

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 24th September 2025 at 7pm**

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

Also present: Jodie Budd (Town Clerk), Jacqueline Howells (Responsible Financial Officer/Assistant Town Clerk), PCSO's Mark Ellis and Jo Whiting, representatives from Moreton Hall School Trust, RAF Cadets, the Press and eight members of public.

1. To receive apologies for absence

Apologies for absence were received from Cllrs Augustine, Halpin and Waterman.

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, Chung, Higgins, Hind, Lindberg, Mager, O'Driscoll, Sayer, Stamp and Stennett declared a local non-pecuniary interest as District Councillors.

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 23rd July 2025

Resolution Record No. **BSETC/406/24/Sep/25**

RESOLVED that the Full Council minutes from the meeting held on 23rd July 2025 be agreed and signed, as an accurate record.

5. Public Forum

Malcolm and Marie Lambourne from Good News for Everyone presented the Mayor with a Bible and left copies of the New Testament for Town Councillors.

Representatives from the Moreton Hall School Trust and the RAF Cadets attended the meeting to support their respective grant applications and answer questions from Councillors.

Marcus Eustace from St Edmundsbury Theatre Services presented information regarding plans for a Fireworks Display in November 2025.

6. Mayor's announcements

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

- Britain in Bloom judging
- Theatre Royal outdoor production
- Priors Estate fun day
- RAF Mildenhall refuelling demonstration
- VJ Day commemoration St Mary's Church
- Royal British Legion Memorial Service in the Rose Garden Abbey Gardens
- ARC shopping centre dog show
- Theatre Royal youth production *Sword in the Stone*
- 60th anniversary of the Deaf Association
- Bury St Edmunds Community Awards
- Lakenheath air base Battle of Britain commemoration
- Dobbies garden centre opening following refurbishment
- Greengage pub reopening following refurbishment
- Wren kitchen showroom store opening

The Mayor announced that she would be holding events to support two chosen charities this year – Bury St Edmunds Restore and Brave Futures – more details to follow.



7. Town Clerk's report

The Town Clerk advised Members as follows:

- That she had also attended the VJ Service and was honoured to meet the Duke and Duchess.
- Was present when the 'Citizen of the Year' was presented with her award.
- Also visited the Moreton Hall Prep School to see first hand how poor a state it was in
- Undertaken staff appraisals.
- Reminder to Councillors of the Suffolk County Harvest Festival on the 05 October. RSVP wasn't required.

8. To note the PCSO's report

Councillors noted the crime figures submitted by the PCSO's.

PCSO Jo Whiting advised that officers have been concentrating on tackling town centre crime resulting in crime figures for Abbeygate ward being lower than the July/August period last year.

Organisations in the town are continuing to work together to address anti-social behaviour issues.

9. To consider Grant applications:**9.1 Moreton Hall Preparatory School**

Councillors were informed by the Police and Fire Service of the dangers posed by illegal trespassers on the site of the now redundant Moreton Hall Preparatory School. Part of the disused buildings are being used by a local health club and nursery school.

A representative from the Moreton Hall School Trust advised Councillors that plans were being developed to change the historic building into a retirement living complex but there was an urgent need to protect the building from vandalism.

Councillors were extremely concerned about the danger to life to trespassers who were mostly teenagers and young adults unaware of the potential risks.

Resolution Record No. **BSETC/407/24/Sep/25**

RESOLVED that Moreton Hall School Trust be awarded £2419.00 in order to secure the Moreton Hall Preparatory School building against trespassers.

It should be noted that this is an exceptional situation with Councillors awarding the grant due to the high risk of death or serious injury to both young people and other residents and businesses in the area.

9.2 Royal Air Force Cadets 301 Squadron

Councillors discussed an application for funding for a contribution towards the purchase of a minibus which would enable all members of the RAF Cadet 301 squadron to travel to events.

Councillors congratulated the air cadets on their fundraising efforts so far and fully supported the project.

Resolution Record No. **BSETC/408/24/Sep/25**

RESOLVED that RAF Cadets be awarded up to £10,000 towards the purchase of a minibus. However, the money will only be made available once the remaining funds have been secured and a suitable vehicle located.

RESOLVED that £10,000 be transferred to an EMR until such time as the funds are transferred to the RAF Cadets when the remaining money has been raised and a suitable vehicle identified.

10. To discuss and adopt the revised Grant Aid application form.

The Town Clerk together with the Mayor and Deputy Mayor had reviewed and amended the Grant Aid application form.

Resolution Record No. **BSETC/409/24/Sep/25**

RESOLVED that the revised Grant Aid application form be **ADOPTED**

11. To approve the recommended Local Government national pay award for officers in 2025

The Town Clerk advised that the NALC national pay scales had been published and that pay increases will be back dated to 1st April 2025.

Resolution Record No. **BSETC/410/24/Sep/25**

RESOLVED that the Local Government pay award for 2025 be **APPROVED**



12. Cotton Lane Allotments – Control Valve Upgrades and tanks – to approve expenditure of up to £6,600 (inc VAT) to replace one existing water tank and replace the valves of all 11 tanks to water isolation chambers

The Town Clerk advised that over the course of many years the pipe work for the water supply at the Cotton Lane allotments had been repaired as and when required resulting in a mis match of pipe work causing many water leaks. The Town Council has a duty to save water and replacement of valves will ensure that the water supply is protected for many years to come.

Resolution Record No. **BSETC/411/24/Sep/25**

RESOLVED that expenditure of up to £6600.00 (inc. vat) is **APPROVED** to replace water tank and valves to water isolation chambers.

13. Local Council Award Scheme – to approve the following wording - "Bury St Edmunds Town Council confirms that the required documents, information and conditions are in place (whether published or not) to apply for the bronze award by resolution in public at a full council meeting.

The Town Clerk advised that in order to apply for the Local Council Award Scheme bronze award the above wording must be approved by Full Council.

Resolution Record No. **BSETC/412/24/Sep/25**

RESOLVED that the following wording be **APPROVED**:

Bury St Edmunds Town Council confirms that the required documents, information and conditions are in place (whether published or not) to apply for the bronze award

14. To approve expenditure of up to £2,069.57 (inc VAT) to enable Abbeycroft Leisure to provide October half term activities in all council wards (5 locations).

Councillors discussed the proposal from Abbeycroft Leisure to provide October half term activities in all council wards.

Resolution Record No. **BSETC/413/24/Sep/25**

RESOLVED that expenditure of £2069.57 (inc. vat) be **APPROVED** to enable Abbeycroft Leisure to provide October half term activities in five locations across all Town Council wards.

15. To receive the report and adopt the recommendations of the Planning, Licensing and Finance committee meetings of 23rd July, 13th August, 27th August and 10th September 2025

Resolution Record No. **BSETC/414/24/Sep/25**:

RESOLVED that the minutes of the Planning, Licensing and Finance committee meetings held on 23rd July, 13th and 27th August and 10th September 2025 be **ADOPTED**

16. To consider expenditure of up to £15,600 (inc. VAT) to provide fireworks for a public display in the Abbey Gardens in November 2025

Councillors discussed a proposal submitted by St Edmundsbury Theatre Services in partnership with St Nicholas Hospice to stage a fireworks display in Abbey Gardens in November 2025.

The event will be organised by St Edmundsbury Theatre Services with volunteers from St Nicholas Hospice, who will also manage the ticket sales. It is envisaged that 50% of any profit made will be given back to the Town Council to create an ongoing fund to stage firework events in future years.

Resolution Record No. **BSETC/415/24/Sep/25**:

RESOLVED that expenditure of up to £12,000 (exc. vat) is **APPROVED** to provide fireworks for the November 2025 display in Abbey Gardens. The Town Council to be involved in planning the event.

That the Town Council will receive 50% back of the £12,000 from any profit made in order to create an ongoing fund to support future firework displays.

17. Responsible Financial Officer's report

The RFO presented the monthly financial report outlining key information extracted from the monthly budget report.

The RFO also reassured Councillors regarding the security of the investments held with the CCLA.

18. To receive and note the External Auditor's Report and certificate 2024/25



The RFO advised that the External Auditors report and certificate for 2024/25 had been received with no concerns identified.

Town Councillors congratulated the RFO on another successful audit.

19. To discuss option to enter into a new three-year Fixed Rate Agreement with Ecclesiastical Insurance

The RFO advised that Clear Councils insurance broker had changed its underwriter to Ecclesiastical Insurance. The Town Council has the option to enter into a further three year agreement commencing September 2025 securing a discount on future premiums.

Resolution Record No. **BSETC/416/24/Sep/25:**

RESOLVED that the Town Council accepts the offer from Ecclesiastical Insurance to enter into a three year agreement commencing September 2025 in order to secure a discount on future premiums.

20. To approve and sign payments list for July and August 2025

Resolution Record No. **BSETC/417/24/Sep/25:**

RESOLVED that the payments list for July and August 2025 be **APPROVED** and **SIGNED**

21. To approve and sign Barclays bank balances as of 30th August 2025

Resolution Record No. **BSETC/418/24/Sep/25:**

RESOLVED that Barclays bank balances as of 30th August 2025 be **APPROVED** and **SIGNED**

22. Date of next meeting Wednesday 22nd October 2025

The meeting ended at 9pm

Signed



Dated

22nd Oct 25