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**MINUTES OF THE MEETING OF BURY ST EDMUNDS**

**TOWN COUNCIL HELD ON WEDNESDAY 25 FEBRUARY 2015**

**AT 7.00 PM AT THE TOWN COUNCIL OFFICES,**

**7 ANGEL HILL, BURY ST EDMUNDS**

**PRESENT**: Cllrs Oliver (Chairman), F Warby (Vice Chairman), Chung, Cockle, Cornish, Farmer, O’Driscoll (7.15pm), Ridgeway, Thompson and Mrs Warby.

**ALSO PRESENT**: Julia Dyball (Clerk to the Council) and Sue Hindry (Assistant Town Clerk/Responsible Financial Officer).

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

Apologies were received and reasons accepted from Cllrs Everitt (another meeting),

J Hartley (holiday), C Hind (holiday), K Hind (taking exams), Simner (work commitments) and Springett (prior meeting). Cllr Turner 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”. Cllrs Chung, Cockle, Farmer, Oliver, F Warby and Mrs Warby declared a local non-pecuniary interest as Borough Councillors.

**3. TO CONSIDER ANY WRITTEN APPLICATION BY A MEMBER FOR A DISPENSATION RELIEVING THE MEMBER FROM EITHER OR BOTH OF THE RESTRICTIONS IN SECTION 31(4) OF THE LOCALISM ACT 2011 IN CASES DESCRIBED IN THE DISPENSATION AND SPECIFY THE PERIOD FOR WHICH ANY DISPENSATION SO GRANTED HAS EFFECT**

None.

**4. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 11 FEBRUARY 2014 MEETING OF THE TOWN COUNCIL**

Resolution Record No. **BSETC/208/25/Feb/15:**

That the minutes of the 11 February 2015 meeting be agreed and signed as a true record.

**5. PUBLIC FORUM**

There were no members of the public present.

**6. TO RECEIVE THE REPORT OF THE FINANCE, POLICY AND RESOURCES COMMITTEE MEETING OF 11 FEBRUARY 2015 AND ADOPT THE RECOMMENDATIONS THEREIN**

The Chairman moved the adoption of this report and the recommendations therein.

Resolution Record No. **BSETC/209/25/Feb/15:**

That the minutes of the Finance, Policy & Resources Committee Meeting of 14 January 2015 be approved and signed as a true record.

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**Resolution Record No. BSETC/210/25/Feb/15:**

That the month 10: January 2015 bank reconciliations, budget line item expenditure, final payments list and cash book reports be adopted and signed.

**Resolution Record No. BSETC/211/25/Feb/15:**

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

**Resolution Record No. BSETC/212/25/Feb/15:**

That the month 11: February 2015 payments list as tabled be approved.

**Resolution Record No. BSETC/213/25/Feb/15:**

That the Petty Cash record book to date be approved and initialled.

**Resolution Record No. BSETC/214/25/Feb/15:**

That the updated asset register be approved and adopted.

**Resolution Record No. BSETC/215/25/Feb/15:**

That the Council General Risk Assessment Parts 1 & 2 for 2014-2015 be approved and adopted.

**Resolution Record No. BSETC/216/25/Feb/15:**

That the Collection and Debt Recovery policy has been reviewed and no changes were felt necessary.

**Resolution Record No. BSETC/217/25/Feb/15:**

That the Compliments, Suggestions and Complaints policy has been reviewed and no changes were felt necessary.

**Resolution Record No. BSETC/218/25/Feb/15:**

That the Lone Worker policy has been reviewed and no changes were felt necessary.

**Resolution Record No. BSETC/219/25/Feb/15:**

That the Sickness Absence policy has been reviewed and no changes were felt necessary.

**Resolution Record No. BSETC/220/25/Feb/15:**

That the charge for allotments, except Cotton Lane E plots, including water for the year 01 April 2015 to 31 March 2016 remains at £7.55 per sq. rod (25m2).

**Resolution Record No. BSETC/221/25/Feb/15:**

That the invoicing arrangements for allotment rents, as circulated, be approved and adopted.

**Resolution Record No. BSETC/222/25/Feb/15:**

That expenditure within the approved grit bin budget, on the installation of a concrete plinth plus costs of bolting a grit bin to the plinth where considered necessary, be approved.

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**Resolution Record No. BSETC/223/25/Feb/15:**

That the Councillor Internal Auditor’s Quarterly Internal Audit checklist covering the period June to December 2014 be approved and adopted.

**Resolution Record No. BSETC/224/25/Feb/15:**

That Smiths Row be awarded grant funding of £1,500 towards a public planting project to be installed in the Abbey Gardens and a series of public and schools workshops.

**Resolution Record No. BSETC/225/25/Feb/15:**

That the Samaritans be awarded grant funding of £7,500 towards the installation of a disability lift at their new premises at 5 Northgate Street.

**Resolution Record No. BSETC/226/25/Feb/15:**

That the grant originally given to Bury St Edmunds Magna Carta 800 Committee for a Magna Carta commemorative stone sculpture can instead be used for the creation of a commemorative pyramid of reclaimed Abbey stone set upon a stone plinth with appropriate inscription for siting in the Abbey Gardens.

**Resolution Record No. BSETC/227/25/Feb/15:**

That options for making the footpath from Moreton Hall to the Town (alongside St James’ School to the river/Abbey Gardens) safer in icy conditions be further investigated.

**Resolution Record No. BSETC/228/25/Feb/15:**

That the quote from Collins Skip Hire for the provision of skips to the Cotton Lane, Nowton Road & Sicklesmere Road allotment sites in the sum of £1,225 plus VAT be accepted.

Resolution Record No. **BSETC/229/25/Feb/15:**

That the minutes of the Finance Policy and Resources committee of 11 February 2015 and the recommendations therein be adopted.

**7. TO RECEIVE THE REPORT OF THE PLANNING AND LICENSING COMMITTEE MEETING OF:**

7.1 28 January 2015

7.2 11 February 2015

The Chairman moved the adoption of these reports (there were no recommendations).

Resolution Record No. **BSETC/230/25/Feb/15:**

That the minutes of the Planning & Licensing committee of 28 January 2015 and

11 February 2015 be received.

**8. TO APPROVE THE MONTH 11: FEBRUARY 2015 FINAL PAYMENTS LIST**

There were no additional payments to approve over and above those which formed part of the report of the Finance, Policy & Resources committee meeting of 11 February 2015 already considered under item 6 of this agenda.

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**9. TO CONSIDER WAYS IN WHICH COUNCIL CAN RAISE AWARENESS OF THE FORTHCOMING TOWN COUNCIL ELECTIONS IN MAY SPECIFICALLY WITH A VIEW TO ENCOURAGING AS DIVERSE RANGE OF CANDIDATES AS POSSIBLE (THIS AGENDA ITEM HAS BEEN RECOMMENDED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS)**

Cllr O’Driscoll joined the meeting at 7.15pm.

After a lengthy discussion no proposals were forthcoming.

**10. TO APPROVE THE DATE OF 26TH MAY 2014 FOR THE ANNUAL TOWN MEETING**

Resolution Record No. **BSETC/231/25/Feb/15:**

That the Annual Town Meeting be held on Tuesday 26 May 2014 at 6pm.

**11. TO RESPOND TO THE LETTER FROM ST EDMUNDSBURY BOROUGH COUNCIL DATED 21ST JANUARY WHICH INVITES COMMENTS OR REQUIREMENTS AS REGARDS THEIR DETERMINING THE TERMS OF REFERENCE FOR THE COMMUNITY GOVERNANCE REVIEW**

Cllr Farmer declared a local non-pecuniary interest as a member of St Edmundsbury Borough Council’s Democratic Renewal Panel.

Resolution Record No. **BSETC/232/25/Feb/15:**

That in response to the letter from St Edmundsbury Borough Council dated 21 January 2015 concerning the terms of reference for the Community Governance Review, Bury St Edmunds Town Council asks that (i) all areas currently outside the Bury St Edmunds town boundary but adjoining it should be considered for inclusion within it; (ii) that Barton Hill and all of the roads off it be similarly considered for inclusion and (iii) concurs that the growth areas identified in the Bury St Edmunds Vision 2031 document be similarly considered for inclusion.

**12. CLERK’S REPORT**

Noted.

**13. TO COMMENT UPON THE HIGHWAYS AGENCY’S PROPOSED CAMBRIDGE TO HUNTINGDON IMPROVEMENT SCHEME**

Noted.

**14. DATE OF NEXT MEETING**

The date of the next meeting: Wednesday 25 March 2015 at 7pm.

The meeting closed at 7.41pm.

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