



BUNGAY TOWN COUNCIL

Minutes of the Bungay Town Council Meeting held on Thursday 20th April 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, Lodge, Lincoln.
Rosalind Barnett - Town Clerk, Antony Wilde - Assistant**

MP Peter Aldous attended via Zoom for part of the Committee Meeting.

TC-1- 20/04/2023 - To receive and accept apologies for absence:

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

TC-2- 20/04/2023 - Declaration of Interest & Requests for Dispensations:

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

TC- 3- 20/04/2023 - To approve the minutes outstanding:

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

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

TC- 4- 20/04/2023 - Public Forum:

Councillor candidate Toto (Antonio Reche Martinez) was present. One member of the public attended via Zoom.

TC-5- 20/04/2023 - Town Mayor Report:

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

TC-6- 20/04/2023 – County and District Councillor Reports:

- a. The Town Clerk confirmed County and District Councillor Reports were not circulated this month due to elections.

Signed by Chair

Date 18/05/2023

- b. Peter Aldous MP provided the latest Bulletin for the East Suffolk Leader:
- i. The Environment Agency (EA) are planning to discontinue maintenance of the sluice at Wainford Mill on the River Waveney. The EA seek responses for this planned action by the end of this month. Mr Aldous noted that the MP cannot oppose the EA on this.

Responsibility for maintaining the Mill sluice will lay with the Mill Owner thereafter. Savings made will enable funds to be injected into more appropriate flood defence measures. The EA has updated their flood modelling and have produced a report. Mr Aldous hopes that new, effective flood prevention/ mitigation measures detailed by the Environment Agency can be moved forward and delivered.

- ii. Matters relating to the local Community Rail Partnership were discussed. Greater Anglia funding has come to an end and MP Peter Aldous has expressed his concern to Greater Anglia. Bungay Town Council welcome an update on the issue when available.

TC-7- 20/04/2023 – To consider Financial Reports:

- a. To note the Bank Reconciliation to 31st of March 2023.

The Town Council noted the Bank Reconciliations to 31st of March 2023 and cash in hand balance of £183,339.88.

- b. To note the income and expenditure reports to 31st of March 2023.

The Town Council noted the income expenditure report as of the 31st of March 2023 was showing that the Council were under budget by £ 46,326.82.

The Clerk explained that this figure was greater than expected at the end of year due to higher than anticipated Community Infra Structure Levy (CIL) Funding and approximately £26,000 less in Town Council expenditure.

- c. To consider payments due on 20th of April 2023 – for acceptance and approval.

The Clerk noted for clarity:

- Two additional payments had been made to the Museum.
- A report for the Heritage Hub had been produced and submitted to East Suffolk District Council for additional funding.
- A refund had been received from Locality.
- An additional payment will be made in relation to the Neighbourhood Development Plan.
- That all utility bill payments were now in order.
- The Committee discussed one additional payment required to produce leaflets for the Coronation event.

Signed by Chair 

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RESOLVED: Approval of the April payments was proposed by Cllr. Adams and seconded by Cllr. Hinds and was approved with 2 abstentions from Cllr. Dawes and Cllr. Betts.

- d. The Clerk noted an historical error of 5p has been found in CIL records held by East Suffolk District Council. The Clerk is required to republish last year's reports, adjusted accordingly.

RESOLVED: Approval for the Town Clerk to republish last year's CIL value reports, adjusted, was proposed by Cllr. Atterwill and seconded by Cllr. Adams and unanimously approved.

- e. The Clerk provided an update on the consolidation of utility payments onto Direct Debit, and that this process was in progress.
- The Clerk noted that an annual Payment Programme has been produced, in accordance with Town Council financial regulations; supplied in the Councillor's information pack.
 - The cost of fire-fighting equipment was raised (extinguishers), and the Clerk agreed to seek additional quotes for this element.
 - The Council discussed placing all payments within the Payment Programme on Direct Debit.

RESOLVED: Approval to place all payments on Direct Debit within the Clerk's payment programme was proposed by Cllr. Betts and seconded by Cllr. Atterwill and unanimously approved.

- f. The value of assets on the asset register was noted as £425,157.31 at the end of the financial year.

RESOLVED: Approval of the value of assets on the asset register to the value of £425,157.31 was proposed by Cllr. Hinds and seconded by Cllr. Adams and unanimously approved.

TC-8- 20/04/2023 – Draft minutes from Committees – for information:

- a. Business Tourism and Heritage Committee 23rd of March 2023.
- b. Community Assets & Services Committee 6th of April 2023.
- c. Planning Environment and Highways Meetings 16th of March & 13th April 2023.

The Council received and noted the Draft minutes of the Business Tourism and Heritage Committee 23rd of March 2023, Community Assets & Services Committee 6th of April 2023 and Planning Environment and Highways Meeting 16th of March. Planning Environment and Highways Meeting minutes for the 13th April 2023 will be issued to the Councillors when complete.

TC-9- 20/04/2023 - Update on elections May 2023 and Annual Town Meeting:

Signed by Chair 

Date 18/05/2023

- a. The Clerk welcomed Town Councillor candidate, Toto (Antonio Reche Martinez) who was present at the meeting. Alan Pearmain is another candidate for Town Councillor. The Council noted that Cllr. Lincoln is leaving the Town Council. The Clerk confirmed May 1st 2023 is the first Full Council Meeting following the elections, and requested an early meeting start at 5 p.m. for introductions and for the Register of Interests to be updated.
- b. The Clerk formally invited Councillors and candidates to the Annual Town Meeting to be held at 7 p.m. 10th of May 2023 at the Fisher Theatre. The Council noted that MP Peter Aldous would need to give his apologies for absence at the event due to commitments at Westminster. Cllr. Betts requested the Clerk's office advertise the event within the community.

TC-10- 20/04/2023 - To consider grant requests:

- a. The Council considered a request received for a grant of £300 from Bungay Bowls Club. Their application was discussed. That this will be conditional upon them providing a report 12-months (or earlier) following receipt, of how the grant money was spent.

RESOLVED: Approval of the £300 grant to Bungay Bowls Club was proposed by Cllr. Adams, seconded by Cllr. Love and unanimously approved.

- b. No late requests were received.

TC-11- 20/04/2023 - To note the Coronation events programme:

- a. Councillors and candidates were formally invited to the Coronation event. Cllr. Betts confirmed that the Coronation Events programme is now available. Bungay Town Council will have a stall on the Riverside and Councillors and candidates were invited to spare some time to help man the stall.
- b. Additional funding was discussed for safety equipment at the Coronation event, that will also be useful for future use. This is due to the event taking place alongside the River Waveney. The Councillors requested that the Clerk supply product images for information.

RESOLVED: Approval for the expenditure of £344.91p for retractable cordons/ tapes and cones was proposed by Cllr. Betts, seconded by Cllr. Hindes and unanimously approved.

TC-12- 20/04/2023 - To consider changes to existing policies and procedures:

- a. Minor amendments to CCTV policy were discussed following an incident at the Youth Club two weeks ago. Limited personnel access to CCTV equipment at the time proved to be problematic. The Council discussed ways to make CCTV footage available to the Police. The Council agreed to speak with a contact at the Police to investigate what their preferred protocol would be in future. For the moment, the Council agreed to retain Bungay Town Council's existing CCTV Policy and review again at a future date.

Signed by Chair 

Date 18/05/2023

RESOLVED: A future review of CCTV Policy was proposed by Cllr. Love, seconded by Cllr. Adams and unanimously approved.

- b. Amendments to the existing grants policy to incorporate the allocation of CIL funding was discussed:
- The need for Applicants to prepare and submit a sound business plan to Bungay Town Council, together with an audit of the previous year's accounts (for existing businesses and organisations) is essential.
 - Values above £2,000 will be discussed at Finance Committee and then put forward to Full Council for decision.
 - An annual grant initiative was discussed so that all applications are considered within a time window, allowing Councillors to review requests alongside others.
 - The Clerk noted that a CIL grant policy was included in the pack for Councillors.
 - As item 10 a, the condition of a spending review for grant recipients is viewed as a positive way to ensure grants are well spent.

RESOLVED: The handling of grant policy matters by the Bungay Town Council Finance Committee was proposed by Cllr. Adams, seconded by Cllr. Hindes and unanimously approved.

TC-13- 20/04/2023 - To receive written reports from Bungay Town Council Working Groups:

The Clerk noted that these were included in the information pack circulated to Councillors.

TC-14- 20/04/2023 - To receive written reports from Town Council Representative on outside bodies:

- a. Report from SALC joint planning forum: Cllr. Lodge provided an update on current Planning targets of having 90% of Applications decided via delegated powers, and that a major update to Planning Policy is in process at central government level. MP Peter Aldous is monitoring the local Planning situation and is regularly updated by SALC.
- b. A report by ESDC Neighbourhood Plan Group is included in the Councillor's pack.

TC-15- 20/04/2023 To consider and note correspondence received:

- a. A new Ice Cream Parlour is due to open at the Buttercross, by the Mabelle Bakery. A consultation has been started to obtain stake-holder views on having outdoor tables at/ adjacent to the Buttercross. The Council agreed they would be happy with external tables and will formally respond to the consultation.

Signed by Chair 

Date 18/05/2023

- b. The Council discussed correspondence received for a plaque to commemorate the Second World War air raids in Bungay. The Council agreed to move this item forward to the next Business, Tourism and Heritage Committee meeting on the 27th of April 2023.
- c. The Clerk reported that Bungay Community Support and the library had contacted the Town Council to request CIL funding. The Council agreed that Finance and Governance would consider this matter and develop a scheme to be implemented early autumn.

TC-16- 20/04/2023 Next Town Council Meeting - for Information.

Next Town Council Meeting is Thursday the 18th of May 2023.

The Clerk confirmed Jane Vass will be taking photos of the Councillors.

Action Log:

Actions	Who	By When
Clerk to submit adjusted CIL reports to East Suffolk District Council	T.Clerk	April/ May
Clerk to seek alternative quotes for fire-fighting equipment	T.Clerk	April/ May
Consult with local Police department on CCTV matters	Cllr. Dawes	April/ May
Respond to consultation on outdoor seating for new Ice Cream Parlour	T.Clerk	April/ May
Respond to Bungay Support Group	T.Clerk	April/ May

Rosalind Barnett

Thursday, 28th of April 2023

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

Signed by Chair 

Date 18/05/2023

Appendix A

April Payments awaiting authorisation										
Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT	Total		
Salaries combined								6,577.95	6,577.95	
6	Salaries - Ems NI costs	19/04/2023	01. Unity Trust Bank		PAYE / NI	HMRC		1,275.45	1,275.45	
7	Salaries - Ems Pension Contributions	19/04/2023	01. Unity Trust Bank		Pension Payment	Nest		561.72	561.72	
8	Civic Events	19/04/2023	01. Unity Trust Bank		Event Gardens	Gardens shop	191.75	958.75	1,150.50	
10	Civic Events	19/04/2023	01. Unity Trust Bank		Event Gardens	Gardens shop				
11	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		114.99	5.75	120.74
12	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		118.92	5.95	124.87
13	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		114.32	5.72	120.04
14	Heritage Hub	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		25.98	1.30	27.28
15	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		17.74	0.89	18.63
16	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		13.93	1.00	20.93
17	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		18.84	0.94	19.78
18	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EDF Energy		19.28	0.96	20.24
19	General Administration	19/04/2023	01. Unity Trust Bank		Expenses	Guy Bradley		284.25		284.25
20	General Administration	19/04/2023	01. Unity Trust Bank		Expenses	Frances Dotts		15.38		15.38
21	General Administration	19/04/2023	01. Unity Trust Bank		Expenses	Anthony Dawes		63.00		63.00
22	Playground equipment maintenance	19/04/2023	01. Unity Trust Bank		Grounds equipment	Coopers		23.74	4.75	28.49
23	Street Furniture & Signage	19/04/2023	01. Unity Trust Bank		Repairs	J Earl Fencing		233.33	46.67	280.00
24	Street Furniture & Signage	19/04/2023	01. Unity Trust Bank		Repairs	J Earl Fencing		333.33	66.67	400.00
25	Street Furniture & Signage	19/04/2023	01. Unity Trust Bank		Repairs	J Earl Fencing		83.33	16.67	100.00
26	Stationery	19/04/2023	01. Unity Trust Bank		Stationery	Warehouse 14		25.90	5.18	31.08
27	Stationery	19/04/2023	01. Unity Trust Bank		Stationery	Warehouse 14		48.99	9.80	58.79
28	Toilet Repairs and Maintenance	19/04/2023	01. Unity Trust Bank		NORSE Contract	Waveney Norse		1,749.00	349.00	2,098.00
29	SALC membership	19/04/2023	01. Unity Trust Bank		Annual Subscription SALC			1,111.87		1,111.87
30	Christmas Lights	19/04/2023	01. Unity Trust Bank		Donation	St Edmunds Primary School		20.00		20.00
31	Jubilee Working Group	19/04/2023	01. Unity Trust Bank		Contribution	The Sole Guy Lee Band		510.00		510.00
32	Jubilee Working Group	19/04/2023	01. Unity Trust Bank		Contribution	Friends of St. Mary's Church		75.00		75.00
33	Heritage Hub	19/04/2023	01. Unity Trust Bank		Architect	Tim Badman - Chartered Architect		1,400.00		1,400.00
34	IT Support and Software	19/04/2023	01. Unity Trust Bank		Website	Objenik		60.00	12.00	72.00
35	Toilet Repairs and Maintenance	19/04/2023	01. Unity Trust Bank		NORSE Contract	Waveney Norse		710.16	142.03	852.19
36	Jubilee Working Group	19/04/2023	01. Unity Trust Bank		First Aid	NI Training		200.00	40.00	240.00
37	Jubilee Working Group	19/04/2023	01. Unity Trust Bank		First Aid	NI Training		150.00	30.00	180.00
38	Newsletter	19/04/2023	01. Unity Trust Bank		Printing	Anglia Print Ltd		431.00		431.00
39	General Administration	19/04/2023	01. Unity Trust Bank		Annual Subscription	The Suffolk Coast Limited		125.00	25.00	150.00
40	General Administration	19/04/2023	01. Unity Trust Bank		Welfare	Healthwork Group Ltd		320.00	64.00	384.00
41	Business Rates	19/04/2023	01. Unity Trust Bank		Business Rates	East Suffolk Council		1,833.65		1,833.65
42	Business Rates	19/04/2023	01. Unity Trust Bank		Business Rates	East Suffolk Council		1,580.09		1,580.09
43	General Administration	19/04/2023	01. Unity Trust Bank		Expenses	Anthony Dawes		24.00	4.80	28.80
43	General Administration	19/04/2023	01. Unity Trust Bank		Expenses	Anthony Dawes		57.90		57.90
44	Sanitary Bin	19/04/2023	01. Unity Trust Bank		Sanitary Bin	Rentokil Initial		87.75	17.55	105.30
45	Telephonic and Broadband	19/04/2023	01. Unity Trust Bank		Mobile phone	Red Dux Limited		30.00	6.00	36.00
46	Repairs	19/04/2023	01. Unity Trust Bank		Repairs	Coopers		10.57	2.12	12.69
47	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EON Energy		23.45	1.17	24.62
47	Utilities	19/04/2023	01. Unity Trust Bank		Electricity	EON Energy		17.52	0.88	18.40
48	Utilities	19/04/2023	01. Unity Trust Bank	CROSS ST	Water	Wave - Anglian Water		1,292.18		1,292.18
49	Utilities	19/04/2023	01. Unity Trust Bank	CROSS ST	Water	Wave - Anglian Water		234.53		234.53
50	Utilities	19/04/2023	01. Unity Trust Bank	MARKET PL	Water	Wave - Anglian Water		64.67		64.67
							23,572.06	725.8	24,631.41	

Signed by Chair

Date 18/05/2023