

**Minutes of the Meeting of Bury St Edmunds Town Council,
held at the Guildhall, Bury St Edmunds,
on Wednesday 22nd October 2025 at 7pm**

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

Also present: Jodie Budd (Town Clerk), Julie Sturgeon (Allotment & Administration Officer), PCSO's Mark Ellis and Jo Whiting, representatives from Abbeycroft Leisure, Bury Free Press, Royal British Legion, RWSfm, Suffolk Day.

1. To receive apologies for absence

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

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 and Sayer 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 24th September 2025

Resolution Record No. **BSETC/419/22/Oct/25**

RESOLVED that the Full Council minutes from the meeting held on 24 September 2025 be agreed and signed, as an accurate record.

5. Public Forum

Representatives from the RWSFM and Abbeycroft Leisure attended the meeting to support their respective grant applications and answer questions from Councillors.

Oliver Paul from Suffolk Day, Bury Free Press.

6. Mayor's announcements

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

- The Abbey of St Edmunds Reborn Project Exhibition
- BSE District Scout Council AGM
- Hopsters Bar – Opening
- St Edmundsbury Cathedral – Harvest Festival
- Eastern Educations Group – Graduation
- Recovery's Got Talent – Talent Show
- Mayor of Stowmarket – Civic Celebration & Reception
- Rituals – Opening of New Store
- Babergh District Council – Civic Service
- Our Bury St Edmunds – Official launch of Shopsafe
- Citizens Advise West Suffolk – AGM
- Alema Coffee - Opening

7. Town Clerk's and Town Warden reports

The Town Clerk advised Members as follows:

Attended various meetings including Local Council Clerks, asset and service transfer workshop, BID AGM, Society Local Council Clerks AGM, West Suffolk Area Forum. Attended a soft opening of the new Rituals Store in the ARC, and the Abbeycroft Move More Awards ceremony. The Town Clerk also reminded members of the Firework Display on the 01 November and the Presentation of plans for Rougham Airfield on the 29 October at the Moreton Hall Community Hall.

Town Warden

The Town Warden submitted the report as shown below:

- Graffiti remove
- Litter picking with Moreton Hall Residents
- Bulb planting with Guides and Councillor Mager
- Allotment plot clearances
- Water Harvesting project at allotments
- Bike shelter repurpose project from Newbury centre to Moreton Hall Allotments
- Joint working with waste team at west Suffolk council – on school's projects – litter picks
- Community Notice board project 11 out of 15 installed
- Bollard Painting project on Eastgate street
- Working with Julie on Installation of water pipe at Moreton Hall
- Working with Julie on the replacement of water pipes and values.
- Overseeing a number of trees being removed on different allotment sites.
- Speed indication device rotation on 4 weekly basis, sourcing 2 additional SIDS and deploying 4 at a time across bury.
- Road Sign cleaning

Planned projects:

- Litter picks with school in Bury: Already secured, Riverwalk school Mayfield Road, The Priory School, Mount Road.
- Bug Hotel building with Priory School

Funding sourced

- Suffolk county council funding
 - £600 for street bollard paint.
 - £500 Graffiti on street furniture
- Woodland Trust Grant Obtained for hedge and tree planting
- Donation from Tool station of stakes for the Sicklesmere allotment project
- Sponsorship from Hose flex, Urban Forestry and Supply line solutions for litter picking kit.

8. To note the PCSO's report

Councillors noted the crime figures submitted by the PCSO's.
PSCO Mark Ellis gave an update on the figures.

9. To consider Grant applications:**9.1 RWSfm**

RWSfm advised the grant would allow them to broadcast from outside locations.

Resolution Record No. **BSETC/420/22/Oct/25**

RESOLVED that RWSfm be awarded £6,500. To allow them to broadcast from various locations widening and supporting more areas of Bury St Edmunds.

9.2 Abbeycroft Leisure

Councillors discussed an application for the 2025 project to deliver individuals and families support at Christmas time that live in Bury St Edmunds

Resolution Record No. **BSETC/421/22/Oct/25**

RESOLVED that Abbeycroft Leisure – receives £8,951.00 to deliver Christmas meals to individuals and families in Bury St Edmunds for 2025.

10. To discuss proposals for Bury St Edmunds to host Suffolk Day on 21 June 2026.

Oliver Paul explained and asked for support in Bury St Edmunds hosting Suffolk Day on 21 June 2026.

Resolution Record No. **BSETC/422/22/Oct/25**

RESOLVED to support Suffolk Day being held in Bury St Edmunds.

11. To consider being the main sponsor for the Citizens Awards for 2026 and 2027 at a cost of £4,000.

A Discussion took place on the Awards evening; how successful the awards had been in recognising residents of the town.

Resolution Record No. **BSETC/423/22/Oct/25**

RESOLVED to be the main sponsors for 2026 and 2027 Bury Free Press, Citizens Awards at the cost of £4,000 per year.

12. To note an email from West Suffolk Council containing details of the next Community Governance review.

Councillors noted the email received from West Suffolk Council.

13. To discuss a request from a resident for parking restrictions and safety measures in Cadogan Rd, Albemarle Rd and Winchester Rd.

Resolution Record No. **BSETC/424/22/Oct/25**

A discussion took place regarding residents parking restrictions and safety measures in Cadogan Road, Albemarle Road and Winchester Road. Councillors felt more that residents in the area would need to be consulted before parking restrictions should be introduced.

14. To approve costings for the installation of a new litter bin on the grass triangle in the alleyway between Tollgate Lane and Northumberland Avenue.

Resolution Record No. **BSETC/425/22/Oct/25**

Approved the costing to install and weekly empty a new litter bin on the grass triangle between Tollgate Lane and Northumberland Avenue.

15. To approve the increasing of allotment rents by 10% for the financial year 2026/27.

Resolution Record No. **BSETC/426/22/Oct/25**

Approved the increase in allotment rent to £12.00 per rod with water supply and £9.53 per rod to the plots without water.

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

16.1 24 September 2025

16.2 08 October 2025

Resolution Record No. **BSETC/427/22/Oct/25**

RESOLVED that the minutes of the Planning, Licensing and Finance committee meetings held on 24th September and 8th October be **ADOPTED**

17. To note the Responsible Financial Officer's outline financial report
Noted

18. To approve and sign the payments list for September 2025

Resolution Record No. **BSETC/428/22/Oct/25**

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

19. To approve and sign the Barclays bank balance as of the 30 September 2025.

Resolution Record No. **BSETC/429/22/Oct/25:**

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

20. Motion/Resolution to exclude temporarily the Public and Press:

That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed concerning: Staffing & Employment minutes, including incremental pay awards.

Resolution Record No. **BSETC/430/22/Oct/25:**

That the public and press be excluded from the meeting for Agenda Item 20 to be discussed.

RESOLVED that the Staffing and Employment minutes be **APPROVED** along with the incremental pay awards. Councillors were also advised that a new RFO/Assistant Town Clerk had been appointed.

21. Date of next meeting: Wednesday 26 November 2025

The meeting ended at 8.42pm

Signed:  Dated 26.11.25