

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN COUNCIL
HELD ON WEDNESDAY 28 JULY 2010
AT 7:05 PM AT THE TOWN COUNCIL OFFICES,
7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Cockle (Chairman), Chung, Dinsdale, Farmer, Lockwood, Nettleton, Oliver, Springett, Turner, Mrs Warby and Waterson.

ALSO PRESENT: Jen Larner (Town Clerk), Sue Hindry (Assistant Town Clerk/Responsible Financial Officer), 2 reporters from the Press; 3 members of the Public.

1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and reasons accepted from Cllrs Bird (personal reasons), Jones (holiday), Mrs Lockwood (illness), and Simner (family commitment). Cllrs Bebbington and Rout were 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: 23 JUNE 2010

Resolution Record No. BSETC/080/28/July/10:

That the Minutes of the special Meeting of Bury St Edmunds Full Town Council of 23 June 2010 be agreed and signed as a true record.

4. PUBLIC FORUM

Standing Orders were suspended to allow the public to address the Meeting and were re-instated at the conclusion of public forum.

Questions were asked about the possible solutions to preventing muntjac deer getting into the Cotton Lane allotments.

5. TO RECEIVE THE CHAIRMAN'S REPORT ON ENGAGEMENTS ATTENDED

The Chairman reported that the date for the opening of 'Poundland' had been put back again.

6. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE FINANCE, POLICY AND RESOURCES COMMITTEE REPORTS

6.1 09 June 2010

It was noted that recommendations 26 and 27 of this report were not adopted as those matters had been resolved at the Special Full Council meeting on 23 June 2010.

Resolution Record No. BSETC/081/028/July/10:

That Cllr Nettleton be and is elected Chairman of the Finance, Policy and Resources committee for 2010-2011.

Resolution Record No. BSETC/082/28/July/10:

That Cllr Bebbington be and is elected Vice Chairman of the Finance, Policy and Resources committee for 2010-2011.

Resolution Record No: BSETC/083/28/July/10

That the Minutes of the Finance, Policy & Resources Committee Meeting of 12 May 2010 be signed as a true record.

Resolution Record No: BSETC/084/28/July/10

That the Month 3: June 2010 payments list be approved.

Resolution Record No: BSETC/085/28/Jul/10

That the sums insured be amended as indicated and a second quote be obtained.

Resolution Record No: BSETC/086/28/Jul/10

That the insurer be advised that the Civic regalia is not in secure storage but is either at the office or in the possession of the Chairman and Vice Chairman.

Resolution Record No: BSETC/087/28/July/10

That insurance cover under Part D 2 (c)(iii) be increased to £250 to reflect the maximum balance in the petty cash tin.

Resolution Record No: BSETC/088/28/July/10

That employer's liability cover for staff whilst undertaking manual tasks is continued.

Resolution Record No: BSETC/089/28/July/10

That insurance cover for the Christmas lights switch on event is not required.

Resolution Record No: BSETC/090/28/July/10

That once transfer of ownership of lights is confirmed insurance cover is not required for Christmas lights.

Resolution Record No: BSETC/091/28/July/10

That existing level of insurance cover under Part O – Personal accident is considered adequate.

Resolution Record No: BSETC/092/28/July/10

That the existing level of insurance cover under Part P – Legal expenses is considered adequate.

Resolution Record No: BSETC/093/28/July/10

That insurance cover is not required for Street Furniture under Part Q – Impact Damage as these items are insured under the All Risks section.

Resolution Record No: BSETC/094/28/July/10

That the "data reinstatement" level of cover is considered adequate.

Resolution Record No: BSETC/095/28/July/10

That (1) cover is not required under Part B – Business Interruption, Part F – Hirers' Liability, Part I – Motor Vehicles, Part J – Legal Expenses and Uninsured Loss Recovery, Part K – Inspection Contract. Part L – Engineering Insurance, Part M – Deterioration of Stock and (2) no other significant changes have taken place or are planned which need to be taken into account in the review of insurance cover requirements.

Resolution Record No: BSETC/096/28/July/10

That the End of Month 2: May 2010: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No: BSETC/097/28/July/10

That the report of the budget line items indicating significant under/over spend was reviewed and accepted.

Resolution Record No: BSETC/098/28/July/10

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

Resolution Record No: BSETC/099/28/July/10

That quotes be sought to hang the Coat of Arms plaque.

Resolution Record No: BSETC/100/28/July/10

That regular communication is established with the Cotton Lane Allotment Holders Association so that issues regarding the site can be raised and aired and a plan of action drawn up, with relevant costs.

Resolution Record No: BSETC/101/28/July/10

That the sewage flooding problem at the Sicklesmere Road allotment site be monitored to ensure that the parties responsible for dealing with it are notified of further incidents.

Resolution Record No: BSETC/102/28/Jun/10

That Tayfen House volunteers be approached to undertake a programme of cutting back hedges and undergrowth at the boundaries of the allotment sites, and provision be made for taking away this rubbish.

Resolution Record No: BSETC/103/28/July/10

That regular meetings are held with the allotment holders to provide an ongoing channel of communication for issues to be raised and reported back to Council.

Resolution Record No: BSETC/104/28/July/10

That a proposal is drawn up regarding the quantity/size of skip required for each allotment site and the cost.

Resolution Record no: BSETC/105/28/July/10

That the price of deer fencing per metre be sought.

Resolution Record No: BSETC/106/28/July/10

That the Assistant Town Clerk/Responsible Financial Officer be awarded one incremental scale point (per the contract of employment) with effect from 08 March 2010 to LC2 SCP 30 of the pay scales set out by the National Association of Local Councils following her success in obtaining the Certificate in Local Council Administration and to LC2 SCP 32 for the remainder of the nine months following the appointment of the new Town Clerk on 13 October 2009, namely until 13 July 2010 at LC2 SCP 32.

Resolution Record No: BSETC/107/28/July/10

That the Report of the Finance, Policy & Resources Committee Meeting of 9 June 2010 as amended be received and adopted.

6.2 14 July 2010

Recommendations 10 and 17 of this report were not adopted as these items were on the agenda for further discussion.

Resolution Record No: BSETC/108/28/Jul/10

That the Minutes of the Finance, Policy & Resources Committee Meeting of 9 June 2010 be signed as a true record.

Resolution Record No: BSETC/109/28/Jul/10

That the End of Month 3: June 2010: Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record No: BSETC/110/28/Jul/10

That the report of the budget line items indicating significant under/over spend was reviewed and accepted.

Resolution Record No: BSETC/111/28/Jul/10

That the Month 4: July 2010 payments list be approved.

Resolution Record No: BSETC/112/28/Jul/10

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

Resolution Record No: BSETC/113/28/Jul/10

That the following actions be progressed: (A) in respect of the War Memorial in the Cornhill: (1) submit additional close up photographs of the statue to the Conservation Officer at the War Memorials Trust and await further advice; (2) seek information from Saxon Monumental and St Edmundsbury Borough Council regarding previous maintenance and repair to the memorial; (3) forward information received to the Conservation Officer at the War Memorials Trust and await further advice regarding the cause of the wear on the stone; (4) obtain costs of inspection by a metal conservator and/or stone conservator; (5) seek agreement with interested parties regarding what, if any, cleaning is required prior to Remembrance Day services in 2010; (5) seek grant funding from the War Memorials Trust once the full details of the project are known; and (B) in respect of the War Memorial on Angel Hill: (6) obtain costs of professional assessment of the area of delamination; (7) obtain costs of re-pointing open joints with lime mortar; (8) seek agreement with interested parties regarding what, if any, cleaning is required prior to Remembrance Day services in 2010; (9) seek grant funding from the War Memorials Trust once the full details of the project are known.

Resolution Record No: BSETC/114/28/Jul/10

That the Environment Agency and the River Authority be contacted and notified of the Town Council's concerns regarding the sewage flooding problems at the pumping station on the Sicklesmere Road allotment site.

Resolution Record No: BSETC/115/28/Jul/10

That authority is delegated to the Town Clerk to hire a skip for any allotment site should this be raised at meetings with allotment holders [Local Government Act 1972 s111].

Resolution Record No: BSETC/116/28/Jul/10

That the Town Clerk is authorised to spend up to £1,000 per annum to carry out urgent maintenance on the allotment sites [Local Government Act 1972 s111].

Resolution Record No: BSETC/117/28/Jul/10

That Workwise be approached to quote for a 2"x2" pointed stake with the allotment plot numbers routed out and painted in.

Resolution Record No: BSETC/118/28/Jul/10

That the process required for Bury St Edmunds to achieve Fairtrade status be re-started.

Resolution Record No: BSETC/119/28/Jul/2010

That the draft transfer documents relating to the transfer of the Vinefields Allotment site be agreed.

Resolution Record No: BSETC/120/28/Jul/2010

That the request from Bury in Bloom to display their trophies and certificates in the Town Council offices be agreed, on the understanding that insurance liability remains with Bury in Bloom.

Cllr Farmer declared a personal interest as a Suffolk County Councillor and as a St Edmundsbury Borough Councillor as he is dealing with the Community Governance Review.

Resolution Record No: BSETC/121/28/Jul/2010

That Bury St Edmunds Town Council distributes by hand a letter to residents in St Olaves ward of Bury St Edmunds but in the parish of Fornham All Saints to encourage them to write to the Community Governance Review Officer to suggest that they should become part of the parish of Bury St Edmunds rather than Fornham All Saints and the letter should list the advantages, namely lower cost, better representation and consistent with other tiers of local government.

Resolution Record No: BSETC/122/28/Jul/10

That a letter be sent to St Edmundsbury Borough Council and the St John's Street Traders Association to express the Town Council's interest in contributing to the project to install an arch over the road at the top of St John's Street and requesting more information.

Resolution Record No: BSETC/123/28/Jul/10

That the quote for the erection of fencing at the Nowton Road allotment site from McGregor services in the sum of £1,380 be accepted [Local Government Act 1972 s111].

Resolution Record No: BSETC/124/28 July/10

That the Report of the Finance, Policy & Resources Committee Meeting of 14 July 2010 as amended be received and adopted.

6.3 To consider purchase of rose bowl for winner of allotments competition

The town clerk reported that it was not appropriate to purchase a rose bowl out of the Chairman's allowance, as had been recommended. It was agreed to purchase a 20 cm rose bowl to be kept at the Town Council offices with the name of the winner of the best allotment engraved on it each year.

Resolution Record No: BSETC/125/28 July/10

That a 20 cm rose bowl be purchased for the winner of the allotments competition (Local Government Act 1972 s111).

7. TO APPROVE THE MONTH 4: JULY 2010 FINAL PAYMENTS LIST

Resolution Record No: BSETC/126/28/July/10

That the month 4: July 2010 final payments list be approved.

8. TO CONSIDER CORRESPONDENCE RECEIVED (IF ANY) FROM THE EXTERNAL AUDITOR

There had been no correspondence received.

9. TO CONSIDER THE EXTERNAL AUDITOR'S REPORT FOR YEAR ENDED 31 MARCH 2010

The report had not yet been received.

10. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE REPORTS OF THE PLANNING AND LICENSING COMMITTEE [DELEGATED POWERS]

10.1 23 June 2010

Resolution Record: BSETC/127/28/July/10

That the Planning and Licensing committee only meets if there is another meeting on the same night except in August when one meeting will be held.

10.2 14 July 2010

No recommendations were made.

Resolution Record No. BSETC/128/28/July/10

That the reports of the Planning and Licensing Committee of 23 June 2010 and 14 July 2010 [DELEGATED POWERS] be received and adopted.

11. TO RECEIVE AND ADOPT THE RECOMMENDATIONS IN THE STAFFING AND EMPLOYMENT COMMITTEE REPORT OF 26 MAY 2010.

Resolution Record BSETC/129/28/July/10

That the Minutes of the Meeting of 26 May 2010 be signed as a true record.

Resolution Record No: BSETC/130/28/July/10

That the report of the Staffing and Employment Committee of 26 May 2010 be received and adopted.

12. TOWN CLERK'S REPORT

The Town Clerk had circulated a report. She added that the tables offered to the Council had not been suitable so the item would be reconsidered in September.

13. TO CONSIDER CORRESPONDENCE RECEIVED REGARDING THE COMMUNITY GOVERNANCE REVIEW

Noted.

14. TO FILL IN THE ROTA FOR WRITING THE MONTHLY TOPIC FOR THE WEBSITE

Cllr Oliver agreed to write monthly topics for September and November, and Cllrs Warby and Springett to write that for October.

15. TO APPOINT MEMBERS TO FILL THE VACANCIES ON PLANNING AND LICENSING, AND STAFFING AND EMPLOYMENT COMMITTEES

Resolution Record No: BSETC/131/28/JULY/10

That Cllr Oliver be appointed to the Staffing and Employment committee.

Resolution Record No: BSETC/132/28/JULY/10

That Cllr Springett be appointed to the Planning and Licensing Committee, on the condition that a review is put in place of standing order 6.4 regarding attendance at committee meetings.

16. TO RECEIVE REPORTS AND CONSIDER RECOMMENDATIONS FROM THE WORKING GROUPS

16.1 St Edmund's Day

Resolution Record No: BSETC/133/28/July/10

That the St Edmunds day presentations are held on 20 November, from 6.30-8.30 in the Town Council offices, and that the event is expanded to be the official opening of the Town Council offices, with invitations sent to local Mayors, dignitaries and key stakeholders in the community. That outside caterers are approached to provide light buffet refreshments, that a string quartet be booked to play for part of the evening, and that all councillors and staff attend.

Resolution Record No: BSETC/134/28/July/10

That the report of the St Edmund's Day working group meeting of 08 July 2010 (circulated) be received.

16.2 New Cotton Lane Allotments group

It was noted that the ecological survey carried out on the site has been received but needs further research.

Resolution Record No: BSETC/135/28/July/10

That the reports of the New Cotton Lane allotments working group meetings of 10 June 2010 and 01 July 2010 (circulated) be received.

17. TO RECEIVE AND CONSIDER NOTICE OF MOTION RE THE INTRODUCTION OF A CHAIRMAN'S ALLOWANCE

Under Standing Order 12.3, this motion was withdrawn in the absence of the proposer.

18. TO RECEIVE UPDATE ON TRAINING AND DEVELOPMENT PROGRAMME FOR 2010-11

It was noted that potential training costs will be considered by the Finance, Policy & Resources committee in September.

19. TO CONSIDER REQUEST FROM ST EDMUNDSBURY BOROUGH COUNCIL REGARDING ADDITIONAL ICT CONNECTION

Cllr Farmer declared an interest as the St Edmundsbury Borough Council Portfolio Holder for ICT.

Resolution Record No: BSETC/136/28/July/10

That the Bury St Edmunds Town Council approves the request from St Edmundsbury Borough Council to patch the Abbey Gardeners Office into its ICT connection as part of partnership working.

20. TO APPROVE THE PROVISION OF PLOT MARKERS FOR ALLOTMENTS

It was noted that the requested price for 2" x 2" stakes routed out with the plot numbers from Workwise was £5.50/stake. It was agreed that the plot markers would be done in house, that Cllrs Bird and Waterson had volunteered to erect them, but that a quote was requested for 450 mm long stakes.

Resolution Record No: BSETC/137/28/July/10

That a quote for 450mm long 2"x2" pointed stakes be obtained.

21. 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: contracts.

22. TO FURTHER CONSIDER QUOTATIONS FOR COUNCIL'S INSURANCE COVER FOR 2010/11

Three further quotations from the current insurer based on current sums insured and increased sums insured including and excluding Christmas lights had been circulated. It was noted that a refund of additional premium paid in respect of Christmas lights would be forthcoming once ownership of same had been transferred.

Resolution Record No: BSETC/138/28/July/10

That the quote for insurance cover for 2010/11 provided by Zurich via Community First in the sum of £3,917 be accepted [Local Government Act 1972 s111].

23. TO APPROVE PAYMENT FOR RE-ACCREDITATION FOR QUALITY TOWN STATUS

Resolution Record No: BSETC/139/28/July/10

That payment for re-accreditation for Quality Town Status in the sum of £235 be approved [Local Government Act 1972 s111].

24. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 22 September 2010 at 7pm.

The meeting closed at 8.20 pm.

Signed: _____

Dated: _____