**Planning Licensing and Finance Committee**
**Minutes of the meeting held at the Guildhall, Bury St Edmunds**
**on Wednesday 23 September 2026 at 6.00 pm**

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

**Also present**: Nicola Whittle (Deputy Clerk/RFO), Julie Sturgeon (Allotment and Administration Officer)

**1. To receive apologies for absence**
**Apologies were received from Cllr Hind, Cllr McGoochan, Cllr Sayer & Jodie Budd (Town Clerk)**

**2. Declarations of interest and additions to registers**
Cllrs Armitage and Higgins 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 9 September 2026.**
Resolution Record (Delegated Powers): **P,L&F/281/23/Sept/26**
That the minutes of the meeting of the Planning, Licensing and Finance committee of 9 September 2026 be signed as an accurate record.

**5. Public forum**

**6. To consider planning and licensing applications:**
6.1 List A
**DC/26/1153/HH**
Ward: Westgate
Householder planning application - single storey rear extension (following demolition of existing conservatory)
8 Dorchester Road Bury St Edmunds Suffolk IP33 2HL
Applicant: Mr C Driscoll
Resolution Record (Delegated Powers): **P,L&F/282/23/Sept/26**
**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**DC/26/1295/FUL**
Ward: Minden
Planning application - change of use from residential dwelling (C3) to residential children's home (C2)
47 Flemyng Road Bury St Edmunds Suffolk IP33 3UR
Applicant: Mr Austine Adigwe
Resolution Record (Delegated Powers): **P,L&F/283/23/Sept/26**
**That based on information received Bury St Edmunds Town Council recommends APPROVAL on request of Highways opinion on parking.**

**DC/26/1314/HH**
Ward: Tollgate
Householder planning application - a. conversion of existing garage to form habitable living space b. cladding to front and rear elevations c. addition of window to the first floor of rear elevation d. single storey rear extension and detached annexe
36 Philip Road Bury St Edmunds Suffolk IP32 6DQ
Applicant: Ms S Cook And Miss D Hawkins
Resolution Record (Delegated Powers): **P,L&F/285/23/Sept/26**
**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**DC/26/1326/FUL**
Ward: Westgate
Planning application - a. one dwelling and detached garage b. two electric gates to access of dwellings
Holywell Cottage Boon Close Bury St Edmunds Suffolk IP33 2LG
Applicant: Mr David Reid
Resolution Record (Delegated Powers): **P,L&F/286/23/Sept/26**
**That based on information received Bury St Edmunds Town Council OBJECTS on the grounds of excessive height.**

**DC/26/1357/TCA**
Ward: Tollgate
Conservation Area/Article 4 Direction
Trees in a conservation area notification - one Cedar (marked T1 on plan) fell and two Plum (marked T2 and T3 on plan) crown reduction by two metres and lateral crown reduction by 1.5 metre/TPO, DC/
32 Springfield Ro/ad Bury St Edmunds Suffolk IP33 3AR
Applicant: Mrs Ashley-Cowan
Resolution Record (Delegated Powers): **P,L&F/287/23/Sept/26**
**That based on information received subject to conservation area/article 4 direction, Bury St Edmunds Town Council OBJECTS on the grounds of no explanation or lack of justification.**

**DC/26/1366/TCA**
Ward: Eastgate
Conservation Area/Article 4 Direction
Trees in a conservation area notification - one Conifer (marked T1 on plan) and one Sycamore (marked T2 on plan) fell
9 The Broadway Eastgate Street Bury St Edmunds Suffolk IP33 1XX
Applicant: Mrs Aldridge
Resolution Record (Delegated Powers): **P,L&F/288/23/Sept/26**
**That based on information received subject to conservation area/article 4 direction, Bury St Edmunds Town Council OBJECTS on the grounds of no explanation or lack of justification.**

6.2 List B

**DC/26/0924/FUL**

Ward: Tollgate

**Re-Consultation – Amended Location Plan.**

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)

**Previously considered by P,L & F Committee, 8 July 26 - Based on information received Bury St Edmunds Town Council recommends APPROVAL**

6 Northgate Avenue Bury St Edmunds Suffolk IP32 6BB

Applicant: Mr & Mrs E Crichton, C/o Rees Pryer Architects

Resolution Record (Delegated Powers): **P,L&F/289/23/Sept/26**

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

**DC/26/1371/HH**

Ward: Southgate

Householder planning application - a. two replacement doors on side elevation b. single storey rear and side extension (following demolition of existing extension)

The Stables 6 Sicklesmere Road Bury St Edmunds Suffolk IP33 2BW

Applicant: Mr Mike Sainsbury

Resolution Record (Delegated Powers): **P,L&F/290/23/Sept/26**

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

**DC/26/1372/LB**

Ward: Southgate

Application for listed building consent - a. two replacement doors on side elevation b. single storey rear and side extension (following demolition of existing extension) c. repairing of existing boundary wall.

The Stables 6 Sicklesmere Road Bury St Edmunds Suffolk IP33 2BW

Applicant: Mr Mike Sainsbury

Resolution Record (Delegated Powers): **P,L&F/291/23/Sept/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/26/01225/TCA, DC/26/1199/TPO, DC/26/1246/TPO, DC/26/1302/TCA, DC/26/12920/TPO & DC/26/1322/TCA

**Noted**

**8. To consider street naming application comprising of 1 new street. The developer has proposed the following street names: Sentinel Close [attached].**

Resolution Record (Delegated Powers): **P,L&F/292/23/Sept/26**

**That based on information received Bury St Edmunds Town Council approved the street name proposed by the developer**

**9. To approve the August 2026 detailed Income and Expenditure report, Balance sheet Report, List of payments and cash and investment reconciliation.**
Resolution Record (Delegated Powers): **P,L&F/293/23/Sept/26**
**Members discussed August 2026 detailed Income and Expenditure Report, Balance Sheet report, List of Payments and Cash and Investment Reconciliation and recommends APPROVAL.**

**10.** Date of next meeting: **Wednesday 14th October 2026 at 6.00pm**

The meeting closed at 6.31pm

Signed _____ Dated 14/10/26

16/09/2026
10:00

**Bury St Edmunds Town Council Current Year**



**Detailed Income & Expenditure by Budget Heading 31/08/2026**

**Month No: 5**

**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 | 13,754 | 66,213 | 150,000 | 83,787 | | 83,787 | 44.1% | |
| 4001 | Employers National Insurance | 1,562 | 7,614 | 22,500 | 14,886 | | 14,886 | 33.8% | |
| 4002 | Employers Pension Costs | 1,837 | 8,951 | 33,000 | 24,049 | | 24,049 | 27.1% | |
| 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 | 54 | 2,051 | 5,000 | 2,949 | | 2,949 | 41.0% | |
| | Staffing :- Indirect Expenditure | **17,207** | **84,898** | **211,300** | **126,402** | **0** | **126,402** | **40.2%** | **0** |
| | **Net Expenditure** | **(17,207)** | **(84,898)** | **(211,300)** | **(126,402)** | | | | |
| 102 | Administration Fixed Costs | | | | | | | | |
| 1076 | Precept Received | 0 | 646,090 | 646,090 | 0 | | | 100.0% | |
| 1090 | Bank & Investment Interest | 3,157 | 9,876 | 25,000 | 15,124 | | | 39.5% | |
| | Administration Fixed Costs :- Income | **3,157** | **655,966** | **671,090** | **15,124** | | | **97.7%** | **0** |
| 4106 | Allowance - Mayors | 0 | 215 | 500 | 285 | | 285 | 43.0% | |
| 4112 | Audit - Internal | 0 | 575 | 600 | 25 | | 25 | 95.8% | |
| 4113 | Audit -External | 1,680 | 1,680 | 1,800 | 120 | | 120 | 93.3% | |
| 4115 | Bank Charges | 18 | 87 | 240 | 153 | | 153 | 36.3% | |
| 4118 | Business Rates | 106 | 531 | 1,200 | 669 | | 669 | 44.2% | |
| 4125 | IT Support/Software Mtce | 611 | 5,860 | 9,000 | 3,140 | | 3,140 | 65.1% | |
| 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 | 1,451 | 250 | (1,201) | | (1,201) | 580.6% | |
| 4133 | Insurance | 2,996 | 2,996 | 4,800 | 1,804 | | 1,804 | 62.4% | |
| 4136 | Legal Expenses | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4137 | Meeting Room Hire | 525 | 1,575 | 2,100 | 525 | | 525 | 75.0% | |
| 4140 | Office Equipment | 58 | 136 | 500 | 364 | | 364 | 27.2% | |
| 4141 | Office Rental | 4,375 | 12,843 | 17,500 | 4,657 | | 4,657 | 73.4% | |
| 4142 | Office Service Charge | 0 | 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 | 512 | 994 | 1,000 | 6 | | 6 | 99.4% | |
| 4154 | Subscriptions | 198 | 3,388 | 4,000 | 612 | | 612 | 84.7% | |
| 4162 | Training - Councillors | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| | Administration Fixed Costs :- Indirect Expenditure | **11,369** | **35,165** | **55,090** | **19,925** | **0** | **19,925** | **63.8%** | **411** |
| | **Net Income over Expenditure** | **(8,213)** | **620,801** | **616,000** | **(4,801)** | | | | |
| 6000 | plus Transfer from EMR | 0 | 411 | 0 | (411) | | | | |
| | **Movement to/(from) Gen Reserve** | **(8,213)** | **621,211** | **616,000** | **(5,211)** | | | | |

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16/09/2026
10:00

**Bury St Edmunds Town Council Current Year**



**Detailed Income & Expenditure by Budget Heading 31/08/2026**

**Month No: 5**

**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 | 35,070 | 35,200 | 130 | | 130 | 99.6% | |
| 4211 | Childrens Holiday Activities | 0 | 7,549 | 30,000 | 22,451 | | 22,451 | 25.2% | |
| 4212 | Teen Chill/Outreach Workers | 0 | 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 | 0 | (1,043) | 20,000 | 21,043 | | 21,043 | (5.2%) | |
| 4290 | Citizen Community Awards | 4,600 | 4,600 | 4,000 | (600) | | (600) | 115.0% | |
| 4291 | Mayoral/Civic Events | 0 | 7,022 | 10,000 | 2,978 | | 2,978 | 70.2% | 1,000 |
| | Services 1 :- Indirect Expenditure | **4,600** | **122,931** | **229,700** | **106,769** | **0** | **106,769** | **53.5%** | **1,000** |
| | **Net Expenditure** | **(4,600)** | **(122,931)** | **(229,700)** | **(106,769)** | | | | |
| 6000 | plus Transfer from EMR | 0 | 1,000 | 0 | (1,000) | | | | |
| | **Movement to/(from) Gen Reserve** | **(4,600)** | **(121,931)** | **(229,700)** | **(107,769)** | | | | |
| 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 | 1,102 | 8,077 | 40,000 | 31,923 | | 31,923 | 20.2% | |
| 4353 | Grant Funding | 23,194 | 24,411 | 75,000 | 50,589 | | 50,589 | 32.5% | |
| 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 | **24,296** | **111,062** | **265,400** | **154,338** | **0** | **154,338** | **41.8%** | **0** |
| | **Net Expenditure** | **(24,296)** | **(111,062)** | **(265,400)** | **(154,338)** | | | | |
| 302 | Allotments | | | | | | | | |
| 1301 | Allotment Income | 36 | 25,554 | 24,750 | (804) | | | 103.2% | |
| | Allotments :- Income | **36** | **25,554** | **24,750** | **(804)** | | | **103.2%** | **0** |
| 4301 | Allotments | 0 | 1,006 | 1,500 | 494 | | 494 | 67.1% | 864 |
| 4302 | Cotton Lane | 2,028 | 17,767 | 5,000 | (12,767) | | (12,767) | 355.3% | 15,893 |
| 4303 | Nowton Road | 672 | 7,567 | 5,500 | (2,067) | | (2,067) | 137.6% | 5,810 |
| 4304 | Sicklesmere Road | 783 | 3,513 | 4,900 | 1,387 | | 1,387 | 71.7% | 2,260 |
| 4305 | Moreton Hall | 45 | 1,827 | 2,500 | 673 | | 673 | 73.1% | 1,305 |
| 4306 | Vinefields | 143 | 761 | 500 | (261) | | (261) | 152.2% | 550 |
| 4307 | Barn Lane | 1,335 | 1,335 | 100 | (1,235) | | (1,235) | 1335.0% | 1,290 |
| | Allotments :- Indirect Expenditure | **5,006** | **33,775** | **20,000** | **(13,775)** | **0** | **(13,775)** | **168.9%** | **27,972** |
| | **Net Income over Expenditure** | **(4,971)** | **(8,221)** | **4,750** | **12,971** | | | | |
| 6000 | plus Transfer from EMR | 3,184 | 27,972 | 0 | (27,972) | | | | |

Continued over page

16/09/2026
10:00

**Bury St Edmunds Town Council Current Year**



**Detailed Income & Expenditure by Budget Heading 31/08/2026**

**Month No: 5**

**Cost Centre Report**

| | | Actual Current | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| | **Movement to/(from) Gen Reserve** | **(1,787)** | **19,751** | **4,750** | **(15,001)** | | | | |
| 303 | Town Wardens | | | | | | | | |
| 1105 | Town Warden Services | 0 | 108 | 0 | (108) | | | 0.0% | |
| | Town Wardens :- Income | **0** | **108** | **0** | **(108)** | | | | **0** |
| 4133 | Insurance | 0 | 1,075 | 2,500 | 1,425 | | 1,425 | 43.0% | |
| 4401 | Vehicle Expenses/Diesel | 401 | 2,250 | 5,500 | 3,250 | | 3,250 | 40.9% | |
| 4402 | Equip/Tools/Clothing/Mobile | 35 | 587 | 1,000 | 413 | | 413 | 58.7% | |
| | Town Wardens :- Indirect Expenditure | **436** | **3,913** | **9,000** | **5,087** | **0** | **5,087** | **43.5%** | **0** |
| | **Net Income over Expenditure** | **(436)** | **(3,805)** | **(9,000)** | **(5,195)** | | | | |
| | Grand Totals:- Income | **3,192** | **681,628** | **695,840** | **14,212** | | | **98.0%** | |
| | Expenditure | **62,914** | **391,743** | **790,490** | **398,747** | **0** | **398,747** | **49.6%** | |
| | **Net Income over Expenditure** | **(59,722)** | **289,885** | **(94,650)** | **(384,535)** | | | | |
| | plus Transfer from EMR | **3,184** | **29,383** | 0 | (29,383) | | | | |
| | **Movement to/(from) Gen Reserve** | **(56,538)** | **319,268** | **(94,650)** | **(413,918)** | | | | |



MP.