



BUNGAY TOWN COUNCIL

Minutes of the Bungay Town Council Meeting held on Thursday 16th March 2023, 7:00 pm at
The Riverside Centre, The Staithe, Bungay NR35 IBF.

Members in Attendance:

In attendance in person:

Cllr. Dawes (Mayor),

Cllrs. Adams, Atterwill, Betts, Hindes, Love, O'Neill.

Rosalind Barnett - Town Clerk, Antony Wilde - Assistant

Cllr. Lawrence attended via Zoom.

TC-1- 16/03/2023 - To receive and accept apologies for absence:

Apologies for absence were received from Cllrs. Blowers O'Neill, Lodge, Daniels, Harnden, Lincoln.

Apologies were also received from the MP Peter Aldous and County & District Councillor J Cloke.

TC-2- 16/03/2023 - Declaration of Interest & Requests for Dispensations:

Cllrs. Dawes and Betts declared pecuniary interests in relation to item 7c expenses.

Cllr Hindes declared a non-pecuniary interest in item 11a.

TC- 3- 16/03/2023 - To approve the minutes outstanding:

To approve the minutes of the Town Council Meeting held on Thursday 16th February 2023.

RESOLVED: That the minutes of the Town Council meeting held on Thursday 16th February 2023, were proposed by Cllr. Dawes and seconded by Cllr. Betts and unanimously approved. The minutes were then duly signed by the mayor as a true and correct record.

TC- 4- 16/03/2023 - Public Forum:

No members of the public were present.

TC-5- 16/03/2023 - Town Mayor Report:

The Town Council received and noted the Mayor's report, which had been previously circulated to Members.

Signed by Chair

Date 20/4/23

Signed by Chair

Date

TC-6- 16/03/2023 – County and District Councillor Reports:

- a. The Town Council received and noted the County and District Councillor Reports, which had been previously circulated to Members.
- b. Cllr. Adams highlighted that there had been a recent Special Educational Needs protest march at Suffolk Council's offices, and in reading, that it was not fully conveyed in the District Councillor's Report. This was noted by the Members.

TC-7- 16/03/2023 – To consider Financial Reports:

- a. To note the Bank Reconciliation to 28th of February 2023.

The Town Council noted the Bank Reconciliations to 28th of February 2023 and cash in hand balance of £212,936.56.

- b. To note the income and expenditure reports to 28th of February 2023.

The Town Council noted the income expenditure report as of the 28th of February 2023 was showing that the Council were under budget by £ 87,279.28.

The Clerk explained that this was due to unexpected Community Infra Structure Levy (CIL) Funding and grant funding around £57,000.

The Councillors were informed by the Town Clerk that Utility and Software and IT support have increased this year, and that the income for the transfer of assets (toilets etc) to Bungay Town Council will be received in 2024.

The Council agreed that the clerk would seek to rationalise EDF and utility payments and place all on a Direct Debit. Amounts for ground maintenance appear high relatively, as they are combined values for vegetation management and toilets. Cllr. Hindes noted that there had been a high instance of vandalism this year adding to maintenance costs.

- c. To consider payments due on 16th of March 2023 – for acceptance and approval.

RESOLVED: Approval of the March payments was proposed by Cllr. Adams and seconded by Cllr. Betts and unanimously approved (Appendix A).

The Councillors requested a review of value for money of current IT services provision. The Town Clerk noted that some of the higher than usual costs were from recently agreed IT equipment purchases and software. A general review of IT services provision by the current provider, is to be undertaken by the Town Clerk's office. The Town Clerk confirmed that payments to Scribe include an annual fee for next year, an end of year check, and for the booking software covering Bungay Town Council's hire venues. Cllr. Dawes enquired about the £903 figure, which is confirmed to be for Jackmans solicitors for the Annis Hill lease. Further payments and receipts were explained, including water charges for toilets and Outney

Signed by Chair



Date 29/4/23

Common benches, £850 Hub rent (to add into accounts), and the Clerk clarified that the payment to Suffolk Archives was a refund to the Clerk.

d. To approve the write-off of 0.02p debt related to an invoice issued in 2021-2022.

RESOLVED: Approval of the write-off of 0.02p debt related to an invoice issued in 2021-2022 was proposed by Cllr. Adams and seconded by Cllr. Dawes and unanimously approved.

e. To note and approve CIL figures for publication.

The Clerk explained that she is in discussion with the East Suffolk CIL department over historical errors and will present the figures at the next meeting.

TC-8- 16/03/2023 – Draft minutes from Committees – for information:

- a. Business Tourism and Heritage Committee 23rd of February 2023.
- b. Community Assets & Services Committee 2nd of March 2023.
- c. Planning Environment and Highways Meetings 16th of January & 9th Feb 2023.

The Council received and noted the Draft minutes of the Business Tourism and Heritage Committee 23rd of February 2023, Community Assets & Services Committee 2nd of March 2023 and Planning Environment and Highways Meetings 16th of January & 9th Feb 2023.

TC-9- 16/03/2023 - To consider arrangements for elections May 2023:

The Town Clerk described information previously circulated to Members on the local election process. Arrangements during the pre-election period were noted, with elections occurring in two months' time. Councillors requiring their applications to be signed/ nominated, can visit the Town Clerk offices on Monday morning 20/ 03/ 2023.

The Town Clerk will be hand-delivering applications on Thursday morning 23/03/2023 at 10 a.m. to East Suffolk Council. Councillors wishing to have their applications hand delivered by the Town Clerk should return their forms, completed to the Town Clerk before Thursday. The correct process of completing and delivering Councillor applications after Thursday, was also discussed.

The Clerk asked for it to be noted that she could not be held responsible for any errors or issues with the forms submitted.

TC-10- 16/03/2023 - To consider and approve development plans for the Town Hall:

Accessibility around the lift area is being reviewed, within the architect's design. The Town Clerk and Cllr. Blowers O'Neill will be assessing proposed space provision around the new lift in a mock-up at the Riverside Centre. The results of which will inform a decision on approval of the plans.

This item will be moved forward into April's Full Council Meeting.

TC-11- 16/03/2023 - To approve the upgrade of the Town Council's 2 SID's cameras to solar at a cost of £ 1,452.98:

Signed by Chair



Date 20/4/23

- a. In addition, Cllr. O'Neill asked that Bungay Town Council should approach East Suffolk Council to seek increased funding for more speed deterrence measures. Cllr. Adams commented that a resident of Earsham Street has requested equipment there for speed deterrence. Cllr. Hindes explained there is a trial of new ANPR devices with East Suffolk, and Bungay Town Council applying for a trial for the Town.

RESOLVED: Approval of the upgrade of the Town Council's 2 SID's cameras to solar at a cost of £1,452.98 was proposed by Cllr. Love and seconded by Cllr. O'Neill and approved with 1 abstention from Cllr. Hindes.

TC-12- 16/03/2023 - To receive written reports from Bungay Town Council Working Groups

Cllr. Adams requested a summary of progress at Annis Hill. The Town Clerk confirmed that Bungay Town Council are considering two quotes for the works. An update will be provided to the Council at the next Planning Environment and Highways Meeting on the 13th of April 2023.


TC-13- 16/03/2023 - To receive written reports from Town Council Representative on Outside Bodies:

The Town Council received and noted reports from Town Council Representative on Outside Bodies, which had been previously circulated to Members.

TC-14- 16/03/2023 - To consider and note correspondence received:

- a. Cllr. Lodge received a letter from the Local Railway Group, which has been disbanded unilaterally by East Suffolk Rail Partnership. The Cllrs. Agreed that the Town Clerk should write a letter of support on behalf of the Local Railway Group, to the District Council, and enquire if there is any way for this to be overturned, as the Group is valued in the community.
- b. The Committee discussed a recent break-in at the Scout Hut. Cllr. Hindes relayed initial feedback from the Scouts and was asked by Cllr. Dawes if date and time information for when the break-in occurred, could be supplied to the Town Clerk.
- c. The Councillors discussed correspondence received. It was evaluated whether, due to volume, these should be placed into a shared correspondence file each month. It was agreed that the Clerk would use her judgment and send some reports via email and save some into the full council correspondence file.
- d. Cllr. Betts was contacted by local business Suffolk Stonehouse, who are receiving parking tickets for loading and unloading in front of their premises. The Councillors were informed that, in part, this may be due to their vehicle not being recognised as a goods delivery vehicle by East Suffolk Council. Instead, Suffolk Stonehouse use a smaller, more environmentally friendly car instead of a truck.
- Various measures were discussed by the Councillors, including businesses highlighting the 'loading' status of their vehicles using in-vehicle signs. Although this is a District Council concern, it was agreed that the Town Clerk will contact East Suffolk Council and the County Council on the matter.

Signed by Chair



Date 20/4/23

- e. Cllr. Love talked about the growing Dementia crisis, and the need for various charity-funded groups to be working alongside each other to ensure maximum effectiveness. The Councillors discussed the issue and may revisit in future committee meetings.
- f. Cllr. Dawes received a letter from a Ukrainian refugee seeking assistance for their displaced family.
- g. Cllr. Dawes enquired if there had been any progress on the Riverside Bridge matter. The issue remains complicated, and the Council has received news from an affected resident who is currently unwell and is unable to reach their home by car due to the closure. Cllr. Adams agreed to be in contact with the Solicitor by the middle of next week, seeking an update.

TC-15- 16/03/2023 **Next Town Council Meeting** - for Information:

Next Town Council Meeting is Thursday the 20th of April 2023.

Action Log:

Actions	Who	By When
Obtain update on Riverside Bridge matters.	Cllr Adams	March
Purchase Solar attachments for the SIDs equipment.	T.clerk	March/ April
Write to East Suffolk Council re. matter of business vehicles loading in St Mary's Street Loading Bay	T.Clerk	March/ April
Write to East Suffolk Council with letter of support for Local Railway Group	T.Clerk	March/ April

Rosalind Barnett

Thursday, 22nd of March 2023

Rosalind Barnett, Town Clerk, Bungay Town Council, 1a Broad Street, NR35 1EE, Tel 01986 894236

Signed by Chair



Date 20/4/23

Bungay Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
288	S167 Grant	10/03/2023		01. Unity Trust Bank		Room hire	Emmanuel Church	E	78.00		78.00
299	J. Blair Working Group	10/03/2023		03. Unity Trust Bank		Expenses	F. Bells	E	119.01		119.01
292	Scrabe licence	10/03/2023		01. Unity Trust Bank		Scrabe Accountancy	Starboard Systems Limit	S	623.00	129.60	752.60
283	Scrabe licence	10/03/2023		01. Unity Trust Bank		Scrabe Accountancy	Starboard Systems Limit	S	29.00	7.20	36.20
284	General maintenance	10/03/2023		01. Unity Trust Bank		maintenance materials	P J Lee	S	1.18	0.20	1.38
292	Stationery	10/03/2023		01. Unity Trust Bank		Stationery	Warehouse 21	S	132.91	26.59	159.50
293	Stationery	10/03/2023		01. Unity Trust Bank		Stationery	Warehouse 21	S	34.90	6.73	41.63
286	IT & Website	10/03/2023		01. Unity Trust Bank		IT Support	Red Dune Limited	S	262.00	12.10	274.10
293	Payroll Services	10/03/2023		01. Unity Trust Bank		Payroll Services	NAC	S	98.00	20.60	118.60
294	CCTV maintenance	10/03/2023		01. Unity Trust Bank		CCTV Servicing	Walent Electrical	S	200.00	80.00	280.00
290	Mayors Allowance	10/03/2023		01. Unity Trust Bank		Mayors Expenses	A Cooves	S	21.00	0.00	21.00
287	Annie Hill Green	10/03/2023		01. Unity Trust Bank		Legal Costs	Jaxemans	S	203.00	230.00	433.00
100	Scrabe licence	10/03/2023		01. Unity Trust Bank		Scrabe Accountancy	Starboard Systems Limit	S	759.00	157.20	916.20
288	Utilities	10/03/2023		01. Unity Trust Bank		Water	Wave - Anglian Water	Z	1,778.73		1,778.73
289	Utilities	10/03/2023		01. Unity Trust Bank		Water	Wave - Anglian Water	Z	53.81		53.81
290	Mayors Allowance	10/03/2023		01. Unity Trust Bank		Mayors Expenses	A Cooves	S	37.00		37.00
295	Town Events	10/03/2023		01. Unity Trust Bank		Platinum Jubilee Working	Bungay Quilby Gardens	Z	691.51		691.51
287	Annie Hill Green	10/03/2023		01. Unity Trust Bank		Legal Costs	Jaxemans	Z	15.00		15.00
285	Grants & Donations	10/03/2023	TC-10- 10/01/20	01. Unity Trust Bank		Grant	River Waveney Trust	X	1,000.00		1,000.00
297	Stationery	10/03/2023		01. Unity Trust Bank		Stationery	Suffolk Archives.co.uk	S	15.83	1.17	17.00
103	Newsletter	15/03/2023		01. Unity Trust Bank		Newsletter	Anglia Print Ltd	E	425.00		425.00
296	Telephone and Broadba	15/03/2023		01. Unity Trust Bank		Telephone System	British Telecom	S	95.90	19.18	115.08
105	Telephone and Broadba	15/03/2023		01. Unity Trust Bank		Mobile phone	Red Dune Limited	S	30.00	6.00	36.00
106	IT & Website	15/03/2023		01. Unity Trust Bank		IT Support	Red Dune Limited	S	90.00	18.00	108.00
107	IT & Website	15/03/2023		01. Unity Trust Bank		IT Equipment	Red Dune Limited	S	610.00	123.00	733.00
108	IT & Website	15/03/2023		01. Unity Trust Bank		IT Equipment	Red Dune Limited	S	261.30	52.26	313.56
103	Newsletter	15/03/2023		01. Unity Trust Bank		Newsletter	Anglia Print Ltd	S	8.33	1.67	10.00
104	Toilet Cleaning & Groun	15/03/2023		01. Unity Trust Bank		Cleaning	Renovel Initial	S	37.75	17.15	54.90
101	Christmas Lights	15/03/2023		01. Unity Trust Bank		Christmas lights installation	Spoke & Tyndal	S	926.50	185.30	1,111.80
102	Newsletter	15/03/2023		01. Unity Trust Bank		Newsletter	Falcon Publications	S	295.00	59.00	354.00
109	Toilet Cleaning & Groun	15/03/2023		01. Unity Trust Bank		Cleaning Supplier	P J Lee	S	20.19	1.10	21.29
116	Salaries	15/03/2023		01. Unity Trust Bank		Salary			3,900.00		3,900.00
115	Salaries	15/03/2023		01. Unity Trust Bank		Salary			3,000.00		3,000.00
119	Salaries - Eric Hill cones	15/03/2023		01. Unity Trust Bank		PAVE / AQ	MPHC	X	1,004.20		1,004.20
113	Salaries - Eric Penton C	15/03/2023		01. Unity Trust Bank		Petrols	Next	X	362.67		362.67
110	Grounds/Litter contract	15/03/2023		01. Unity Trust Bank		WORKS Contract	Waveney Noise	S	1,719.00	119.00	1,838.00
111	General Administration	15/03/2023		01. Unity Trust Bank		Expenses	Red Bennett	S	79.22	25.81	105.03
111	General Administration	15/03/2023		01. Unity Trust Bank		Expenses	Red Bennett	X	10.00		10.00
113	Street Furniture & Signs	15/03/2023		01. Unity Trust Bank		Expenses	Red Bennett	S	220.00	21.00	241.00
114	Salaries	15/03/2023		01. Unity Trust Bank		Salary			3,000.00		3,000.00
112	Salaries	15/03/2023		01. Unity Trust Bank		Salary			3,000.00		3,000.00
114	Salaries	15/03/2023		01. Unity Trust Bank		Salary			3,000.00		3,000.00
117	Salaries	15/03/2023		01. Unity Trust Bank		Salary			3,000.00		3,000.00
120	Grants & Donations	15/03/2023	TC-10- 10/01/20	01. Unity Trust Bank		Grant	Church Active Bureau	E	1,500.00		1,500.00
Total									25,719.42	1,500.34	27,219.76

Signed by Chair



Date

20/4/23