

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN COUNCIL  
HELD ON WEDNESDAY 27 JULY 2011  
AT 7:00 PM AT THE TOWN COUNCIL OFFICES,  
7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT:** Cllrs Cockle (Chairman), Nettleton (Vice Chairman), Chung, Cornish, Hartley, C Hind, K Hind, Moffat, Oliver, Ridgeway, Turner and Warby.

**ALSO PRESENT:** Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), Richard Webster (Suffolk County Council's Electrical Services Manager), County/St Edmundsbury Borough Councillor Trevor Beckwith, 1 press reporter (EADT), PC 672 John Frith, Simon Curtis (Chairman of the Cotton Lane Allotment Holders' Association), 2 members of the public;

Carol Williamson (clerking items 10,19, 21 and 22).

**1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE**

Apologies were received and reasons accepted from Cllrs Farmer (travelling back from short break), Rout and Simner (work commitments) and Springett (away on business). Cllr Taylor was absent.

**2. TO RECEIVE DECLARATIONS OF INTEREST + ADDITIONS TO REGISTERS**

All Borough Councillors when sitting at Town Council level (and vice versa) are advised to declare as follows: "that I may vote differently at Borough Council (*substitute Town Council as and when required*) level from that recorded at this meeting because of the possibility of further information being made available to me at that other tier of local government".

**3. TO CONFIRM, ADOPT AND SIGN THE MINUTES: SPECIAL MEETING 06 JULY 2011**  
**Resolution Record No. BSETC/082/27/Jul/11**

That the Minutes of the Special Meeting of Bury St Edmunds Full Town Council of 06 July 2011 be agreed and signed as a true record.

Standing orders were suspended and reinstated at the conclusion of public forum.

**4. TO RECEIVE A PRESENTATION BY RICHARD WEBSTER, SUFFOLK COUNTY COUNCIL'S ELECTRICAL SERVICES MANAGER REGARDING THEIR PROPOSALS FOR CHANGES TO STREET LIGHTING IN SUFFOLK**

Richard Webster, Suffolk County Council's Electrical Services Manager outlined the benefits of the new 'intelligent lighting system' including energy savings and emphasised its flexibility to adapt to local needs, both now and on an ongoing basis in the future. Street maps, the schedule for implementation of changes and other information can be found on Suffolk County Council's website at [www.suffolk.gov.uk/streetlighting](http://www.suffolk.gov.uk/streetlighting).

**5. PUBLIC FORUM**

A resident asked questions relating to the location of the 'town centre' of Bury St Edmunds. The Chairman of the Cotton Lane Allotment Holders' Association highlighted the community aspects of the site and offered the Association's services in support of improvement initiatives. PC 672 John Frith introduced himself as part of the Bury St Edmunds Central Safer Neighbourhood Team.

**6. TO RECEIVE THE CHAIRMAN'S REPORT ON ENGAGEMENTS ATTENDED**

None.

**7. TO APPROVE MONTH 4: JULY 2011 FINAL PAYMENTS LIST**

**Resolution Record No. BSETC/083/27/Jul/11**

That the month 4: July 2011 final payments list as tabled including the invoice from the Suffolk Association of Local Councils in respect of the provision of a Clerk for the special Council meeting on 06 July 2011 in the sum of £113.88 (including VAT) be approved.

**8. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE FINANCE, POLICY AND RESOURCES COMMITTEE MEETING OF 13 JULY 2011**

**Resolution Record No. BSETC/084/27/Jul/11**

That the minutes of the Finance, Policy & Resources Committee Meeting of 08 June 2011 be approved and signed as a true record.

**Resolution Record No. BSETC/085/27/Jul/11**

That the End of Month 3: June 2011: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

**Resolution Record No. BSETC/086/27/Jul/11**

That the report of the budget line items indicating significant under/over spend be approved.

**Resolution Record No. BSETC/087/27/Jul/11**

That the Month 04: July 2011 payments list, as tabled, be approved.

**Resolution Record No. BSETC/088/27/Jul/11**

That the petty cash record book to date be approved and initialled.

**Resolution Record No. BSETC/089/27/Jul/11**

That estimates for a new cleaning contract be obtained with contractors based in Bury St Edmunds to be looked at favourably.

**Resolution Record No. BSETC/090/27/Jul/11**

That expenditure on advertising for the Town Clerk vacancy in the sum of £1,121.72 plus VAT be approved [LGA 1972 s.111].

**Resolution Record No. BSETC/091/27/Jul/11**

That the Debt collection and recovery policy has been reviewed and no changes are necessary.

**Resolution Record No. BSETC/092/27/Jul/11**

That the application of the increased HMRC approved mileage rate of 45p per mile be approved.

**Resolution Record No. BSETC/093/27/Jul/11**

That St Edmundsbury Borough Council's Head of Leisure Services be advised that Bury St Edmunds Town Council is interested in being involved jointly in any events to mark the Queen's Diamond Jubilee in 2012.

Recommendation no 11 of this report was amended as shown below:

**Resolution Record No. BSETC/094/27/Jul/11**

That quotes be obtained for suitable additional fencing at the bottom of the new Cotton Lane allotment site against muntjac deer and a maximum expenditure of £1,100 be approved.

Recommendation no 12 of this report was amended as shown below:

**Resolution Record No. BSETC/095/27/Jul/11**

That in order to reduce the problem of rats at the Cotton Lane Allotment site (1) further information be sought from the Cotton Lane Allotment Holders' Association regarding specific problem areas (2) Council works with St Edmundsbury Borough Council's Environmental Health Officer to introduce a selective baiting programme; (3) works with allotment holders to eliminate nesting areas and waste food sources and (4) a maximum expenditure of £500 be approved.

**Resolution Record No. BSETC/096/27/Jul/11**

That the costs of an additional water supply at the new Cotton Lane allotment site be investigated.

It was noted that permission would have to be sought from the land owner and that it may only be possible to install a temporary supply.

Recommendation no 14 of this report was amended as shown below:

**Resolution Record No. BSETC/097/27/Jul/11**

That Council approves the removal of asbestos from the Cotton Lane allotment site once it has been identified and a maximum expenditure of £1,000 be approved for this purpose.

Recommendation no 15 of this report was amended as shown below:

**Resolution Record No. BSETC/098/27/Jul/11**

That the following observations be submitted in respect of St Edmundsbury Borough Council's Review of Polling Districts and Polling Places: (1) St Olaves Ward – should be two registers, one covering the Howard Estate and one covering the Mildenhall Road estate and two polling stations (Methodist Church in Northgate Avenue suggested as a possible location); (2) Abbeygate Ward – should be a second polling station for use by residents from the west side of Parkway (the former St Peter's school building in Hospital Road suggested as a possible location) and (3) all other polling stations remain exactly the same.

**Resolution Record No. BSETC/099/27/Jul/11**

That the Bury St Edmunds Town Council is still interested in giving financial support to school crossing patrols in Bury St Edmunds in line with its previous resolution and attendance at meetings with Horringer Court Middle School to discuss its situation be approved.

**Resolution Record No. BSETC/100/27/Jul/11**

That the request from an allotment tenant for compensation for damage to his allotment has been considered and Bury St Edmunds Town Council considers that it is not liable to pay any of the costs claimed.

**Resolution Record No. BSETC/101/27/Jul/11**

That the Minutes of the Finance, Policy & Resources Committee Meeting of 13 July 2011 be received and the recommendations therein, with the amendments shown above, adopted.

**9. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS OF THE PLANNING AND LICENSING COMMITTEE MEETINGS**

9.1 22 June 2011

No recommendations made.

9.2 13 July 2011

No recommendations made.

**Resolution Record No: BSETC/102/27/Jul/11**

That the Minutes of the Planning and Licensing Committee Meetings of 22 June 2011 and 13 July 2011 be received.

**10. TO CONSIDER THE METHODOLOGY FOR THE APPOINTMENT OF A NEW TOWN CLERK INCLUDING:**

10.1 The appointment of members to the interview panel

It was resolved to discuss this item in confidential session.

**11. TO CONSIDER AMENDMENTS TO THE TRANSFER DOCUMENTS FOR COTTON LANE ALLOTMENTS AND ACCESS TO NOWTON ROAD ALLOTMENTS [PARAS 3, 4 AND 5 OF PREVIOUSLY CIRCULATED LETTER, AND PLANS]**

Resolution Record No: BSETC/103/27/Jul/11

That the Deed of Grant in respect of access to Nowton Road allotments, the amended transfer and plan for the existing allotments at Cotton Lane and the additional access rights for St Edmundsbury Borough Council at the existing Cotton Lane allotment site be approved.

**12. TO ADD A CLAUSE TO THE TERMS OF REFERENCE OF THE FINANCE, POLICY & RESOURCES COMMITTEE WHICH PERMITS A SUBSTITUTE MEMBER TO BE APPOINTED WHERE THE COUNCIL CHAIRMAN OR VICE CHAIRMAN IS ALREADY A MEMBER OF THE FINANCE, POLICY & RESOURCES COMMITTEE BY VIRTUE OF ANOTHER OFFICE HELD WITHIN THE COUNCIL WITH THE PROVISO THAT THE SUBSTITUTE AUTOMATICALLY CEASES TO BE A MEMBER OF THIS COMMITTEE WHEN THE CIRCUMSTANCES WHICH LEAD TO HIS/HER APPOINTMENT NO LONGER APPLY**

Resolution Record No: BSETC/104/27/Jul/11

That a clause be added to the terms of reference of the Finance, Policy & Resources committee which permits a substitute member to be appointed where the Council Chairman or Vice Chairman is already a member of the Finance, Policy & Resources committee by virtue of another office held within the council with the proviso that the substitute automatically ceases to be a member of this committee when the circumstances which lead to his/her appointment no longer apply.

12.1 To appoint a substitute member of the Finance, Policy & Resources committee whilst the Council Chairman is a member by virtue of another Office held within the council viz. Chairman of the Staffing & Employment committee with the proviso that the substitute automatically ceases to be a member of this committee when the circumstances which lead to his/her appointment no longer apply

Resolution Record No: BSETC/105/27/Jul/11

That Cllr Jonathan Hartley be and is appointed as substitute member of the Finance, Policy & Resources committee whilst the Council Chairman is a member by virtue of another Office held within the council viz. Chairman of the Staffing & Employment committee with the proviso that he automatically ceases to be a member of this committee when the circumstances which lead to his appointment no longer apply.

**13. TO REVIEW INSURANCE COVER REQUIREMENTS INCLUDING SUMS INSURED**

It was noted that the Christmas Lighting had in fact been removed from the insurance cover in 2010.

Resolution Record No: BSETC/106/27/Jul/11

That the insurance cover requirements including sums insured had been reviewed and no amendments were considered necessary over and above the automatic index linking.

**14. TO DECIDE THE DATE, FORMAT AND ARRANGEMENTS FOR THE ALLOTMENTS COMPETITION 2011 PRESENTATION OF THE PRIZES**

Resolution Record No: BSETC/107/27/Jul/11

That the presentation of the prizes in the Allotments competition 2011 be combined with the St Edmund's Day celebration.

**15. TO CONSIDER ST EDMUND'S DAY 2011 AWARDS AND CELEBRATION**

Resolution Record No: BSETC/108/27/Jul/11

That (1) the St Edmund's Day 2011 celebration be held on Tuesday 15 November 2011 between 5pm and 7pm and (2) the budget be increased to £800.

**Resolution Record No: BSETC/109/27/Jul/11**

That a committee be set up with full delegated authority to organise the St Edmund's Day 2011 Citizen and Young Citizen of the Year Awards and celebration within the approved budget.

**Resolution Record No: BSETC/110/27/Jul/11**

That the St Edmund's Day 2011 committee comprise 5 members, viz. Cllrs Chung, Cockle, Moffat, Oliver and Turner.

**Resolution Record No: BSETC/111/27/Jul/11**

That the criteria for nomination for "Young Citizen of the Year" be revised to exclude the words "overcome a serious disability".

**16. TO CONSIDER NOTES OF MEETING WITH ALLOTMENT TENANTS AT NOWTON ROAD, SICKLESMERE ROAD AND BARN LANE SITES INCLUDING PARTICULAR REQUESTS CONTAINED WITHIN**

**Resolution Record No: BSETC/112/27/Jul/11**

That quotations for (1) the extension of the water tap on the Nowton Road allotment site B side and (2) removal of the dead tree in the boundary between the A and B sides of the Nowton Road allotment site be obtained.

**17. TOWN CLERK'S REPORT**

None.

The meeting adjourned at 8.28 pm and reconvened at 8.38 pm. Cllr Chung left the meeting.

**18. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS**

It was resolved to exclude temporarily the public and press for the remaining items due to the confidential nature of the business to be discussed concerning: *staffing and employment matters*.

**20. TO CONSIDER THE INSURANCE RENEWAL QUOTE FROM CURRENT INSURER FOR COUNCIL'S INSURANCE COVER FOR 2011/12 AND OTHER QUOTATIONS**

It was noted that only two quotes, one from the current insurer and one other (which had arrived the day of the meeting) had been received and that consideration of this matter could be deferred if members so wished.

**Resolution Record No: BSETC/113/27/Jul/11**

That the quote for insurance cover for 2011/12 provided by Zurich via Community First in the sum of £3,019.48 be accepted [Local Government Act 1972 s111].

The Assistant Town Clerk/Responsible Financial Officer left the meeting, the remainder of which was clerked by Carol Williamson.

**10. TO CONSIDER THE METHODOLOGY FOR THE APPOINTMENT OF A NEW TOWN CLERK INCLUDING:**

10.1 The appointment of members to the interview panel

**Resolution Record No: BSETC/114/27/July/11**

That the same panel (Cllrs Warby, Hind and Nettleton) should continue to deal with the applications.

**19. TO CONFIRM, ADOPT AND SIGN THE CONFIDENTIAL MINUTES: 06 JULY 2011 SPECIAL MEETING OF THE TOWN COUNCIL**

**Resolution Record No. BSETC/115/27/Jul/11**

That the confidential Minutes of the Special Meeting of Bury St Edmunds Full Town Council of 06 July 2011 be agreed and signed as a true record.

**21. TO RECEIVE VERBAL UPDATE RE STAFFING MATTERS**

**Resolution Record No. BSETC/116/27/July/11**

That expenditure up to £4,000 be allocated for legal expenses and other staffing issues.

**Resolution Record No. BSETC/117/27/July/11**

That XXXXXX be offered by email the post of Allotments and Administrative Assistant.

**22. DATE OF NEXT MEETING**

Date of next meeting: **Wednesday 28 September 2011 at 7pm.**

The meeting closed at 9.35 pm.

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

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