE THE INFORMATION FLYER TO ACCOMPANY THE 2019/20 COUNCIL TAX BILLS

Resolution Record. **BSETC/107/23/Jan/19:**

That the Clerk, in consultation with the Chairman, be given delegated authority to revise the content of the information flyer (an A4 duplex in black and white) to accompany the 2019/20 Council Tax bills, prior to its submission.

15. TO CONSIDER AN UPDATE REPORT ON THE PROPOSED OFFICE MOVE TO GUILDHALL/WHITING STREET

The resolution of June 2018 and draft Heads of Terms were discussed. It may be that legal advice about the timing of the break clause differs to that previously received but it is likely that the landlord is amenable to an early move. Members discussed the lack of front disabled access to 79 Whiting Street (a Listed Building) and whether an Equality Impact Assessment was carried out. Parking for collecting and dropping off things such as the Speed Indicator Device (SID), lack of other parking, and Wi-Fi access in the meeting room were discussed.

16. TO APPROVE THE JANUARY 2019 PAYMENTS LIST

Resolution Record. **BSETC/108/23/Jan/19:**

That the January 2019 payments list as tabled be approved.

17. TO NOTE THE CLERK'S USE OF DELEGATED AUTHORITY ON 11 JANUARY 2019 IN ORDER TO MEET THE LOCAL PLANNING AUTHORITY'S CONSULTATION DEADLINES FOR THE RE-CONSULTATION ON PLANNING APPLICATION DC/18/0382/FUL CORNHILL WALK, TO SUBMIT THE COMMENT 'THE TOWN COUNCIL OBJECTS TO THE PROPOSAL ON GROUNDS OF: OVERLOOKING/OVERSHADOWING ADJACENT PROPERTIES - CONTRARY TO POLICY BV25 OF VISION 2031 'THE COUNCIL WILL SEEK TO PRESERVE OR ENHANCE THE TOWNSCAPE AND LANDSCAPE SETTING OF THE BURY ST EDMUNDS TOWN CENTRE CONSERVATION AREA'

Noted.

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

18.1 12 December 2018

18.2 09 January 2019

Resolution Record. **BSETC/109/23/Jan/19:**

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

Resolution Record. **BSETC/110/23/Jan/19:**

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

Resolution Record. **BSETC/111/23/Jan/19:**

That the minutes of the Planning, Licensing & Finance committee meetings of 12 December 2018 and 09 January 2019 be received and the recommendations therein be adopted.

19. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS (IF ANY) OF THE STAFFING & EMPLOYMENT COMMITTEE MEETING OF 12 DECEMBER 2018

Resolution Record. **BSETC/112/23/Jan/19:**

That the minutes of the Staffing and Employment Committee meeting of 12 September 2018 be signed as a true record.

Resolution Record. **BSETC/113/23/Jan/19:**

That the minutes of the Staffing & Employment committee meeting of 12 December 2018 be received and the recommendation therein be adopted.

20. TO REVIEW AND ADOPT THE FOLLOWING UPDATED POLICIES:

20.1 Annual Investment Strategy

Deferred to the next meeting as further work required.

20.2 Co-Option Procedure

20.3 Disciplinary

20.4 Equality and Diversity Policy

20.5 Financial Control Procedures

20.5.1 Accounts payable

20.5.2 Asset control and management

20.5.3 Budgetary control and reporting

20.5.4 Income

20.5.5 IT access

20.5.6 Payroll

20.5.7 Petty cash

20.5.8 VAT

20.5.9 Year-end procedures

20.6 Freedom of information

20.7 General Office Safety

20.8 Grant Funding Policy

20.9 Health & Safety Policy

20.10 Service Standards

Resolution Record. **BSETC/114/23/Jan/19:**

That the policies covering (1) Co-Option; (2) Disciplinary; (3) Equality and Diversity; (4) Financial Control Procedures – Accounts Payable, Asset Control and management, Budgetary control and reporting, Income, IT access, Payroll, Petty cash, VAT and Year-end; (5) Freedom of Information; (6) General Office Safety; (7) Grant Funding; (8) Health & Safety and (9) Service Standards, be adopted as circulated.

21. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 27 February 2019 at 7 pm.**

The meeting ended at 8.36 pm.

Signed: _____

Dated: _____