

**Planning Licensing and Finance Committee**  
**Minutes of the meeting held at the Guildhall, Bury St Edmunds**  
**on Wednesday 26 August 2026 at 6.00 pm**

**Present:** Cllrs Iannelli-Popham (Chair), Armitage, Higgins (BSETC Town Mayor, ex-officio with full voting rights), and McGoochan and Sayer.

**Also present:** Jodie Budd (Town Clerk), Nicola Whittle – RFO/Assistant Town Clerk and Josh Harris from M & D Developments.

**1. To receive apologies for absence**

**Apologies were received from Cllr Hind.**

**2. Declarations of interest and additions to registers**

Cllrs Armitage, Higgins, and Sayer declared a local non-pecuniary interest as District Councillors. Cllr Iannelli-Popham declared a non-pecuniary interest on planning application **DC/26/0272/FUL**.

**3. To consider written applications for a dispensation, relieving members from the restrictions in section 31(4) of the Localism Act 2011, and to specify the period for which dispensation is granted**

None.

**4. To approve and sign the minutes of the P,L&F meeting of 12 August 2026.**

Resolution Record (Delegated Powers): **P,L&F/259/26/Aug/26**

That the minutes of the meeting of the Planning, Licensing and Finance committee of 2026 be signed as an accurate record.

**5. Public forum**

Josh Harris from M & D Developments spoke at the meeting on planning application **DC/25/1635/VAR**.

**6. To consider planning and licensing applications:**

**6.1 List A**

**DC/26/0272/FUL**

Ward: Minden Conservation Area/Article 4 Direction

**Re-Consultation** - Amendment to description (to include relocation of side window) and amended proposed ground floor (layout) and elevations received 24 July 2026. Planning application - a. change of use from 5 person house of multiple occupancy (HMO) (class C4) to 7 person HMO (sui generis) b. addition of render to front elevation c. relocation of front door with replacement front porch d. changes to fenestration including infill of garage door to form window and relocation of east elevation window d. single storey side extension.

**Previously considered by P,L & F Committee** – 11 March 2026 - Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

123 Queens Road Bury St Edmunds Suffolk IP33 3ES

Applicant: Mr Mark Lambert

Resolution Record (Delegated Powers): **P,L&F/260/26/Aug/26**

**Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL** subject to the Housing and Environmental team having no objections.

MP.

**DC/26/1178/VAR**

Ward: Eastgate

Planning application - variation of condition 4 of **DC/18/2421/FUL** to remove occupational restriction condition to be able to rent the apartment to non-employed individuals for (a) change of use of storage area (D1) to one apartment (C3) (b) creation of two dormer windows c) creation of external staircase (d) and the creation of balcony

84 Hollow Road Bury St Edmunds Suffolk

Applicant: Marthinus Roberttse

Resolution Record (Delegated Powers): **P,L&F/261/26/Aug/26**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**DC/26/1181/ADV**

Ward: Tollgate

Application for advertisement consent - internally illuminated free standing digital screen Tollgate Service Station Tollgate Lane Bury St Edmunds Suffolk IP32 6EE Applicant: Wildstone Estates Limited Case Officer: Oliver Bingham

Resolution Record (Delegated Powers): **P,L&F/262/26/Aug/26**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL subject to highway conditions being adhered to.**

**DC/26/1193/FUL**

Ward: Westgate

Planning application - covered pergola and relocation of existing pergola Spread Eagle Out Westgate Bury St Edmunds Suffolk IP33 2DE

Applicant: Greene King

Resolution Record (Delegated Powers): **P,L&F/263/26/Aug/26**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

## 6.2 List B

**DC/25/1635/VAR**

Ward: Abbeygate

**Re-Consultation – Following Highways response**

Planning application - Variation of condition 2 of DC/21/2312/FUL (allowed at appeal) (Planning application - Change of use from school site to public access car park for 269 cars with new vehicular access and exit from Parkway (RSA and additional information submitted 1/3/23) (Further information and Amended plans submitted 15/1/24) - to enable for the use of amended plans –

**Previously considered by P,L & F Committee 12th Nov 2025** - Based on information received Bury St Edmunds Town Council maintains a HOLDING OBJECTION pending comments from SCC Highways the rationale for changing the previous application is not clear

St Benedicts Lower School St Andrews Street South Bury St Edmunds Suffolk

Applicant: Philip Cobbold

Resolution Record (Delegated Powers): **P,L&F/264/26/Aug/26**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**DC/26/0924/FUL**

Ward: Tollgate

Planning application - change of use of detached building from office use (Class E(g)(i)) to ancillary accommodation in conjunction with 6 Northgate Avenue (Class C3) 6 Northgate Avenue Bury St Edmunds Suffolk IP32 6BB

Applicant: Mr &amp; Mrs E Crichton

Resolution Record (Delegated Powers): **P,L&F/265/26/Aug/26**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**DC/26/1148/ADV**

Ward: Minden

Application for advertisement consent - one single sided free standing illuminated digital display sign (D6 advertisement) 1 Newmarket Road Bury St Edmunds Suffolk IP33 3HA

Applicant: Wildstone Estates Ltd

Resolution Record (Delegated Powers): **P,L&F/266/26/Aug/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****DC/26/1151/HH**

Ward: Moreton Hall

Householder planning application - single storey extension side extension (following demolition of existing conservatory) 156 Raedwald Drive Bury St Edmunds Suffolk IP32 7DH

Applicant: Mr Mark Gaywood

Resolution Record (Delegated Powers): **P,L&F/267/26/Aug/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****DC/26/1250/TCA**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Trees in a conservation area notification - one Magnolia (marked T2 on plan) overall reduction by three metres and one Tree of Heaven (marked T3 on plan) fell

138 Southgate Street Bury St Edmunds Suffolk IP33 2AF

Applicant: Mrs Frances Poddar

Resolution Record (Delegated Powers): **P,L&F/268/26/Aug/26****Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****Licensing: Mimo**

1A St Johns Street, Bury St Edmunds, IP33 1SQ

Opening Hours – Monday – Sunday 08:00 – 23:00

Alcohol Sales On/Off Premises Monday – Sunday 09:00 – 23:00

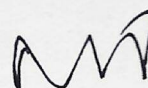
Resolution Record (Delegated Powers): **P,L&F/269/26/Aug/26****Based on information received Bury St Edmunds Town Council have no objections.****7. To note the following tree application have received the following statement 'That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL'**

DC/26/0928/TPO, DC/26/0897/TCA, DC/26/0976/TPO, DC/26/0943/TPO, DC/26/0988/TPO, DC/26/1010/TCA, DC/26/1040/TCA, DC/26/1063/TCA, DC/26/1071/TCA, DC/26/1084/TPO, DC/26/1093/TCA, DC/26/1149/TCA, DC/26/1136/TCA, DC/26/1167/TPO

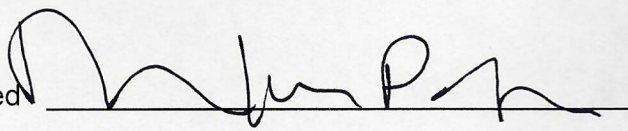
Noted

**8. To approve the July 2026 detailed Income and Expenditure report, Balance sheet Report, List of payments and cash and investment reconciliation.**Resolution Record (Delegated Powers): **P,L&F/270/12/Aug/26****Members discussed July's 2026 detailed Income and Expenditure Report, Balance Sheet report, List of Payments and Cash and Investment Reconciliation and recommends APPROVAL.****9. To note the first quarter internal audit conducted by Cllr P. Armitage.**

Noted

**10. Date of next meeting: Wednesday 9<sup>th</sup> September 2026 at 6.00pm****The Town Clerk advised members that the national pay increase for 2026/2027 has been agreed at 3.3% and is to be implemented as soon as possible back dated to 1<sup>st</sup> April 2026.**

The meeting closed at 6.20pm

Signed 

Dated 09/09/26

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## Bury St Edmunds Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                                    | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|----------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>101 Staffing</b>                                |                   |                        |                   |                    |                          |                    |              |                         |
| 4000 Staff Salaries Gross                          | 13,754            | 52,459                 | 150,000           | 97,541             |                          | 97,541             | 35.0%        |                         |
| 4001 Employers National Insurance                  | 1,562             | 6,052                  | 22,500            | 16,448             |                          | 16,448             | 26.9%        |                         |
| 4002 Employers Pension Costs                       | 1,837             | 7,115                  | 33,000            | 25,885             |                          | 25,885             | 21.6%        |                         |
| 4003 Agency/Temporary Staff                        | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4004 Staff Travel                                  | 0                 | 68                     | 300               | 232                |                          | 232                | 22.5%        |                         |
| 4005 Training & Other Staff Costs                  | 348               | 1,997                  | 5,000             | 3,003              |                          | 3,003              | 39.9%        |                         |
| Staffing :- Indirect Expenditure                   | <b>17,500</b>     | <b>67,691</b>          | <b>211,300</b>    | <b>143,609</b>     | <b>0</b>                 | <b>143,609</b>     | <b>32.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(17,500)</b>   | <b>(67,691)</b>        | <b>(211,300)</b>  | <b>(143,609)</b>   |                          |                    |              |                         |
| <b>102 Administration Fixed Costs</b>              |                   |                        |                   |                    |                          |                    |              |                         |
| 1076 Precept Received                              | 0                 | 646,090                | 646,090           | 0                  |                          |                    | 100.0%       |                         |
| 1090 Bank & Investment Interest                    | 2,489             | 6,719                  | 25,000            | 18,281             |                          |                    | 26.9%        |                         |
| Administration Fixed Costs :- Income               | <b>2,489</b>      | <b>652,809</b>         | <b>671,090</b>    | <b>18,281</b>      |                          |                    | <b>97.3%</b> | <b>0</b>                |
| 4106 Allowance - Mayors                            | 0                 | 215                    | 500               | 285                |                          | 285                | 43.0%        |                         |
| 4112 Audit - Internal                              | 0                 | 575                    | 600               | 25                 |                          | 25                 | 95.8%        |                         |
| 4113 Audit -External                               | 0                 | 0                      | 1,800             | 1,800              |                          | 1,800              | 0.0%         |                         |
| 4115 Bank Charges                                  | 18                | 70                     | 240               | 170                |                          | 170                | 29.0%        |                         |
| 4118 Business Rates                                | 106               | 425                    | 1,200             | 775                |                          | 775                | 35.4%        |                         |
| 4125 IT Support/Software Mtce                      | 611               | 5,249                  | 9,000             | 3,751              |                          | 3,751              | 58.3%        |                         |
| 4126 Computer Equipment                            | 0                 | 45                     | 500               | 455                |                          | 455                | 9.0%         |                         |
| 4127 Election Expenses                             | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4131 Emergency repairs/maintenance                 | 0                 | 573                    | 500               | (73)               |                          | (73)               | 114.7%       | 411                     |
| 4132 Health & Safety                               | 290               | 1,161                  | 250               | (911)              |                          | (911)              | 464.4%       |                         |
| 4133 Insurance                                     | 0                 | 0                      | 4,800             | 4,800              |                          | 4,800              | 0.0%         |                         |
| 4136 Legal Expenses                                | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4137 Meeting Room Hire                             | 0                 | 1,050                  | 2,100             | 1,050              |                          | 1,050              | 50.0%        |                         |
| 4140 Office Equipment                              | 14                | 78                     | 500               | 422                |                          | 422                | 15.6%        |                         |
| 4141 Office Rental                                 | 0                 | 8,468                  | 17,500            | 9,032              |                          | 9,032              | 48.4%        |                         |
| 4142 Office Service Charge                         | 1,208             | 1,747                  | 6,000             | 4,253              |                          | 4,253              | 29.1%        |                         |
| 4145 Professional Fees                             | 0                 | 468                    | 2,000             | 1,532              |                          | 1,532              | 23.4%        |                         |
| 4146 Petty Cash                                    | 0                 | 0                      | 600               | 600                |                          | 600                | 0.0%         |                         |
| 4153 Stationery                                    | 9                 | 482                    | 1,000             | 518                |                          | 518                | 48.2%        |                         |
| 4154 Subscriptions                                 | 0                 | 3,190                  | 4,000             | 810                |                          | 810                | 79.8%        |                         |
| 4162 Training - Councillors                        | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| Administration Fixed Costs :- Indirect Expenditure | <b>2,256</b>      | <b>23,796</b>          | <b>55,090</b>     | <b>31,294</b>      | <b>0</b>                 | <b>31,294</b>      | <b>43.2%</b> | <b>411</b>              |
| <b>Net Income over Expenditure</b>                 | <b>233</b>        | <b>629,013</b>         | <b>616,000</b>    | <b>(13,013)</b>    |                          |                    |              |                         |
| 6000 plus Transfer from EMR                        | 0                 | 411                    | 0                 | (411)              |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>              | <b>233</b>        | <b>629,424</b>         | <b>616,000</b>    | <b>(13,424)</b>    |                          |                    |              |                         |

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## Bury St Edmunds Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                       | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>201 Services 1</b>                 |                   |                        |                   |                    |                          |                    |               |                         |
| 4203 Bury in Bloom Basic              | 70                | 35,070                 | 35,200            | 130                |                          | 130                | 99.6%         |                         |
| 4211 Childrens Holiday Activities     | 4,445             | 7,549                  | 30,000            | 22,451             |                          | 22,451             | 25.2%         |                         |
| 4212 Teen Chill/Outreach Workers      | 12,367            | 39,518                 | 50,000            | 10,482             |                          | 10,482             | 79.0%         |                         |
| 4236 Tourism (Dest. Mgmt. Organ.)     | 0                 | 30,215                 | 30,500            | 285                |                          | 285                | 99.1%         |                         |
| 4259 Christmas Fayre entertainment    | 0                 | 0                      | 50,000            | 50,000             |                          | 50,000             | 0.0%          |                         |
| 4280 Pavements & Public Spaces        | 12                | (1,043)                | 20,000            | 21,043             |                          | 21,043             | (5.2%)        |                         |
| 4290 St Edmunds Day Celebrations      | 0                 | 0                      | 4,000             | 4,000              |                          | 4,000              | 0.0%          |                         |
| 4291 Mayoral/Civic Events             | 0                 | 7,022                  | 10,000            | 2,978              |                          | 2,978              | 70.2%         | 1,000                   |
| Services 1 :- Indirect Expenditure    | <b>16,893</b>     | <b>118,331</b>         | <b>229,700</b>    | <b>111,369</b>     | <b>0</b>                 | <b>111,369</b>     | <b>51.5%</b>  | <b>1,000</b>            |
| <b>Net Expenditure</b>                | <b>(16,893)</b>   | <b>(118,331)</b>       | <b>(229,700)</b>  | <b>(111,369)</b>   |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 0                 | 1,000                  | 0                 | (1,000)            |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(16,893)</b>   | <b>(117,331)</b>       | <b>(229,700)</b>  | <b>(112,369)</b>   |                          |                    |               |                         |
| <b>301 Services 2</b>                 |                   |                        |                   |                    |                          |                    |               |                         |
| 4260 Fireworks event                  | 0                 | 0                      | 6,000             | 6,000              |                          | 6,000              | 0.0%          |                         |
| 4350 Police Community Support Offic   | 0                 | 52,330                 | 105,000           | 52,670             |                          | 52,670             | 49.8%         |                         |
| 4351 Locality budgets                 | 4,800             | 6,975                  | 40,000            | 33,025             |                          | 33,025             | 17.4%         |                         |
| 4353 Grant Funding                    | 967               | 1,217                  | 75,000            | 73,783             |                          | 73,783             | 1.6%          |                         |
| 4359 Speed Indicator Devices          | 0                 | 0                      | 5,000             | 5,000              |                          | 5,000              | 0.0%          |                         |
| 4360 Theatre Royal                    | 0                 | 25,000                 | 25,000            | 0                  |                          | 0                  | 100.0%        |                         |
| 4386 Litter/Grit Bins                 | 0                 | 1,244                  | 7,000             | 5,756              |                          | 5,756              | 17.8%         |                         |
| 4390 Armistice Day Commemoration      | 0                 | 0                      | 1,400             | 1,400              |                          | 1,400              | 0.0%          |                         |
| 4395 War Memorials                    | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%          |                         |
| Services 2 :- Indirect Expenditure    | <b>5,767</b>      | <b>86,766</b>          | <b>265,400</b>    | <b>178,634</b>     | <b>0</b>                 | <b>178,634</b>     | <b>32.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(5,767)</b>    | <b>(86,766)</b>        | <b>(265,400)</b>  | <b>(178,634)</b>   |                          |                    |               |                         |
| <b>302 Allotments</b>                 |                   |                        |                   |                    |                          |                    |               |                         |
| 1301 Allotment Income                 | 704               | 25,518                 | 24,750            | (768)              |                          |                    | 103.1%        |                         |
| Allotments :- Income                  | <b>704</b>        | <b>25,518</b>          | <b>24,750</b>     | <b>(768)</b>       |                          |                    | <b>103.1%</b> | <b>0</b>                |
| 4301 Allotments                       | 27                | 1,006                  | 1,500             | 494                |                          | 494                | 67.1%         | 864                     |
| 4302 Cotton Lane                      | 3,052             | 15,739                 | 5,000             | (10,739)           |                          | (10,739)           | 314.8%        | 13,999                  |
| 4303 Nowton Road                      | 963               | 6,895                  | 5,500             | (1,395)            |                          | (1,395)            | 125.4%        | 5,810                   |
| 4304 Sicklesmere Road                 | 959               | 2,730                  | 5,000             | 2,270              |                          | 2,270              | 54.6%         | 2,260                   |
| 4305 Moreton Hall                     | 15                | 1,782                  | 2,500             | 718                |                          | 718                | 71.3%         | 1,305                   |
| 4306 Vinefields                       | 554               | 617                    | 500               | (117)              |                          | (117)              | 123.5%        | 550                     |
| Allotments :- Indirect Expenditure    | <b>5,570</b>      | <b>28,768</b>          | <b>20,000</b>     | <b>(8,768)</b>     | <b>0</b>                 | <b>(8,768)</b>     | <b>143.8%</b> | <b>24,788</b>           |
| <b>Net Income over Expenditure</b>    | <b>(4,866)</b>    | <b>(3,250)</b>         | <b>4,750</b>      | <b>8,000</b>       |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 5,466             | 24,788                 | 0                 | (24,788)           |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>600</b>        | <b>21,538</b>          | <b>4,750</b>      | <b>(16,788)</b>    |                          |                    |               |                         |

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## Bury St Edmunds Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                       | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>303 Town Wardens</b>               |                   |                        |                   |                    |                          |                    |              |                         |
| 1105 Town Warden Services             | 0                 | 108                    | 0                 | (108)              |                          |                    | 0.0%         |                         |
| Town Wardens :- Income                | <u>0</u>          | <u>108</u>             | <u>0</u>          | <u>(108)</u>       |                          |                    |              |                         |
| 4133 Insurance                        | 0                 | 1,075                  | 2,500             | 1,425              |                          | 1,425              | 43.0%        |                         |
| 4401 Vehicle Expenses/Diesel          | 846               | 1,849                  | 5,500             | 3,651              |                          | 3,651              | 33.6%        |                         |
| 4402 Equip/Tools/Clothing/Mobile      | 72                | 552                    | 1,000             | 448                |                          | 448                | 55.2%        |                         |
| Town Wardens :- Indirect Expenditure  | <u>918</u>        | <u>3,477</u>           | <u>9,000</u>      | <u>5,523</u>       | <u>0</u>                 | <u>5,523</u>       | <u>38.6%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>    | <u>(918)</u>      | <u>(3,369)</u>         | <u>(9,000)</u>    | <u>(5,631)</u>     |                          |                    |              |                         |
| Grand Totals:- Income                 | 3,193             | 678,435                | 695,840           | 17,405             |                          |                    | 97.5%        |                         |
| Expenditure                           | 48,905            | 328,829                | 790,490           | 461,661            | 0                        | 461,661            | 41.6%        |                         |
| <b>Net Income over Expenditure</b>    | <u>(45,712)</u>   | <u>349,607</u>         | <u>(94,650)</u>   | <u>(444,257)</u>   |                          |                    |              |                         |
| plus Transfer from EMR                | 5,466             | 26,199                 | 0                 | (26,199)           |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(40,246)</u>   | <u>375,806</u>         | <u>(94,650)</u>   | <u>(470,456)</u>   |                          |                    |              |                         |

