



BUNGAY TOWN COUNCIL

Minutes of the **Council Meeting** held on **Thursday 18th October 2018** at 7.00 pm
in Riverside, The Staithe, Bungay.

Members:	Cllr. M Lincoln (Mayor)	Cllr. S. Collins (Deputy Mayor)	Cllr. J. Adams
	Cllr. J. Blowers O'Neill,	Cllr. G. Bradley	Cllr. J. Fuller
	Cllr. J. Groom	Cllr. L. Harnden	Cllr. K Lodge
	Cllr. D. O'Neill	Cllr. R Prior	Cllr. R Marshall
	Cllr. S. Woods	Cllr. S Thompson	Cllr. E Samkin

Also present: Karen Forster, Clerk/RFO Bungay Town Council & 1 member of the public

056/18 Apologies for Absence

Apologies received from Cllr. Harnden & Cllr. Samkin. **It was unanimously RESOLVED to accept the apologies.**

057/18 Declaration of Interest & Requests for Dispensations

There were no declarations of interest.

058/18 To Approve the Outstanding Minutes

The minutes of the meeting 25th September 2018 were presented for approval. Two amendments were made – The wording of 040/18 was amended to be Election of two new Councillors and item 048/18 was amended to read for “the appointment of a total maximum of 2 people”. These amendments were agreed and the Chairman signed the changes. **It was unanimously RESOLVED to accept the minutes as amended which were duly signed by the Mayor**

059/18 Public Forum

A member of the public raised a number of concerns regarding Lower Olland Street. He stated that there were a number of cars using it as a race track late at night and that there were large lorries on the road all night long. He said that he was speaking on behalf of a number of residents and that they were being constantly disturbed at night. He asked for traffic calming and what Council could do with Lorry Watch.

The Mayor thanked him for his comments and said that this would be reviewed at future meeting of the Highways and Transport committee. **NOTED**

060/18 County Councillor Report

A report from County Councillor Ritchie had been previously circulated and he had sent his apologies. **NOTED**

061/18 District Councillors Report

Both District Cllrs. Woods & Groom reported that as there had been no meeting of Waveney District Council, they had nothing to report.

062/18 To Adopt the Terms of Reference for the new committee

The Terms of Reference from the Highways & Transport, Communications, Environment & Planning, Legal & Finance, Grounds, Premises & Amenities were reviewed. Highways and Transport required a typo change.

It was unanimously RESOLVED to adopt the Terms of References with the agreed amendment to Highways & Transport.

063/18 Emergency Plan

The Mayor asked the Clerk to clarify the Emergency Plan. She explained that this was a plan where, in the case of a severe emergency such as flooding, major fire, lack of power, snow disruption, a chain of command would ensure that people were kept informed, supplies provided etc. This would include



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members of the public, what they could do to help in an emergency, safe places of refuge and the identification of vulnerable people.

This is created in conjunction with District Council. Cllr. Groom, Cllr. Thompson and Cllr. Lincoln all volunteered to create the Emergency Plan. The Clerk is to find out and circulate further information. **NOTED.**

064/18 CCTV

The Mayor confirmed that the January 2018 minutes stated that the installation of the CCTV was agreed in principle.

There had been no progress since then, however, now that Council were based in Broad Street there was now a place where the monitoring cameras could be located and the project will now proceed with the following.

- There will be a privacy impact statement on every camera positioned.
- A review of where cameras are to be positioned will now take place and they will be regularly reviewed afterwards. The Police will be consulted about the proposals.
- It would not be a continuously monitored system
- A policy would be in place regarding privacy including how long the data would be retained, who had access and training for those who have access.

Discussions proceeded from Councillors regarding understanding whether there would be any costs in the transactions with the police and using it for monitoring anti-social behaviour in relation to vehicles and lorries that contravene the Lorry Watch, particularly in Broad Street. There were concerns expressed regarding the intrusion into privacy. Cllr. Thompson, who has experience in this area, stated that review and access to the data would only be as a reaction to a crime.

The Clerk is to begin discussions with potential suppliers and the police. **NOTED**

065/18 Financial Reports

- a) **It was unanimously RESOLVED to approve the payments of £6,061.83. as presented.**
- b) The Clerk presented a statement of accounts, showing the performance against the reforecast. There were no questions. She explained that the insurance had been increased due to the contents at Broad Street and the new computers. **NOTED**
- c) The Clerk had received a request from the Bungay Christmas Lights committee to release the grant of £2,500 for the lights. This was in accordance with the reforecast. **It was unanimously RESOLVED to release the grant.**
- d) **Audit Report** The External Audit report for 2017-18 had been received. There were two issues raised which related to dates on the submitted Annual Governance and Accountability Return and the date on the exercise of public rights. As a consequence, the 2018-19 submission will require that the question regarding Council having made proper provision regarding public rights is to be answered No. The External Auditors issued the certificate. **NOTED**

It was unanimously RESOLVED to accept the audit report and council determined that it was not necessarily to implement a correction plan, however, more care should be taken in checking the information submitted in future years.

The Clerk confirmed that the Notice of Conclusion of Audit Annual Return for the year ended 31st March 2018 had been published on the website and notice boards.

066/18 Broads Society

It was unanimously RESOLVED to join the Broads Society. **NOTED**

067/18 NDP Report

Cllr. Lodge reviewed the NDP report, previously circulated. He stated that he would like to offer presentations of the work of the NDP to Full Council and Environment & Planning Committees. This was welcomed by Council. **NOTED**

068/18 Mayors Report

Signed _____

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Date _____



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The Mayors report had previously be circulated. There were no comments.

069/18 Reports from Committees

It was unanimously RESOLVED to receive the minutes of the reports from the following committees:
Finance & General Purposes 13/9, Environment & planning 13/9, Communications 27/9

070/18 Reports from the latest Councillors Surgeries

The reports from the latest Councillor's surgeries had been circulated. **NOTED**

071/18 Reports from the Council Representatives

A written report from Pride in Bungay had been received from Cllr. Prior. There were no further comments. **NOTED** A report from BEBA had not been received.

072/18 In accordance with the Public Bodies (admission to meetings) act 1960 a motion was proposed to exclude the public and press for discussions regarding personnel matters. **It was unanimously RESOLVED to accept the proposal.**

The meeting closed at 8.19 pm.

Karen Forster
Interim Clerk to Bungay Town Council,
1a, Broad Street, Bungay, NR35 1EE

Signed _____

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Date _____