

Bungay Town Council

Minutes of the March meeting of this Council held at the Community Centre, Upper Olland Street on Monday 19th March 2018 starting at 7.45pm.

Present : Clls Matthews, Lincoln, Adams, Barnes, Collins, Groom, Harnden, Lodge, O'Neill, Prior and Woods

Also in attendance were 3 members of the public.

1. To accept apologies

Apologies were received from Clls Fuller and Ritchie (SCC).

2. To note receipt of acceptance of office declarations from new members

The Clerk reported that declarations had been received from Clls Fuller and Lodge. Cll Matthews welcomed them to the Council.

3. Interests

Non Pecuniary Interests were declared by Clls Matthews and Woods in relation to the community centre (agenda item 16).

4. To approve the minutes of the meeting of the Council held on the 19th February 2018

These were approved subject to it being noted in relation to item 9 that leaflets had not been distributed to all households.

5. To receive public representations

A resident spoke about agenda item 14. She said that she was familiar with these units and had worked with pupils attending them. She said that these pupils did present a risk and a security fence and careful control of the pupils when they were arriving at and leaving the site was required. She deplored the very late notice given by SCC of the public event.

6. To receive a report from the County Councillor

Cll Ritchie's apologies had been noted.

Signed.....
Date.....

7. To receive correspondence

SCC re proposed security fence at Bungay Middle School site. It was noted that the plan would be considered by the Environment & Planning Committee.

WDC re Waveney Local Plan briefing for town and parish councils on 23rd March. Clls Matthews and O'Neill will attend.

Notice of road closure application on 22nd July for Antiques Street Fair.

BEBA about the need for a cashpoint after the proposed closure of Lloyds Bank on the 10th May and offering to work with the Council to achieve this.

Copy letter from Peter Aldous MP to Lloyds Bank about the proposed closure and related matters.

Business occupier about the condition of the pavement opposite the Market Place and the need for bollards to stop parking at this location. It was noted that this proposal had been referred to Cll Ritchie at an earlier date.

WDC giving notice of an appeal to grant planning consent DC/17/1347/FUL, 20 Broad St.

Bungay Black Dog Running Club re marathon on 8th April.

Beccles & Bungay SNT newsletter.

Notice of a town and council safeguarding conference to be held at Blackbourne Community Centre, Elmswell on 3rd May (2 sessions 9.30-12.30pm and 1.30pm and 4.30pm).

WDC Planning re acceptance of proposal for replacement composite front door, 6 Southend Road.

Bungay Festival Committee donation request; referred to Finance & General Purposes Committee.

8. To consider plans received, receive planning decisions from WDC and the Broads Authority and receive a report of a meeting of the Planning & Environment Committee held on Monday 5th March 2018

The following plans were considered:-

DC/18/ 0715/LBC, Mr C Townsend, listed building consent, replace 1 front downstairs and 2 rear upstairs windows at 18 Bridge St and 1 rear kitchen window at 16 Bridge St. Approval recommended.

DC/18/0984/FUL, Mr J Crickmore, provision of calf shed to rationalise existing arrangements, Fen Farm, Flixton Rd. Approval recommended.

A report of the Committee meeting was received.

9. To receive a report of a meeting of the Finance & General Purposes Committee held on Monday 5th March 2018

A report was received. It was agreed that a decision on the BEBA grant request to fund a tourist information guide be delegated to the April meeting of the committee. Other recommendations were approved.

Signed.....

Date.....

10. To receive a report of a meeting of the Grounds & Premises Committee held on the Monday 5th March 2018

A report was received and recommendations approved.

11. To receive details of the job description of the proposed new employee, to agree it and set a timetable for making the appointment

Following consideration by the Employment Panel Cll Lincoln had distributed a job description, a person specification and a draft time-line which indicated that the person would be in post by June 2018. These were agreed. Cll Lincoln advised that the hours to be worked and salary had not yet been decided but it was considered that the appointment may be 0.6 full time equivalent spread over 5 working days. The Employment Panel will report further on these aspects.

12. To agree provision of a basket swing for the Garden Close play area using section 106 funds designated for expenditure at this play area (cost approx £900)

This was agreed.

13. To review the Council's Risk Assessment document

A revised document was prepared by the Clerk and distributed. It was received and noted that data protection issues would have to be considered as part of the next review.

14. To receive a report on the proposed use by Suffolk County Council of the former middle school buildings in Hillside Road East as a Pupil Referral Unit and to consider the Council's response to this proposal

The SCC proposals were noted and considered. It was agreed that the following points be raised with SCC:-

Material and design of security fence and timing of its installation; residents concerns about students absconding; level of police awareness and incident response proposals; transport arrangements and daily admission of local attendees; lack of consultation with Council, residents and the county councillor and nomination of a council rep to proposed management committee.

15. To receive a financial update from the BNDP group and to agree group expenditure for the next quarter

Cll Prior gave a verbal report and distributed a spread-sheet. Grant money unspent at the end of March 2018 would have to be returned to the funder. He anticipated little expenditure in the next quarter. Further funds were available from WDC. A further grant application would be made when necessary. Cll Lodge reported that further expenditure would be incurred before the end of March 2018.

Signed.....
Date.....

16. To consider having meetings of the Council in alternate months at the Riverside Centre rather than the Community Centre

This was agreed.

17. To consider the Council's future budget setting process

It was agreed that committees would be asked to present expenditure proposals in October for the following financial year and that quarterly budget updates be provided. This would allow more time for consideration of the budget.

18. To consider whether audio recordings of Council Committee and Full meetings currently available and those of all future meetings shall be made publicly accessible by uploading them onto the Council website

This was not agreed.

19. To consider the appointment of a Lorry Watch scheme co-ordinator

It was agreed that clarification about the extent of the southbound HGV restriction and the area from which reports could be made should be established with SCC before a further appointment was considered.

20. To consider Council appointments to outside bodies where those appointed have resigned from the Council and to appoint a representative to attend RBL meetings to consider WWI 100 anniversary events

The following appointments were made:-

SALC, Cll Lodge; River Waveney Valley Trust, Cll Barnes, RBL WW1 anniversary events, Cll Lincoln.

It was noted that Cll Mathews and Woods as trustees could report from the Bungay Honey Pot Centre when required.

21. To appoint new members to standing committees and working parties of the Council

The following appointments were made:-

Environment & Planning Committee, Cll Lodge
Finance & General Purposes, Cll Fuller
Grounds & Property Committee, Cll Adams
Publications & website editors, Clls O'Neill and Prior
LCAS, Cll O'Neill

Signed.....

Date.....

22. To receive a report from the LCAS working party

Cll Lincoln had distributed a report containing proposed guidelines for improving internal communications and communications with the public. He asked members for comments and anticipated making a final report at the April full meeting.

23. To receive a report from the latest councillors surgeries

It was noted that Cll Woods had circulated a report. Cll Prior reported that he had contacted Waveney Norse.

24. To receive written reports from Council representatives

Cll Matthew reported that a Bungay Honey-pot committee meeting would take place on the 20th March, an earlier meeting having been postponed. It was reported that the RBL remembrance service would take place at 11am on the morning of 11th November 2018.

25. To receive reports from District Councillors

Cll Groom reported from the WDC Planning Committee on the refusal of consent for a housing development because of its proximity to a grade 1 listed church. Cll Woods reported WDC cabinet consideration of matters relating to council tax and universal credit and on consideration of ward proposals for the new single Suffolk Coastal/ WD Council. These issues would be determined finally by the Boundary Commission.

26. To receive balance details and approve cheques for payment

The following balances were reported:-

	£
Lloyds current account	60091.33
Lloyds instant access account	293.34
Lloyds 32 notice account	125000.00
Total	185384.67

Bungay Honey-pot Centre, food bank (S137), £40.00, hall hire £30.00, total £70.00; T S James, BNDP costs, £150.00; IRS Recruitment, litter-pick £371.95; Suffolk Association of Local Councils, expenses, attendance of Deputy CEO at meeting 19th February, £46.86; Norse Commercial Services Ltd, Riverside cleaning Dec - Feb, £550.75; NWG Business, water charges, Riverside, £774.02; P Morrow, balance salary £896.18, reimbursed expenses, £194.76, total £1090.94; HMRC, PAYE and NIC, balance 17/18, £1998.00; Sprake & Kingsley client account, donation re BBDRC land purchase, £1000.00.

Signed.....
Date.....