

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 27 March 2024 at 7pm**

Present: Cllrs Hind (Town Mayor), Armitage, Augustine, Chung, Higgins, Lindberg, Mackenzie (arrived at 7.25pm), Mager, McGoochan, O'Driscoll, Sayer, Stamp, Stennett and Waterman

Also present: Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), Julie Sturgeon (Allotment and Administrative Officer), PCSO Mark Ellis, the Press and members of public.

1. To receive apologies for absence

Apologies were received from Cllrs Halpin and Iannelli-Popham.

2. To receive declarations of interest and additions to registers

All District Councillors declared: '*That I may vote differently at District or County Council level from that recorded at this meeting*'. Cllrs. Armitage, Augustine, Chung, Higgins, Hind, Lindberg, Mager, O'Driscoll, Sayer, Stamp, Stennett and Waterman declared a local non-pecuniary interest as District Councillors. Cllr Stennett declared a non-pecuniary interest in agenda item 15.

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 and P&C minutes from the Full Council meeting held on 28 February 2024

Resolution Record No. **BSETC/189/27/Mar/24:**

RESOLVED that the Minutes and P&C minutes from the meeting held on 28 February 2024 be agreed and signed, as an accurate record.

5. Mayor's announcements

The Mayor, Cllr Hind, informed Members that due to the increased engagements undertaken by the Mayor and Deputy Mayor this agenda item would now be included at each Full Council meeting.

Cllr Hind advised Members that she had attended several events including the following:

- Opening of new Primark store in the Arc shopping Centre
- Re-opening of the Lucy Adams House formerly Tayfen House
- Suffolk Justice Service with the High Sheriff at the Cathedral
- Portrait sitting for local art group

6. Public Forum

No members of public wished to speak.

7. Town Clerk's report

The Clerk informed Members:

Could they please complete the questionnaire relating to the Business Plan?

We held a successful residents meeting. The format will need to be changed next year.

I met the new Youth Provision worker.

Following the West Suffolk Forum, the town council will need to formulate an Emergency Plan.

Work has started to install the new fencing around the Cotton Lane allotments.

Working on obtaining the foundation level of the Local Council Awards scheme.

That they should continue to email issues from themselves or residents that the PCSO's could look into.

8. Responsible Financial Officer's report

The RFO presented the monthly financial report outlining key information extracted from the monthly budget report. No issues for concern were identified.

9. To note the PCSO's verbal report

PCSO Mark Ellis attended the meeting. He apologised for the error in identifying the 20mph speed limit as discussed at the recent Annual Town Meeting. There had been a few incidents reported regarding anti-social behaviour at the allotments and also in the town centre at the Marks and Spencer store. Councillors are reminded to report any issues to the Town Clerk who will forward them to the PCSO's for investigation.

10. To adopt an amended Privacy Notice

The Town Clerk presented an amended Privacy Notice as recommended by the Information Commissioners Office.

Resolution Record No. **BSETC/190/27/Mar/24:**

RESOLVED that the amended Privacy Notice be **ADOPTED**

11. To adopt a Publication Scheme

The Town Clerk presented a Publication Scheme as recommended by the Information Commissioners Office

Resolution Record No. **BSETC/191/27/Mar/24:**

RESOLVED that the Publication Scheme be **ADOPTED**

12. To approve expenditure of up to £745 (ex vat) for a replacement laptop

Resolution Record No. **BSETC/192/27/Mar/24:**

RESOLVED that under the Power of the Local Government Act 1972, s.111 expenditure of up to £745 ex vat be **APPROVED** for the purchase of a replacement laptop

13. To adopt a new policy for Pavements and Public Spaces

The Town Clerk presented an updated policy for Pavements and Public Spaces.

Resolution Record No. **BSETC/193/27/Mar/24:**

RESOLVED that the updated policy for Pavements and Public Spaces be **ADOPTED** with the following amendment:

It is expected that any proposal is completed within a 4-6 month time frame

14. To approve payment of invoice from SCC for PPS work

Resolution Record No. **BSETC/194/27/Mar/24: is**

RESOLVED that under the Power of the Localism Act 2011, ss 1-8 the invoice for PPS work submitted by SCC for the total amount of £60,252.67 be **APPROVED** for payment

15. To approve expenditure for five skips for allotment sites

Resolution Record No. **BSETC/195/27/Mar/24:**

RESOLVED that under the Power of the Local Government Act 1972, s.145 (1) (a) Sun Skips will supply five skips for allotment sites at a total cost of £1905.00 inc. vat

16. To approve expenditure for replacement of two water tanks at the Cotton Lane allotment site and other associated works

Resolution Record No. **BSETC/196/27/Mar/24:**

RESOLVED that under the Power of the Local Government Act 1972, s.145 (1) (a) two water tanks at Cotton Lane allotment site are replaced at a cost of £1350.00 ex vat; connection of water tank at Sicklesmere Road at a cost of up to £200.00 ex vat; annual water survey at a cost of up to £850.00 ex vat

17. To appoint Internal Auditor for 2024 year end accounts

The RFO had circulated a report outlining options for the appointment of Internal Auditor for the 2024 year end accounts

Resolution Record No. **BSETC/197/27/Mar/24:**

RESOLVED that under the Power of the Local Government Act 1972, s.111 Trevor Brown be appointed as Internal Auditor for year ending March 2024 at a cost of £550.00

18. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meetings of 28th February and 13th March 24

18.1 Resolution Record No. **BSETC/198/27/Mar/24:**

RESOLVED that the minutes of the P,L&F meeting on 28th February 24 be **ADOPTED**

18.2 Resolution Record No. **BSETC/199/27/Mar/24:**

RESOLVED that the minutes of the P,L&F meeting on 13th March 24 be **ADOPTED**

19. To approve and sign the payments list for February 2024

Resolution Record No. **BSETC/200/27/Mar/24:**

RESOLVED that the payments list for February 2024 be **APPROVED** and **SIGNED**

20. To approve and sign Barclays bank balances as at 29 February 2024

Resolution Record No. **BSETC/201/27/Mar/24:**

RESOLVED that Barclays bank balances as at 31 January 2024 be **APPROVED** and **SIGNED**

21. Date of next meeting: Wednesday 24th April 2024

The meeting ended at 8.10pm

Signed: _____ Dated _____