



BUNGAY TOWN COUNCIL

Minutes of the Bungay Town Council Meeting held on Thursday 15th June 2023, 7:00 pm at The Riverside Centre, The Staithe, Bungay NR35 IBF.

One member of the press attended via Zoom. One member of the public attended for part of the meeting via Zoom. No public questions were raised.

Members in Attendance:

In attendance in person:

Cllrs. Betts, Hindes, Dawes, Adams, Atterwill, Lodge, Pearmain, Blowers O'Neill, O'Neill, Reche Martinez, Crickmore.

Rosalind Barnett - Town Clerk, Antony Wilde - Assistant

District Councillors Toby Hammond and Tony Speca attended for the first hour

Public Forum

One member of the press attended via Zoom. One member of the public attended for part of the meeting via Zoom. No public questions were raised.

TC-1- 15/06/2023 - To receive and accept apologies for absence:

Cllrs. Laurence, Love. MP Peter Aldous. County Councillor Judy Cloke, tried to access the meeting but was unable to log onto the Zoom Link.

TC-2- 15/06/2023 - Declaration of Interest & Requests for Dispensations:

Cllr. Reche Martinez declared a non-pecuniary interest in Item 14a. Cllr. Betts declared a pecuniary interest in Item 7c (expenses).

TC-3- 15/06/2023 - To approve the minutes outstanding:

RESOLVED: The previous Full Council minutes from 18th May 2023 received approval, with a correction made to the title of a CIL applicant to 'Bungay Community Support': proposed by Cllr. O'Neill, seconded by Cllr. Hindes and unanimously approved.

TC-4- 15/06/2023 – Town Mayor Reports:

Cllrs. Betts confirmed that the Mayor's report is included in the Councillor's Information pack; this was noted by the Committee.

TC- 5- 15/06/2023 – County and District Councillor Reports:

a) Cllr. Betts confirmed that the District Councillor's reports are included in the Councillor's information pack; this was noted by the Committee.

Signed by Chair

Date 20/07/2023

- A discussion was held on the provision of electric vehicle (EV) charging points. EV points have previously been refused in the Town by East Suffolk District Council. District Cllr. Hammond is keen to see more in the town and will pursue the matter with East Suffolk. District Cllr. Hammond asked if he could have the name of the EV charging point company.
- Cllr. Adams enquired about progress on the Mill Stream Bridge matter and asked for clarity on some of the correspondence wording received from East Suffolk District Council.
- The Shipmeadow Solar Farm was discussed: the District Councillors are unable to formally comment on the forthcoming Application at this time and the Application will be dealt with as a Planning and Development matter at East Suffolk.
- On the current traffic issue, agenda Item 9, both District Cllrs. expressed a wish to work with Bungay Town Council to help resolve the problems. They have already written to Suffolk County Council regarding HGV's and will continue to speak up on the matter.

b) County Councillor, Judy Cloke, who was unable to attend via Zoom due to technical reasons, provided a written report which was subsequently added to the information pack.

TC-6- 15/06/2023 – To consider co-option of Councillors:

a) Maya Severyn was considered for Co-option as a Town Councillor and was asked to provide a brief introduction, which followed.

RESOLVED: The Co-option of Maya Severyn as Town Councillor was proposed by Cllr. O'Neill, seconded by Cllr. Hindes and unanimously approved.

b) The Town Clerk prepared a document detailing Co-opted Councillors and their appointment onto Committees (contained in the information pack) and requested any comments from Council Members. There were no further comments. Cllr. Hindes mentioned being willing to fill a vacancy on the Appeals Committee and this was noted by the Clerk.

RESOLVED: Approval for the appointment of Co-opted Councillors onto Committees, as noted in the Town Clerk's document was proposed by Cllr. Dawes, seconded by Cllr. O'Neill and unanimously approved.

TC- 7 - 15/06/2023 – Financial Reports:

a) To note the Bank Reconciliation and statements to 31st of May 2023:

RESOLVED: Approval of the Bank Reconciliation and statements to 31st of May 2023 was proposed by Cllr. Adams, seconded by Cllr. Dawes and unanimously approved.

b) To note the income and expenditure report to 31st of May 2023:

Signed by Chair



Date 20/07/2023

RESOLVED: Approval of the income and expenditure report was proposed by Cllr. Adams, seconded by Cllr. Dawes and unanimously approved.

c) To consider payments due on 15th of June 2023 – for acceptance and approval:

RESOLVED: Approval of the payments due on 15th of June 2023 was proposed by Cllr. Adams, seconded by Cllr. Dawes and approved with 1 abstention. (Appendix A)

TC- 8 - 15/06/2023 – **Draft Minutes from Committees:**

The Council considered the following draft Minutes for approval:

- a) Business Tourism and Heritage Committee 25th of May 2023.
- b) Community Assets & Services Committee 1st of June 2023.
- c) Planning Environment and Highways Meetings 8th of June 2023.

It was pointed out by Cllr. Lodge that the previous Minutes from Planning, Environment and Highways were still awaited: this was noted by the other Council Members, and the item will be put forward for approval at the next Full Council meeting.

TC-9- 15/06/2023 - **Traffic Issues - To receive a verbal update from the Planning Environment and Highways Committee:**

- Cllr. Betts introduced the Item, mentioning the large amount of input received, and how strongly the Council and Community feel about the topic. This issue is being covered in depth within the Planning Environment and Highways Committee meetings.
- Communications policy was discussed, to ensure that all communications and correspondence are first sent to the Town Clerk, before information is shared out to Committee's, the Councillors, Working Groups and other stakeholders, as Bungay Town Council acts as a Corporate Body. For new Councillors, the communications process will be covered in training.
- Cllr. Hinds provided a brief update on the acquisition and placement of speed cameras and related equipment. 6 ^{posts} ~~units~~ have been deployed with 2 more being ^{requested} ~~deployed~~. Further information can be found in the Minutes from the Planning, Environment and Highways meeting from the 8th of June 2023.
- Cllr. Hinds provided a brief update on the recent communication received from County Councillor Judy Cloke, containing proposals for a traffic scheme that could be trialed in the Town and a meeting is being arranged to discuss the proposals.
- Bungay Town Council have also contacted District Councillors Toby Hammond and Tony Specca on the matter to arrange a meeting to discuss working together the traffic issues.

Signed by Chair 

Date 20/07/2023

TC-10- 15/06/2023 - **To consider grant requests:**

a) To consider a request for grant funding from the Bungay Black Shuck Festival:

Councillors discussed their willingness to approve a grant of £1,000 requested by the Festival organisers, with the provision that the grant money, if awarded, is spent on an identifiable aspect of the festival.

RESOLVED: A £1,000 grant would be considered for the 2023 Bungay Black Shuck Festival with the requirement for the Festival Organiser/ grant Applicant, to confirm to the Town Council, which aspect of the festival the grant money will be used for; proposed by Cllr. Hindes, seconded by Cllr. Dawes and approved with 1 abstention.

b) To consider any late requests: **None received.**

TC-11- 15/06/2023 - **To consider changes to existing policies and procedures:**

a) To note the Clerk will be sharing access to the CCTV network with Suffolk police when there is an incident:

- An updated draft policy, prepared by the Town Clerk is included in the information pack.
- The Councillors discussed plans for sharing access to CCTV footage with Suffolk Police.
- Cllr. Dawes will be obtaining a quote for the CCTV system at the Riverside Centre to be upgraded to store footage for a longer period of time, beyond the 6 days of the current system and will involve an upgrade of the system hard-drive.
- Cllrs. Dawes and Betts confirmed they are happy to be 'Key Holders' as part of a third layer of contact for the local Police, after the Clerk and Deputy Clerk.
- On review of the updated draft CCTV policy document, the Councillors brought attention to the last sentence in the text and confirmed that the wording would need changing if retained. The Councillors and Town Clerk agreed to remove the sentence in question.

At this point in the meeting, Cllr. Betts proposed suspending the standing order.

RESOLVED: Cllr. Betts proposed suspending the standing order, seconded by Cllr. Dawes and unanimously approved.

Co-opted Councillor, Cllr. Severyn, asked if the Police will be given access to live streamed CCTV footage, as this would be a potential problem with privacy, especially if such access is determined to be a disproportionate act. Cllr. Severyn asked the Council to consider potential invasion of privacy and whether online streaming is appropriate. This was noted by the Council.

At this point in the meeting, Cllr. Betts proposed re-instating the standing order.

Signed by Chair



Date 20/07/2023

RESOLVED: Cllr. Betts proposed re-instating the standing order, seconded by Cllr. Dawes and unanimously approved.

RESOLVED: Bungay Town Council will adopt the updated CCTV policy, providing Suffolk Police with access to CCTV footage as detailed in the document, with the last sentence of the document text removed, and the Mayor and Deputy will become Key Holders along with the Town Clerk and Deputy Clerk; proposed by Cllr. Dawes, seconded by Cllr. Hindes and unanimously approved.

b) To consider progress on review of grants policy:

- Councillors discussed the current grant policy. A meeting was held on the 13th of June 2023 with the Working Group to begin formulation of amendments to the Town Council's grants policy.
- Cllr. Dawes suggested that grant request below £500 can be dealt with on receipt, and over £500, would be left until October. Cllr. Blowers O'Neill confirmed that dealing with the majority of grant requests in October is easier for the Council as it ties in with the accounting period when the Council's annual budget is set. Cllr. O'Neill asked whether important projects might get missed-out with this arrangement, Cllr. Blowers O'Neill confirmed that special or necessary projects will still be looked at in the interim on a case-by-case basis. This was noted.

TC-12- 15/06/2023 - To receive written reports from Bungay Town Council Working Groups – for information:

Information contained in the Councillor's information pack was noted.

TC-13- 15/06/2023 - To receive written reports from Town Council Representative on outside bodies– for information:

Information contained in the Councillor's information pack was noted.

TC-14- 15/06/2023 - To consider and note correspondence received

a) The Town Council has received consultation on a license application for an ice Cream van. Councillors discussed the environmental aspect of this and the availability of ice cream vans with electric motors. The Council asked the Town Clerk to request that the District Council ask if he could upgrade to an electric engine.

TC-15- 15/06/2023

ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS.

TC-16- 15/06/2023 - To review permanent staff structure, temporary staffing arrangements and impact on the budget:

The Town Clerk gave an update on staffing matters, and it was noted that the Clerk would advertise the vacant post at the higher rate of £11.70 and advertise it as a Minutes & Communications Officer' on a 15 hours/ week contract.

RESOLVED: Bungay Town Council will begin forthwith to advertise a job vacancy with the title 'Minutes & Communications Officer' on a 15 hours/ week contract was proposed by Cllr. Dawes, seconded by Cllr. O'Neill and unanimously approved.

Signed by Chair 

Date 20/07/2023

TC-17- 15/06/2023 - **Next Town Council Meeting** - for Information.

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

Action Log:

Actions	Who	By When
Clerk to issue Committee Meeting Minutes for the Planning, Environment and Highways meeting held on the 8 th of June.	T.Clerk	June
Contact the Black Shuck Festival organizer and confirm the grant status, including requirement to provide detail on the spend.	T.Clerk	June
If available, provide name of EV charging point company to District Cllr. Hammond.	Cllr. Hinds	June/ July
Write to East Suffolk Council regarding vehicle type and emissions of Street Traders.	T.Clerk	June/ July
Clerk to investigate the number of Councillors required as members of the Bungay United Charities.	T.Clerk	May/ June
Prepare and submit audit materials in advance of the 'exercise of public rights', Monday 5 June – Friday 14 July 2023.	T.Clerk	May/ June
Write a letter of support (non-financial) to Bungay Medical Centre for their plans of expanding the practice.	T.Clerk	May/ June

Rosalind Barnett

Thursday, 17/7/2023

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

Signed by Chair



Date 20/07/2023

Bungay Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
55	10/05/2023		01. Unity Trust Bank		allotment rent	Richard Towell	E	4.99		4.99
94	07/06/2023		01. Unity Trust Bank		Office equipment	Red Dune Limited	S	0.67	0.13	0.80
95	07/06/2023		01. Unity Trust Bank		Electricity	EON Energy	L	68.08	3.40	71.48
96	07/06/2023		01. Unity Trust Bank		Electricity	EON Energy	L	58.23	2.91	61.14
99	28/06/2023		01. Unity Trust Bank		NORSE Contract	Waveney Norse	S	69.81	13.96	83.77
100	14/06/2023		01. Unity Trust Bank		Grounds equipment	Coopers	S	150.41	30.08	180.49
101	14/06/2023		01. Unity Trust Bank		Uniform	Warehouse 14	S	48.90	9.78	58.68
102	14/06/2023		01. Unity Trust Bank		Stationary	Warehouse 14	S	130.34	26.07	156.41
103	14/06/2023		01. Unity Trust Bank		Cleaning Supplies	Warehouse 14	S	4.95	0.99	5.94
104	14/06/2023		01. Unity Trust Bank		Expenses	Frances Betts	S	17.49	3.48	20.97
104	14/06/2023		01. Unity Trust Bank		Expenses	Frances Betts	S	55.75	11.15	66.90
104	14/06/2023		01. Unity Trust Bank		Expenses of planted areas	Frances Betts	S	33.29	6.66	39.95
104	14/06/2023		01. Unity Trust Bank		General Administration	Frances Betts	E	5.00		5.00
105	14/06/2023		01. Unity Trust Bank		Town Events	Waveney Norse	S	104.92	20.98	125.90
106	14/06/2023		01. Unity Trust Bank		Utilities	Wave - Anglian Water	Z	129.23		129.23
107	14/06/2023		01. Unity Trust Bank		Utilities	Wave - Anglian Water	Z	58.94		58.94
108	14/06/2023		01. Unity Trust Bank		Utilities	EDF Energy	L	23.70	1.19	24.89
109	14/06/2023		01. Unity Trust Bank		Utilities	EDF Energy	L	20.29	1.01	21.30
110	14/06/2023		01. Unity Trust Bank		Utilities	EDF Energy	L	2.15	0.11	2.26
111	14/06/2023		01. Unity Trust Bank		Utilities	EDF Energy	L	18.77	0.94	19.71
112	14/06/2023		01. Unity Trust Bank		Salaries	Salaries	X	6,406.59		6,406.59
115	14/06/2023		01. Unity Trust Bank		IT Support and Software	Red Dune Limited	S	66.00	13.20	79.20
119	14/06/2023		01. Unity Trust Bank		Town Events	Falcon Meadow	X	100.00		100.00
120	14/06/2023		01. Unity Trust Bank		Maintenance	Men's Sheds	X	50.00		50.00
121	14/06/2023		01. Unity Trust Bank		Maintenance	Bungay in Bloom	X	50.00		50.00
122	14/06/2023		01. Unity Trust Bank		Salaries - Ers NI conts	HMRC	X	1,831.76		1,831.76
123	14/06/2023		01. Unity Trust Bank		Salaries - Ers Pension Cc	Nest	X	595.13		595.13
124	14/06/2023		01. Unity Trust Bank		Foodbank	Emmanuel Church	E	78.00		78.00
125	14/06/2023		01. Unity Trust Bank		IT Support and Software	Red Dune Limited	S	100.00	20.00	120.00
126	14/06/2023		01. Unity Trust Bank		IT Support and Software	Red Dune Limited	S	1,200.00	240.00	1,440.00
127	14/06/2023		01. Unity Trust Bank		Telephone and Broadbar	Red Dune Limited	S	30.00	6.00	36.00
Total								11,513.39	412.04	11,925.43