

**Minutes of the meeting of Bury St Edmunds Town Council held remotely via video conferencing on Wednesday 27 January 2021 at 7.00pm**

**Present:** Cllrs Thompson (Town Mayor), Augustine, Bouché, Chung, Everitt, Higgins, D Hind, K Hind, Iannelli-Popham, Parker, Rayner (item 2 onwards), Rout, Turner (item 5 onwards), Waterman, Whittingham and Williamson (item 5 onwards).

**Also present:** Greg Luton (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Julie Sturgeon (Allotments and Administrative Assistant), PCSO 3356 Jo Whiting, representatives from Explore Outdoor (Abbeycroft Leisure), Bury in Bloom, Radio West Suffolk Limited and Greener Growth CIC, one member of the public and a reporter from the Bury Free Press.

**1. To receive apologies for absence and reasons**

**2. To receive declarations of interest and additions to registers**

All District Councillors are advised to declare as follows: *'... that I may vote differently at District Council level from that recorded at this meeting at that other tier of local government'*. Cllrs Augustine, Chung, Everitt, D Hind, Rout, Thompson and Waterman declared a local non-pecuniary interest as a District Councillor.

**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 of the 16 December 2020 meeting of the Council**

Resolution Record No. **BSETC/217/27/Jan/21:**

That the minutes of the Council meeting of 16 December 2020 be agreed and signed as an accurate record.

**5. Public Forum**

Cllr Williamson and Cllr Turner joined the meeting.

Representatives from Explore Outdoor (Abbeycroft Leisure), Bury in Bloom and Radio West Suffolk Limited and Greener Growth each spoke in support of their work or their respective grant funding applications being considered later in this agenda.

Cllr Thompson left the meeting briefly (IT issues); Cllr Rayner chaired the meeting during his absence.

Cllr Chung declared a local non-pecuniary interest as a member of Bury In Bloom and the Mayor advised that he should not to participate in the grant application agenda item.

**6. To note the Clerk's report**

The Clerk reported on events over the last month including the signing of the PCSOs' SLA contracts, progress on a number of Council-funded initiatives, and that £8,000 - £9,000 savings had been made due to the office move.

**7. To note the RFO's report**

The written financial report was noted.

**8. To note the PCSO's verbal report**

PCSO Whiting gave an update and answered members questions. The latest crime statistics had been circulated in advance of the meeting.

**9. To consider and confirm 2021/2022 BUDGET for Bury St Edmunds Town Council:  
*That the 2021/2022 BUDGET for Bury St Edmunds Town Council be adopted and signed by the Town Mayor and Town Clerk***

It was proposed that the Council Tax precept be reduced by the same amount as it had been increased last year. The Mayor advised that this proposal related to item 10 on the agenda.

Resolution Record No. **BSETC/218/27/Jan/21:**

That the draft **2021/2022 BUDGET** be adopted and signed by the Town Mayor and Town Clerk [appended as A].

**10. To confirm 2021/2022 PRECEPT for Bury St Edmunds Town Council:  
*That the 2021/2022 PRECEPT for Bury St Edmunds Town Council be adopted as resolved by Council at [to be confirmed] per Band D Property Equivalent in the sum of [to be confirmed] and the Precept Demand Form signed by the Town Mayor and Town Clerk; to be served to West Suffolk Council.***

It was proposed and seconded that the Council Tax precept be reduced by the same amount as it had been increased last year. This proposal fell. It was proposed and seconded that the Council Tax precept be neither raised or lowered but kept at the same level as 2020/2021.

Resolution Record No. **BSETC/219/27/Jan/21:**

That the **2021/2022 PRECEPT** for Bury St Edmunds Town Council be adopted as resolved by Council at £42.30 per Band D Property Equivalent in the sum of £560,695 and the Precept Demand Form signed by the Town Mayor and Town Clerk; to be served to West Suffolk Council.

**11. To receive an update by 'Greener Growth' on the utilisation of Town Council funding since their last report**

A progress update was given, and members' questions were answered.

Cllr D Hind briefly left the meeting (technical problems) during consideration of this item.

**12. To consider grant funding applications from:**

12.1 Radio West Suffolk Limited for £5,625 for a new transmitter and other technical equipment to increase the power output of transmissions to enable the radio station to provide better reception and to cover a wider area.

Resolution Record No. **BSETC/220/27/Jan/21:**

That grant funding of £5,625 be awarded to Radio West Suffolk Limited for a new transmitter and other technical equipment to increase the power output of transmissions to enable the radio station to provide better reception and to cover a wider area.

12.2 Bury in Bloom for £9998.60 for a 'water harvesting' project for water storage tanks and pumps for the bowyers.

Resolution Record No. **BSETC/221/27/Jan/21:**

That grant funding of £9998.60 be awarded to Bury in Bloom for a 'water harvesting' project for water storage tanks and pumps for the bowyers.

12.3 Explore Outdoor (Abbecroft Leisure) for up to £26,507 to support 3 separate initiatives for a long-term project through 2021, to support families and children: £1,125 for provision of food and activity packs to 25 families entitled to Free School Meals or in financial difficulty due to COVID-19; £17,214 for Family Park Cooking sessions; and £8,168 activity days for children aged 8-12 years.

Resolution Record No. **BSETC/222/27/Jan/21:**

That grant funding of £26,507 be awarded to Explore Outdoor (Abbecroft Leisure) to support 3 separate initiatives for a long-term project through 2021, to support families and children: £1,125 for provision of food and activity packs to 25 families entitled to Free School Meals or in financial difficulty due to COVID-19; £17,214 for Family Park Cooking sessions; and £8,168 activity days just for children aged 8-12 years.

**13. To approve the payments list for January 2021**

Resolution Record No. **BSETC/223/27/Jan/21:**

That the payments list for January 2021 as circulated, be approved.

**14. To re-adopt the following policies:**

- 14.1 Anti-Harassment and Bullying policy
- 14.2 Town Mayor's Expenses
- 14.3 Data Protection, Confidentiality and Information Management policy
- 14.4 Dealing with Dispensations under S33 Localism Act 2011
- 14.5 Grievance Procedure
- 14.6 Highways Strategy policy and implementation
- 14.7 Lone Worker policy
- 14.8 Public Forum at Meetings policy
- 14.9 Risk Management Document
- 14.10 Sickness Absence policy
- 14.11 Staff Allowances and Expenses policy
- 14.12 Standing Orders

Items 14.1 – 14.12 were considered en-bloc.

Resolution Record No. **BSETC/224/27/Jan/21:**

That the policies covering (1) Anti-Harassment and Bullying policy; (2) Town Mayor's Expenses; (3) Data Protection, Confidentiality and Information Management policy; (4) Dealing with Dispensations under S33 Localism Act 2011; (5) Grievance Procedure; (6) Highways Strategy policy and implementation; (7) Lone Worker policy; (8) Public Forum at Meetings policy; (9) Risk Management Document; (10) Sickness Absence policy; (11) Staff Allowances and Expenses policy and (12) Standing Orders, be adopted as circulated.

**15. To receive the report and adopt the recommendations of the Planning Licensing and Finance committee meeting of:**

- 15.1 16 December 2020
- 15.2 13 January 2021

Resolution Record No. **BSETC/225/27/Jan/21:**

That the November 2020 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

Resolution Record No. **BSETC/226/27/Jan/21:**

That the December 2020 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

Resolution Record No. **BSETC/227/27/Jan/21:**

That the minutes of the Planning, Licensing and Finance committee meeting of 16 December 2020 and 13 January 2021 be received and the recommendations therein be adopted.

**16. To note the Clerk's use of delegated authority on 18 December 2020 to meet the consultation deadline for responses to Suffolk County Council's proposed parking restrictions on various roads near West Suffolk Hospital, to submit the comment: *'The Town Council broadly support the proposals but strongly recommend that the Highways Authority consider our proposed amendments.***

*Furthermore, we ask Suffolk County Council and West Suffolk Hospital to work together on a permanent and durable solution which accepts the need of staff to park safely. We also recommend that SCC and WSH work with West Suffolk Council to ensure adequate and secure parking provision is included from the earliest planning stages for the proposed new site for the hospital.*

**Detailed Comments:**

**Plan 1 – Extend the restrictions to Stonebridge Avenue and Purley Way**

**Plan 2 – Extend the restrictions to the north side gaps on Barons Road**

**Plan 3 – Extend the restrictions to the south side of Barons Road so that it extends beyond Lincoln Green and Salisbury Green to link up with Hardwick Lane**

**Plan 4 – Extend restrictions to Laundry Lane and along the south side of Barons Road from Hardwick Lane so that it extends beyond Chichester Close and Ely Close to link up with the extension proposed in our comments on Plan 3.**

**Plan 5 – No restrictions on Mayfield Road**

**Plan 6 – No Objections'**

Noted.

**17. To note the Clerk's use of delegated authority on 24 December 2020 to meet the consultation deadline for responses to application DC/20/2034/HH , Householder planning application - a. demolition of chimney stack b. infilling of external opening to store c. part-demolition of single storey rear extension d. infilling of openings and provision of rear door at Hamilton House 4 Nelson Road Bury St Edmunds IP33 3AG – 'From the Town Clerk; regarding Planning application DC/20/2034/HH, Bury St Edmunds Town Council has no objection. This decision has been promulgated using delegated authority, in accordance with Standing Orders and in consultation with the Chair and Vice Chair of the Planning, Finance and Licensing Committee of the Town Council'**

Noted.

**18. To note the Clerk's use of delegated authority on 18 January 2021, making a 'no objection' comment to meet the deadline for responses to the Premises Licence application made by Whitbread Group PLC for the Premier Inn (formerly Travelodge), Etna Road**

Noted.

19. Date of next meeting

Date of next meeting: **Wednesday 24 February 2020**

The meeting ended at 9.17pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_