

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 25th March 2026 at 7pm**

Present: Cllrs Higgins (Town Mayor), Armitage, Augustine, Chung, Hind, Iannelli-Popham, Lindberg, Mackenzie, McGoochan, O'Driscoll, Sayer, Stennett and Waterman.

Also present: Jodie Budd (Town Clerk), Nicola Whittle (Responsible Financial Officer/Assistant Town Clerk), PCSO's Mark Ellis and Jo Whiting, County Councillor M Robinson, Royal British Legion Nigel Wolstenholme and representative from the organisation requesting grant funding, Amy Wyllie from the Spinning Wheel Theatre.

1. To receive apologies for absence

Apologies for absence were received from Cllrs Halpin, Hind, Mager and Stamp.

2. To receive declarations of interest, additions to register and any gifts or hospitality received.

All District Councillors declared: '*That I may vote differently at District or County Council level from that recorded at this meeting*'. Cllrs Armitage, Chung, Higgins, Hind, Lindberg, O'Driscoll, Sayer, Stamp, and Stennett declared a local non-pecuniary interest as District Councillors. The following councillor declared non-pecuniary interest as follows; Cllr Stennett in item 9 and 12 and didn't take part in discussions or vote. Cllr D Higgins declared a non-pecuniary interest in item 14 and did not vote.

3. To consider written applications by a member for dispensation, from the restrictions in section 31(4) of the Localism Act 2011 and specify the period for which any dispensation has effect

None.

4. To confirm, adopt and sign the minutes from the Full Council held on 25th February 2026
Resolution Record No. **BSETC/475/25/Mar/26**

RESOLVED that the Full Council minutes from the meeting held on 25th February 2026 be agreed and signed, as an accurate record.

5. Public Forum

One member of the public attended as well as a representative from the organisation requesting grant funding.

6. Mayor's announcements

The Mayor, Cllr Higgins advised Members that the Mayoral team had attended the following events representing the Town Council:

- Apex - Concert RAF Honington Voluntary Band
- Guildhall Bury St Edmunds – Open Day
- St Edmunds Restaurant West Suffolk College – Civic Dinner
- Howard Primary School – 20 Year Celebration Showcase
- Morton Hall Community Centre – Teen Chill Launch
- Guildhall – Town of Culture Meeting
- St Edmundsbury Cathedral – High Sherriff of Suffolk

7. Town Clerk's report

The Town Clerk advised Members as follows:

- Meetings regarding Suffolk Day. All coming together. Working closely with West Suffolk Council to deliver various activities in the Abbey Gardens.
- Met with the Chairman of the Churchgate Area Association. Now have more details regarding the red phone boxes.
- The RFO and I were lucky enough to attend the Theatre Royal to watch 'And then came the Nightjars'. A play with 2 men about Foot and Mouth Disease. It was very good. Rollercoaster of emotions.



- Last Wednesday we held a very successful Residents meeting. Very well attended. Very community spirited.
- Attended SALC's West Suffolk Area Forum and Clerk's unplugged session. This is where Town Clerks from across Suffolk meet online and discuss issues with each other.
- Met with Dean Hawes to receive an update on the Abbey Reform project. All going well. He will attend a future meeting to update all members.

8. To note the PCSO's report

Councillors noted the crime figures submitted by the PCSO.

PSCO Ellis gave an update on the figures and the incident at Moreton Hall.

9. To consider adopting 2 red telephones boxes on behalf of the Churchgate Association.

The Town Clerk advised members that the telephone boxes can only be adopted by a Town or Parish Council and that the Churchgate Association confirmed that they would fund all costs including electric. The Churchgate Area Association (CAA) have confirmed that they have spoken to an insurance company who have agreed they can insure, the boxes and BT have recommended if a defibrillator is purchased through Community Heartbeat trust, (CHT) they will renovate the box free of charge.

Resolution Record No. **BSETC/476/25/Mar/26**

RESOLVED Members agreed to take ownership of the phone boxes and an SLA to be written for Churchgate Area Association (CAA).

10. To consider grant applications from the following;

10.1 Spinning Wheel Theatre

An active research project, Shared Spaces, will create, test and evidence new ways to co-create early-years theatre with and for mixed ability audiences (those with and without additional needs). The project will explore replacing segregated relaxed performances with fully integrated productions. This is focussed on the project delivery in Bury St Edmunds only and will work with approx. 214 children aged 0-5 and their parents, caregivers and early-years professionals through a programme of participatory co-creation and research workshops, delivered in trusted community settings (Bury St Edmunds Library, and community centres).

Resolution Record No. **BSETC/477/25/Mar/26**

RESOLVED that Spinning Wheel Theatre be awarded £4,000 for their Shared Spaces project.

10.2 Riverwalk School

Grant withdrawn

11. To approve a quote for tree works on the allotments. This work will be carried out after the 01 April 2026.

To Pollard 2 large Oak trees (no TPO) and 1 Cherry at Nowton Road Allotments (chippings being left on site for our wildlife area)

Resolution Record No. **BSETC/478/25/Mar/26**

RESOLVED to approve quote 3 at the cost of £3,500 (excl. Vat), for the works to pollard 2 large oak trees to be carried out after 1st April 2026.

12. To approve a quote for the annual skips placed on the allotments. The skips will arrive after the 01 April 2026.

To Supply 5 skips for 2026, 2 at Cotton Lane, 2 at Nowton Road & 1 at Sicklemere's Road allotments.

Resolution Record No. **BSETC/479/25/Mar/26**

RESOLVED to approve quote 2 at the cost of £1,875 (excl. Vat), to supply 5 skips to allotment sites for 2026, after the 1st April 2026.

13. To approve payment of 50% of the costs which would be £1,500 for Suffolk Day.

As part of Suffolk Day, West Suffolk Council are providing a 'community' market in the Abbey Gardens.

Resolution Record No. **BSETC/480/25/Mar/26**

RESOLVED to approve the cost of £1,500 to West Suffolk Council for Suffolk day.

14. To agree to change the date of the full council meeting in April 2027 to the 21st instead of the 28th.

Members discussed to change the Full Council meeting date to the 21st April 2027 instead of 28th April 2026. This was to enable a wedding to take place in the Guildhall.

Resolution Record No. **BSETC/481/25/Mar/26**

RESOLVED Members agreed not to change the date for April's Full Council meeting of 28th April 2027.

15. To receive the report and adopt the recommendations of the Planning Licensing and Finance Committee meetings:

15.1 25 February 2026

15.2 11 March 2026

Resolution Record No. **BSETC/482/25/Mar/26**

RESOLVED that the minutes of the Planning, Licensing and Finance committee meetings held on 25th February 2026 and 11th March 2026 be **ADOPTED**


16. To note Responsible Financial Officer's report

Resolution Record No. **BSETC/483/25/Mar/26**

Report noted.

17. Date of next meeting Wednesday 22 April 2026

The meeting ended at 7.55pm

Signed:  Dated 22nd April 2026