



# BUNGAY TOWN COUNCIL

Minutes of the Town Council Meeting held on Thursday 19<sup>th</sup> August 2021 at 7.00 pm in the Riverside Centre, The Staithe, Bungay and streamed online via Zoom.

Members: Cllr. J. Adams (JA) Chair                      Cllr. A. Dawes (AD) Deputy                      Cllr. M. Atterwill (MA)  
Cllr. F. Betts (FB)                                      Cllr. J. Blowers O'Neill, (JBO'N)                      Cllr. S. Collins (SC)  
Cllr. G. Halliwell (GH)                              Cllr. L. Harnden (LH)                              Cllr. M Lincoln (ML )  
Cllr. K Lodge (KL)                                      Cllr. P Love (PL)                                      Cllr. R Marshall (RM)  
Cllr. D. O'Neill (DO'N)                              Cllr. B. Prior (BP)                                      Cllr. L Richardson (LR)

Also present: J. Burton (JB) Town Clerk and three members of the public, two of these physically attended the meeting and one attended via Zoom.

**076-2021/2022 To receive and accept apologies for absence:**

Apologies had been received from Town Councillors SC, GH, LH, ML, DO'N and also P. Aldous MP, County Councillor J. Cloke and District Councillor D. Ritchie – **Noted**.

**077-2021/2022 Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

A pecuniary interest was declared by JA for Agenda Item 083 - 2021 / 2022 (c) for payment of the Mayoral Expenses of £147.85 - **Noted**.

**078-2021/2022 To approve the minutes outstanding:** To approve the minutes of the Town Council Meeting held on the 15<sup>th</sup> July 2021.

**It was proposed by BP, seconded by MA, and RESOLVED to accept the minutes of the Town Council Meeting held on 15<sup>th</sup> July 2021 as a true and accurate record of the meeting and these minutes were signed by JA.**

For	10
Against	0
Abstain	0

**079-2021/2022 Public Forum:** Members of the public are invited to give their views on Town affairs at the discretion of the Chair, for no more than 15 minutes. Members of the public may not take part in the Parish Council meeting itself.

A member of the public spoke about the Annis Hill Green project, which the Town Council is currently working on, and had several suggestions as to what this land could be used for and thought that in particular it was perfect to create a Woodland Walk through it.

BP, who is a member of the Annis Hill Green Working Group, informed those present at the meeting that the Working Group had been told today by the current landowners, Suffolk County Council, that they were prepared to either transfer the land to Bungay Town Council or put it on a long lease. He also said that tree planting on this land, and thereby creating a Woodland Walk, was high on the agenda of works to be carried out. – **Noted**.

**080-2021/2022 Town Mayor's Report:** To receive the Mayor's Report from Town Councillor J. Adams – For Information.

Signed \_\_\_\_\_

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The Town Mayor’s August 2021 Report from JA had been previously circulated to all Town Councillors and is Appendix 1 (attached). The Town Mayor’s Report is also available on the Town Council’s Website – **Noted**

**081- 2021/2022 County and District Councillor’s Reports:** To receive the reports from County & District Councillor J. Cloke and District Councillor D. Ritchie - For Information

The monthly reports from County and District Councillor J. Cloke and District Councillor D. Ritchie for August 2021 had been previously circulated to all Town Councillors and are Appendix 2 and 3 (attached). – **Noted.**

As neither the District or County Councillor were present at the meeting JA asked that Town Councillors send any questions or comments regarding these reports to JB who will forward them onto the respective Councillor – **Noted.**

**082- 2021/2022 Town Clerk’s Report:** To receive the Clerk’s Report from Town Clerk & RFO J. Burton – For Information

The Town Clerk’s Report from JB for August had been previously circulated to all Town Councillors and is appendix 4 (attached) - **Noted.**

**083- 2021/2022 Financial Reports:**

- a) **To receive the Bank Reconciliation to 31<sup>st</sup> July 2021** – For acceptance and approval.

**It was proposed by AD, seconded by FB, and RESOLVED that the Bank Reconciliation as @ 31<sup>st</sup> July 2021 showing bank balances totalling £173,641.70 was approved and this reconciliation was signed by the Chair, JA.**

For	10
Against	0
Abstain	0

- b) **To receive a statement of the accounts to 31<sup>st</sup> July 2021 YTD** – For Information.

A Scribe Summary of Receipts and Payments for the Financial Year To Date ( 1<sup>st</sup> April to 31<sup>st</sup> July ) had been previously circulated to all Town Councillors – **Noted**

- c) **To approve payments and receipts** – For Consideration.

**It was proposed by BP, seconded by KL, and RESOLVED that payments for a total of £18,873.26 (including VAT) be approved.**

For	9
Against	0
Abstain	1

The payment of £540.00 to ASA Distribution from July 2021 was withheld due to unsatisfactory delivery of the Bungay Town Council Newsletters and £108.00 was authorised to be paid as a proportion of the distribution actually carried out – **Noted.**

**It was proposed by AD, seconded by JBO’N, and RESOLVED that receipts for a total £2,417.34 (including VAT) be approved.**

For	10
Against	0
Abstain	0



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**084- Minutes from Committees: - For Information.**

**2021/2022**

**To receive the Committee Minutes of:**

- i. Planning, Environment & Highways – 8<sup>th</sup> July 2021.
- ii. Resources – 1<sup>st</sup> July 2021.
- iii. Employment – None.
- iv. Police Liaison Committee – None.
- v. Finance Budget & Strategy – None.

These signed committee minutes had been circulated to all Town Councillors prior to the meeting – **Noted.**

**085- Appointment of Bungay Town Clerk & RFO – for information.**

**2021/2022**

JA gave a brief overview of the new Town Clerk & RFO, Wendy Alcock, as appointed by the Employment Committee and who starts work on 11<sup>th</sup> October 2021. Wendy was in attendance at the meeting via Zoom link. – **Noted.**

**086- Appointment of members for Working Group to consider IT Equipment required for broadcasting meetings – for consideration.**

**2021/2022**

As requested by the Resources Committee, Town Councillors were asked to consider forming a Working Group to make recommendations for IT Equipment to broadcast meetings and host training events. It was agreed that this Working Group will consist of the Assistant Clerk Eddie Rosier, AD, JA and MA– **Noted.**

**087- To receive written recommendations from Bungay Town Council Working Groups – for consideration.**

**2021/2022**

**Asset Working Group.**

**It was proposed by BP, seconded by MA, and RESOLVED that the Long Stop Date on the Contract for the sale of Freehold Land between East Suffolk Council and Bungay Town Council be extended from 31<sup>st</sup> August 2021 to 30<sup>th</sup> November 2021.**

For	10
Against	0
Abstain	0

**It was proposed by BP, seconded by MA, and RESOLVED that the Council make repair of the site of the recently installed posts/ bollards on the triangle on Staithe Road by way of bringing in top-soil and reseeding it.**

For	9
Against	1
Abstain	0

**Governance & Policies Working Group.**

**it was proposed by KL, seconded by RM, and RESOLVED that Bungay Town Council continues to note apologies at meetings rather than consider them. If a Councillor is likely to be off for**



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several months, they let the Town Clerk know in advance to work through the best route. If a Councillor is likely to be off for longer than 6 months (that includes not attending any Committee meeting etc.) to consider the absence at next Full Council meeting. The Councillor concerned does not need to provide details of illness / sickness / work / holiday etc. and no details would be minuted.

For	10
Against	0
Abstain	0

It was proposed by KL, seconded by AD, and **RESOLVED** that Bungay Town Council adopt the document 'Best practice - How to Manage a Social Media Crisis', as circulated to all Town Councillors prior to the meeting, and this to be retained with the Council's Policy Documents.

For	9
Against	1
Abstain	0

**088-  
2021/2022**

**To receive reports from Bungay Town Council Working Groups – for information.**

Reports had been received and circulated to all Town Councillors prior to the meeting for the following Bungay Town Council Working Groups – **Noted.**

- Asset Working Group site meeting 13<sup>th</sup> August 2021
- Bungay Emergency Plan
- Bungay Neighbourhood Development Plan
- Platinum Anniversary 2022 Tourism & Heritage

**089-  
2021/2022**

**To receive written reports from Town Council Representative on outside bodies – For Information.**

- BEBA - JA
- BEBA Email (It was also noted that the Town Trail leaflet produced by BEBA was 'poor quality' and that no monies had been used to date from the ESC potential grant of £10,000).
- Bungay in Bloom – PL
- Bungay Community Support - AD
- Bungay & District Royal British Legion - AD
- Bungay United Charities – AD
- Proud of Bungay – BP
- SALC AGM - KL
- Sustainable Bungay – AD
- Town Trust – JA

The reports for the above meetings had previously been circulated to all Town Councillors prior to the meeting – **Noted.**

**090-  
2021/2022**

**Next Town Council Meeting: Thursday 16<sup>th</sup> September 2021 - For Information.**

It was proposed by JBO'N, seconded by MA, and resolved that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the



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business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

For	10
Against	0
Abstain	0

**091-  
2021/2022** Land for sale at the Staithe – For Consideration.

It was proposed by AD, seconded by KL, and RESOLVED that AD write to Suffolk Wildlife Trust to let them know that this land is currently being advertised as up for sale and JB to let the Broads Authority know that Bungay Town Council will not be applying for a Grant to restore the wooden footbridge to this land.

For	10
Against	0
Abstain	0

The meeting closed at 8.04 pm

Minutes dated: 20<sup>th</sup> August 2021.

Jeremy Burton  
Town Clerk,  
Bungay Town Council,  
Town Hall,  
1a, Broad Street,  
Bungay.  
NR35 1EE  
[clerk@bungaytowncouncil.gov.uk](mailto:clerk@bungaytowncouncil.gov.uk)

## Appendix 1

### Mayors Report August 2021

Attended events.

- 1) 17<sup>th</sup> July, Official opening Community Centre.

The Community Centre was officially opened by Colonel David Dickey, USAAF Lakenheath.

Signed \_\_\_\_\_

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Date \_\_\_\_\_



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Approximately 30 people attended (Covid Restrictions applied). Most attendees were from the Town Trust and also present were Peter Aldous, Keith Robinson (Chair of ESC) and Craig Rivett (Deputy Leader ESC).

## 2) 19<sup>th</sup> July, Friends St. Mary's AGM

The Friends of St. Mary's have an active events programme and during lockdown made the most of images from the cherry picker used in the restoration project and from a drone which surveyed the graves.

They are asset rich with approximately £570,000 in shares and cash in the bank. Hence most income is derived from dividends.

## 3) 29<sup>th</sup> July, Garden Party given by High Sherriff Suffolk

Approximately 250 people attended the event derived from a wide section of the population. Most attendees were either from charitable organisations or civic representatives. Compared problems with ESC with Beccles mayor and found both of us have similar issues i.e. planning, economic development.

The [Sheriff](#) is the oldest secular office under the Crown and is appointed annually (in March) by the Crown. The Sheriff was originally the principal law enforcement officer in the county and presided at the Assizes and other important county meetings. Most of the responsibilities associated with the post have been transferred elsewhere or are now defunct, so that its functions are now largely ceremonial. One of the first Sheriffs of Suffolk was Roger Bigod.

## 4) 1<sup>st</sup> August, Presentation to winner of Bungay in Bloom





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Presented prize and certificate to Margaret and Pat Shepherd for best overall garden. Frances presented prize and certificate for the best front garden.



Karen and Ken Lodge also won best wildlife garden.

5) 15<sup>th</sup> August, Farewell to Father Charles, Priest St Edmunds Roman Catholic Church, Bungay.

## Meetings:

- 1) District and County Councillors with Tony Dawes, 20<sup>th</sup> July and 2<sup>nd</sup> August. Focus on traffic and parking issues. Meeting notes available upon request.
- 2) Joanna Spicer with Tony Dawes. Discussion focussed on events for June 2022 and clarification 'what is the Suffolk festival'. Tony has had first meeting with working party to progress a programme for The Queen's Platinum Jubilee and the Suffolk Festival (this is superseding Suffolk Day)

## Forthcoming events

- 1) Diss Civic Service, 12<sup>th</sup> September

Signed \_\_\_\_\_

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Date \_\_\_\_\_



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JAA 15/08/21

## Appendix 2

A report for parishes from District Councillor David Ritchie

August 3<sup>rd</sup> 2021

We've had a great deal of heavy rain recently. In one afternoon, we had almost an inch of rain where I live in St James. In Germany, in the Rhinelands, about three hundred people have lost their lives in sudden serious flooding. As chairman of the Lowestoft Flood Risk Management project, I am glad to report that we are making good progress. In 2015 and 2019 the Kirkley stream flooded many houses. We have built a flood wall and a small pumping station. When we had similar heavy rain this year there was no flooding – the new defences worked well. Good progress is also being made on building tidal flood walls around the outer harbour, and the design of the tidal barrier is being reassessed in the light of the evidence. By 2026, all being well, Lowestoft will have very significant protection from flooding. This is a major engineering project – and the first time a District Council has taken on a project of this type and of this scale.

I am now chairman of the Southwold Harbour Management Committee. After our first meeting, Mike Pickles, foreman of the boat building yard, took me around the harbour in his yard boat. The harbour has had a lack of investment in recent years, there are many opportunities for improvements and essential work will need to be carried out. With proper management of the harbour lands, which includes the caravan site, the harbour should generate sufficient funds for some major projects. I just have to add that, seen from the water, the riverbanks and marshes are stunningly beautiful.

Planning decisions are often misunderstood. The planning officers have to consider whether any application is acceptable in planning terms. Does it broadly conform with national and local planning policy. They may well give advice to applicants, but it is not their business, when making a recommendation, to consider whether there could be an alternative plan which would be better. If an application is acceptable, it should be recommended for approval. It is the same for councillors. When making committee decisions councillors are said to be in their quasi-judicial role. They should only give weight to material planning considerations. When there are objections, the objection only carries weight if it includes material planning considerations. The number of objections is not a material consideration. Just as magistrates have to follow the law, planners have to follow policy. It is not always easy to get it right and as a councillor we are always keen to have as much training as possible so that we all understand our roles: parish councils, district councillors and planning officers.

Last month I attended two weddings and two funerals. I have also heard of two other friends who have died – but none of them from Covid. The wedding that took place in a field in Derbyshire was beautiful – so was the one in a field in St James. I hope that you are all keeping well.

Best wishes

David Ritchie

Signed \_\_\_\_\_

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Date \_\_\_\_\_





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One of the two District Councillors for the Bungay and Wainford Ward

## Appendix 3

Judy Cloke - District and County Councillor report to Bungay and villages August 2021

### County :

I hope I am getting used to my new role, things have become a bit quieter this week , as August often is, because there are very few meetings and it is giving me the chance to catch up on the things I never otherwise have time to do. Much of my time is taken up with Highways issues, potholes , signage etc, as well as speeding and heavy traffic on country roads . A traffic Consultation was undertaken earlier in the year in Beccles with regard to redirecting lorries away from the town, it is felt the Southern Relief Road and the Biodigester have caused HGV traffic to increase. However, it is plain from speaking to residents of other parishes the effects are wider than just Beccles. Peter Aldous and I attended a meeting in Ringsfield last week with the Parish Council, some residents and a rep from St Andrew. Peter and I have taken away some tasks from this meeting , we hope to pull together a cohesive plan. I have also asked for a traffic survey to be undertaken in Bungay, funded from my Highways budget, and for the 30mph limit on Annis Hill Bungay to be extended.

As a member of the Development and Regeneration Committee, which is County's planning committee, I have attended one site meeting in Kesgrave and the subsequent decision meeting, which had to be abandoned as the papers were not in order. I have also attended what proved to be a very brief meeting of the Firefighters ' Pension Board

Training courses I have attended have been on Corporate Parenting, Chairing Committees, Safeguarding, Working with Constituents.

Richard Rout, the deputy Leader cam to Bungay in July, he had never been here before and loved it, which pleased me no end. After lunch in Earsham St Café, I took him on a walkabout.

### District:

Whilst County cancelled the July meeting , being unable to get a meeting room large enough without spending a great deal of money, East Suffolk Council is smaller and was able to meet at High Lodge last week. There was a number of apologies and it was a relatively short agenda , but we covered the Southwold Harbour management committee in some detail , you may have read about this in the paper. There was also quite a bit of Political posturing from the opposition benches , which was disappointing. I have attended a site meeting at Shadingfield about a planning application.

I have had a lot of contact with Sam, our Communities' Officer recently, particularly in connection with the Youth activities he has planned for our Community Partnership area which have proved very popular , he has worked very hard on this . The Community Partnership small grants team met at the end of June to decide on 19 grant applications, a phenomenal number. Though I sent Sam my views, I missed the meeting, having double booked myself - and I was in Cambridge , watching Ralph Fiennes. Not all applications were successful . We hope to hold our next Community Partnership meeting in person at the beginning of September.



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I attended the installation of the new Vicar of Bungay at Holy Trinity . I think I must have been wearing three hats as County and District Councillor, as well as Reeve, so at least it meant there were chairs free for others as it was a socially distanced event.

Personally:

Bungay Community Centre , having been open for hire since the May elections underwent an official opening last month, we were very fortunate to have a Colonel of the USAAF to perform the deed, thus cementing the history of the old building to the future of the new. There have been a few hiccups, but hirers are generally very pleased with the accommodation. Also, with the help of Plug In Suffolk, we now have 4 electric car charging points, a real boost for the town. We are in negotiation with Bungay Town Council to offer some more land to the skatepark site.

I had to abandon plans for the Reeve's Ball in the end, I had too many people saying they were worried about the infection rate. It was a shame, but can't be helped.

Judy Cloke

2 August 2021

## Appendix 4

### Town Clerks Report – August 2021

I have given my resignation and currently working my 3 months' notice with official leaving date of 30<sup>th</sup> September 2021.

Interviews for the Town Clerk & RFO vacancy took place on 12<sup>th</sup> August with members of the Employment Committee. A new Town Clerk & RFO has been appointed and starts work on Monday 11<sup>th</sup> October 2021.

All material for the External Audit was sent to PKF Littlejohn LLP and their final report is currently outstanding.

Councillor Lorna Richardson has resigned with effect from 31<sup>st</sup> August 2021.

The transfer of assets from East Suffolk Council to Bungay Town Council should be completed on 31<sup>st</sup> August apart from the two parcels of land at the Staithe.

Jeremy Burton

Town Clerk

12<sup>th</sup> July 2021

Signed \_\_\_\_\_

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Date \_\_\_\_\_