

**Planning Licensing and Finance Committee
Minutes of the meeting held at the Guildhall, Bury St Edmunds
on Wednesday 22 July 2026 at 6.00 pm**

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

Also present: Jodie Budd (Town Clerk) and Nicola Whittle – RFO/Assistant Town Clerk

1. To receive apologies for absence

No Apologies received

2. Declarations of interest and additions to registers

Cllrs Armitage, Higgins, Hind and Sayer declared a local non-pecuniary interest as District Councillors.

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 8 July 2026.

Resolution Record (Delegated Powers): **P,L&F/233/22/Jul/26**

That the minutes of the meeting of the Planning, Licensing and Finance committee of 8th July 2026 be signed as an accurate record.

5. Public forum

No members of public wished to speak at the meeting.

6. To consider planning and licensing applications:

6.1 List A

DC/26/0887/LB

Abbeygate Ward

Article 4 Direction/Conservation Area

Application for listed building consent - replacement of existing front entrance door

48 Westgate Street Bury St Edmunds Suffolk IP33 1QG

Applicant: James Gosling

Resolution Record (Delegated Powers): **P,L&F/234/22/Jul/26**

**Based on information received and subject to any Conservation Area and Article 4 issues
Bury St Edmunds Town Council recommends APPROVAL**

DC/26/0921/LB

Abbeygate Ward

Article 4 Direction/Conservation Area

application for listed building consent - a. replacement of two existing windows to rear of dwelling

b. alterations to fenestration of cart lodge

19 Hatter Street Bury St Edmunds Suffolk IP33 1NE

Applicant: Mr & Mrs John Kerrigan

Resolution Record (Delegated Powers): **P,L&F/235/22/Jul/26**

**Based on information received and subject to any Conservation Area and Article 4 issues
Bury St Edmunds Town Council recommends APPROVAL**



6.2 List B

DC/26/1039/VAR

Ward: Minden

Conservation Area/Article 4 Direction

Planning application - variation of condition 2 (approved plans) of **DC/25/1958/VAR** to allow for use of amended plans – Application DC/25/1958/VAR considered by P,L & F committee 18.12.25 –

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

St Peters House 29 Out Risbygate Bury St Edmunds Suffolk IP33 3RJ

Applicant: Mr Peter Madden

Resolution Record (Delegated Powers): **P,L&F/236/22/Jul/26****Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****DC/26/1057/HH**

Ward: Southgate

Householder planning application - a. single storey front extension b. single storey rear extension
23 Samuel Street Walk Bury St Edmunds Suffolk IP33 2PQ

Applicant: Mr D Sanderson

Resolution Record (Delegated Powers): **P,L&F/237/22/Jul/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****DC/26/1060/HH**

Ward: Minden

Householder planning application - a. two storey and single b. front porch
25 Albemarle Road Bury St Edmunds Suffolk IP33 3QS

Applicant: Paige Bolton

Resolution Record (Delegated Powers): **P,L&F/238/22/Jul/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL**

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/26/0444/TPO, DC/26/0599/TPO, DC/26/0642/TPO, DC/26/0645/TCA, DC/26/0685/TCA,
DC/26/0702/TPO, DC/26/0759/TCA, DC/26/0767/TPO, DC/26/0787/TPO, DC/26/0800/TPO,
DC/26/0845/TCA, DC/26/0879/TCA, DC/26/0897/TCA, DC/26/0928/TPO & DC/26/0937/TCA
Noted**8. To approve quote for cleaning war memorial on Angel Hill.**

Members discussed two quotations for the cleaning of the war memorial. As each quote detailed a different way of cleaning, it was agreed that as this is specialised work the Town Clerk will seek advice from West Suffolk Council’s heritage/conservation officer as well as and bring back the next meeting.

9. To approve payment of invoice for Abbeycroft ‘Explore Outdoor’ May half term activity adventure day expenditure.Resolution Record (Delegated Powers): **P,L&F/239/22/Jul/26****Members approved payment of £4444.67 (Excl. Vat) to Abbeycroft Leisure for May 2026 Half Term drop-in sessions and adventure days as agreed in Budget for 2026/2027.****10. To approve the June 2026 detailed Income and Expenditure report, Balance sheet Report, List of payments and cash and investment reconciliation, for adoption by Full Council.**Resolution Record (Delegated Powers): **P,L&F/240/22/Jul/26****Members discussed and agreed to amend narrative of account 4106. Allowance – Chairman to Allowance - Mayors and approved June’s 2026 detailed Income and Expenditure Report,**

**Balance Sheet report, List of Payments and Cash and Investment Reconciliation be
APPROVED and recommended for adoption by Full Council.**

11. Date of next meeting: Wednesday 12th August 2026 at 6.00pm

The meeting closed at 6.15pm

Signed  Dated 12-8-26

20/07/2026

Bury St Edmunds Town Council Current Year

Page 1

13:53 Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Staffing								
4000 Staff Salaries Gross	13,320	38,705	150,000	111,295		111,295	25.8%	
4001 Employers National Insurance	1,497	4,490	22,500	18,010		18,010	20.0%	
4002 Employers Pension Costs	1,831	5,278	33,000	27,722		27,722	16.0%	
4003 Agency/Temporary Staff	0	0	500	500		500	0.0%	
4004 Staff Travel	22	68	300	232		232	22.5%	
4005 Training & Other Staff Costs	178	1,650	5,000	3,350		3,350	33.0%	
Staffing :- Indirect Expenditure	16,848	50,191	211,300	161,109	0	161,109	23.8%	0
Net Expenditure	(16,848)	(50,191)	(211,300)	(161,109)				
102 Administration Fixed Costs								
1076 Precept Received	0	646,090	646,090	0			100.0%	
1090 Bank & Investment Interest	2,160	4,230	25,000	20,770			16.9%	
Administration Fixed Costs :- Income	2,160	650,320	671,090	20,770			96.9%	0
4106 Allowance - Chairman	65	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	43	52	240	188		188	21.7%	
4118 Business Rates	106	319	1,200	881		881	26.6%	
4125 IT Support/Software Mtce	786	4,638	9,000	4,362		4,362	51.5%	
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	162	573	500	(73)		(73)	114.7%	411
4132 Health & Safety	290	871	250	(621)		(621)	348.3%	
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	525	1,050	2,100	1,050		1,050	50.0%	
4140 Office Equipment	2	64	500	436		436	12.8%	
4141 Office Rental	4,375	8,468	17,500	9,032		9,032	48.4%	
4142 Office Service Charge	319	540	6,000	5,461		5,461	9.0%	
4145 Professional Fees	468	468	2,000	1,532		1,532	23.4%	
4146 Petty Cash	0	0	600	600		600	0.0%	
4153 Stationery	0	473	1,000	527		527	47.3%	
4154 Subscriptions	12	3,190	4,000	810		810	79.8%	
4162 Training - Councillors	0	0	500	500		500	0.0%	
Administration Fixed Costs :- Indirect Expenditure	7,153	21,540	55,090	33,550	0	33,550	39.1%	411
Net Income over Expenditure	(4,993)	628,780	616,000	(12,780)				
6000 plus Transfer from EMR	0	411	0	(411)				
Movement to/(from) Gen Reserve	(4,993)	629,191	616,000	(13,191)				

20/07/2026

Bury St Edmunds Town Council Current Year

Page 2

13:53 Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Services 1								
4203 Bury in Bloom Basic	0	35,000	35,200	200		200	99.4%	
4211 Childrens Holiday Activities	0	3,104	30,000	26,896		26,896	10.3%	
4212 Teen Chill/Outreach Workers	27,151	27,151	50,000	22,849		22,849	54.3%	
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	0	(1,055)	20,000	21,055		21,055	(5.3%)	
4290 St Edmunds Day Celebrations	0	0	4,000	4,000		4,000	0.0%	
4291 Mayoral/Civic Events	3,271	7,022	10,000	2,978		2,978	70.2%	1,000
Services 1 :- Indirect Expenditure	<u>30,421</u>	<u>101,437</u>	<u>229,700</u>	<u>128,263</u>	<u>0</u>	<u>128,263</u>	<u>44.2%</u>	<u>1,000</u>
Net Expenditure	(30,421)	(101,437)	(229,700)	(128,263)				
6000 plus Transfer from EMR	1,000	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(29,421)	(100,437)	(229,700)	(129,263)				
301 Services 2								
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	1,925	2,175	40,000	37,825		37,825	5.4%	
4353 Grant Funding	250	250	75,000	74,750		74,750	0.3%	
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	1,620	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	<u>3,795</u>	<u>80,999</u>	<u>265,400</u>	<u>184,401</u>	<u>0</u>	<u>184,401</u>	<u>30.5%</u>	<u>0</u>
Net Expenditure	(3,795)	(80,999)	(265,400)	(184,401)				
302 Allotments								
1301 Allotment Income	1,361	24,815	24,750	(65)			100.3%	
Allotments :- Income	<u>1,361</u>	<u>24,815</u>	<u>24,750</u>	<u>(65)</u>			<u>100.3%</u>	<u>0</u>
4301 Allotments	41	979	500	(479)		(479)	195.8%	864
4302 Cotton Lane	2,414	12,687	5,000	(7,687)		(7,687)	253.7%	10,992
4303 Nowton Road	100	5,932	6,500	568		568	91.3%	4,855
4304 Sicklesmere Road	0	1,771	5,000	3,229		3,229	35.4%	1,305
4305 Moreton Hall	375	1,767	2,500	733		733	70.7%	1,305
4306 Vinefields	0	63	500	437		437	12.7%	
Allotments :- Indirect Expenditure	<u>2,930</u>	<u>23,199</u>	<u>20,000</u>	<u>(3,199)</u>	<u>0</u>	<u>(3,199)</u>	<u>116.0%</u>	<u>19,322</u>
Net Income over Expenditure	(1,568)	1,616	4,750	3,134				
6000 plus Transfer from EMR	1,435	19,322	0	(19,322)				
Movement to/(from) Gen Reserve	(133)	20,938	4,750	(16,188)				

MP

20/07/2026

Bury St Edmunds Town Council Current Year

Page 3

13:53

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Town Wardens								
1105 Town Warden Services	108	108	0	(108)			0.0%	
Town Wardens :- Income	<u>108</u>	<u>108</u>	<u>0</u>	<u>(108)</u>				<u>0</u>
4133 Insurance	0	1,075	2,500	1,425		1,425	43.0%	
4401 Vehicle Expenses/Diesel	751	1,003	5,500	4,497		4,497	18.2%	
4402 Equip/Tools/Clothing/Mobile	36	481	1,000	519		519	48.1%	
Town Wardens :- Indirect Expenditure	<u>787</u>	<u>2,558</u>	<u>9,000</u>	<u>6,442</u>	<u>0</u>	<u>6,442</u>	<u>28.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(679)</u>	<u>(2,450)</u>	<u>(9,000)</u>	<u>(6,550)</u>				
Grand Totals:- Income	3,629	675,243	695,840	20,597			97.0%	
Expenditure	61,933	279,924	790,490	510,566	0	510,566	35.4%	
Net Income over Expenditure	<u>(58,304)</u>	<u>395,319</u>	<u>(94,650)</u>	<u>(489,969)</u>				
plus Transfer from EMR	2,435	20,733	0	(20,733)				
Movement to/(from) Gen Reserve	<u>(55,869)</u>	<u>416,052</u>	<u>(94,650)</u>	<u>(510,702)</u>				

MWP