



# Bungay Town Council

**Minutes of the Bungay Town Council Meeting held on Thursday 21<sup>st</sup> April 2022,  
7:00 pm at The Riverside Centre, The Staithe, Staithe Road, Bungay NR35 IBF.**

In attendance in person: -

Cllr. J. Adams (JA) Chair, Cllr. A. Dawes (AD) Deputy, M. Atterwill (MA), Cllr. F. Betts (FB), Cllr. Halliwell (GH), Cllr J Hindes (JH), Cllr K Lodge (KL), Cllr J Blowers O'Neill, (JBO'N).

Plus, Lesley Beevor – Deputising clerk (LB), and 2 members of the public.

In attendance via Zoom: - Cllr D O'Neill (DO'N), Cllr B Prior (BP), and MP Peter Aldous.

1. 01/21.04.2022 - To receive and accept apologies for absence from Cllr L Harnden (LH). Cllr M Lin (ML), Cllr D O'Neill (DO'N), Cllr B Prior (BP). Noted.  
Apologies were also received from SCC Ward Cllr J Cloke, and ESC Ward Cllr D Ritchie.

2. 02/ 21.04.2022 - Declaration of Interest & Requests for Dispensations: Councillors to declare Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

JA, FB, AD, declared a pecuniary interest in item 9c — accounts payable.

3. 03/21.04-2022 - To approve the minutes outstanding:

To approve the minutes of the Town Council Meeting held on the 24<sup>th</sup> of March 2022.

Regarding 9c) and 12i) those who did not vote are to be recorded as having abstained.

12i – Buckenham should read Buckingham. £2k should read £5k.

14 – 'PL asked whether....' Should read 'GH asked whether...'

21 – BIBA should read BEBA.

It was proposed by AD, seconded by ML, and RESOLVED by all, that with the corrections noted above the minutes of the Town Council Meeting held on 24<sup>th</sup> March 2022 are a true and accurate record of the meeting and these minutes be signed by JA.

Signed

Dated: 19/5/22

# Bungay Town Council

4. 04/21.04-2022 - 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 Town Council meeting itself.

MP Peter Aldous advised that he has not had a response about the possibility of continuing on meetings. MP Peter Aldous asked members if any response has been received from the EA regarding Tin River. KL advised that he was in touch with Louise Brown and Richard Wilkes, however, there seems to be no clarity about Tin River, and the modelling will take some time.

It was suggested that it is nonsensical that councillors can attend meetings on zoom but not vote. Discussion about possibility of councillors voting from a remote location – acknowledging that there would need to be some controls i.e., that councillors should still be required to be a resident of parish.

JA asked about electric charging units in car parks – in Bungay there are 7 units, but they are on outskirts. As BTC does not own any car parks BTC cannot provide any assistance in this respect. Council owns the car parks and has been asked to progress units at these. P Aldous MP advised that he will take the matter up with the government and with the District Council. P Aldous MP advised that he has been dealing with SCC regarding on-street electric vehicle chargers.

5. 05/21.04.22 Application for Casual Vacancy to be filled by Co-option – for Consideration.

An application has been received from a member of the public for co-option to the council. Mr Daniels was in attendance and councillors were given the opportunity to ask questions. Mr Daniels provided members with information about his interests and background. On the Proposal being seconded by JH it was RESOLVED by all to appoint Mr Daniels as a councillor to BTC. Mr Daniels to complete the Declaration of Acceptance of Office and arrangements to be made for the Register of Interest to be completed. Mr Daniels to also be provided with details of the council working groups and committees.

Signed



Dated:

19/5/22

# Bungay Town Council

6. 06/21.04.2022 Ukrainian Refugee Crisis – for information.

JA advised that there were refugees in the parish. Ward Cllr Cloke has advised that there will be interpreters in schools where they are required. It was suggested that there still seem to be problems with people completing the appropriate forms and for these then to be processed in a timely manner.

JH asked whether BTC could consider reducing its energy consumption by looking into alternatives of other energy sources. JA advised that this matter could be considered by the As group.

7. 07/21.04.22 Town Mayor's Report: To receive the Mayor's Report from Town Councillor J. Adar for information. Noted.

JA advised that he has carried out some research on the changes in legislation for councils – that there has only been circa 3 major changes in the past 70 years.

JA advised that BTC will be lodging a complaint about the ESC neighbourhood plan process – that in the BTC N plan there is reference to how disappointed BTC have been with the ESC process.

8. 08/21.04.22 County and District Councillors Report: To receive the reports from County & District Councillor J. Cloke & District Councillor D. Ritchie - for Information.

Receive the April Bulletin for the East Suffolk Leader – Steve Gallant – for information.

9.09/21.04.22 Financial Reports:

Thanks were extended to Edwin Rossier for his work in preparation for the internal audit, which has now been carried out. Chairs of committees to be reminded to review and sign off policies where appropriate.

a. To receive the Bank Reconciliation to 31st March 2022 – for acceptance and approval.

On the proposal of AD, seconded by GH, it was unanimously RESOLVED to accept and approve the reconciliation.

b. To receive a statement of the accounts to 31st March 2022 and Year End – for Information. Noted.

Signed



Dated:

19/5/22



# Bungay Town Council

- c. To approve payments due on 21st April 2022 – for acceptance and approval.

On the proposal of GH, seconded by MA it was agreed with 3 abstain to accept and approve payments due 21<sup>st</sup> April 2022.

## 10. 10/21.04.22 Subscription for Town Data Analysis – for Consideration.

AD presented the above. JA advised members that ESC is introducing 'Smart towns' which provides free Wi-Fi network to the market towns.

However, the Town Data Analysis information provided to members with the agenda is a separate initiative by a different company to that ESC is using. If people have location finder on their phone, there is a facility available to provide footfall data, average dwell times, and even data around the use of particular open spaces etc. Such information would be made available to BTC once a month – and the data will help with targeted marketing. The costs are £1200pa plus set up costs. JA advised that there is money available from the old trade and commerce, and suggested that the package could be purchased for a 12-month trial and then reconsidered.

Discussion took place about the initiative – queries were asked about the data outputs and what new information would be provided, about the facility to track people's movements via their phones, and about the GDPR regulations. An example of the potential data that would be available each month had been obtained in February and was provided to members and it was confirmed that the data could be used to compare Bungay with other towns. Members were advised that dwell times, and footfall tracker data would be able to be used to identify usage and stay times at various car parks – and this could be considered alongside the parking charges of each, to assess the impact of free periods vs paid periods for parking.

On the proposal of GH, seconded by FB, it was unanimously RESOLVED to approve the purchase of the Data Analysis system.

## 11. 11/21.04.22 Refurbishment of Bus Stop in St. Mary's Street – for Consideration

FB explained the plans for sorting out the inside of the bus shelter, and that it needs a full refurbishment. Quote as circulated. It was confirmed that the bus shelter appears as an asset on the BTC asset register. On the proposal of GH, seconded by JH, it was unanimously RESOLVED to approve the quote as circulated. (KL was absent from the room for the vote.)

## 12. 12/21.04.22 Minutes from Committees: - for Information.

Signed



Dated: 19/5/22

# Bungay Town Council

To receive the Committee Minutes of:

- a. Planning, Environment & Highways – 24th March 2022. Noted
- b. Resources (Draft) – 7th April 2022. Noted
- c. Employment – 9th March 2022. Noted

13. 13/21.04.22 To receive Written Reports from Bungay Town Council Working Groups – information.

- a. Annis Hill Green Working Group – 11th April 2022. BP advised that the 99-year lease has been received and that the restrictions within it have been noted i.e., permission for signage needs to be obtained from SCC.
- b. Asset Working Group. BP advised that the email from ESC will be discussed in the next working group meeting, who will then report back to council.
- c. Tourism & Heritage Working Group – 13th April 2022. Noted
- d. Emergency Planning Working Group. Meeting will need to be held to consider how to proceed.
- e. Jubilee Working Group – 30th March 2022. Jubilee leaflets to be available for the annual pageant meeting.
- f. Bungay Neighbourhood Development Plan. The N Plan is out for its next consultation. All those who want to be consulted again should have received a link to the Plan from ESC.
- g. Proud of Bungay Working Group – 13th April 2022. BP mentioned that the group need more members.
- h. IT Working Group – 21st February 2022. It was noted that the name of BTC is sometimes altered when opening a PDF on the website. This to be sorted out.

14. 14/21.04.22 To receive written reports from Town Council Representative on outside bodies for Information.

JA advised that at the AGM of the allotment association, most of the committee will stand down.

JA advised that at the BEBA meeting mention was made that market stalls in Bungay were agreed a Charter, but no copy of the Charter is held by BTC. ESC has market day noted as a Thursday there is now uncertainty as to whether a market could be held on a Saturday. Further research to be carried out.

Signed



Dated:

19/5/22

# Bungay Town Council

15. Next Town Council Meeting: The Annual Meeting, 9th May 2022 - for Information.

*Meeting closed at 8.03pm*

Signed



Dated: 19/5/22