

MINUTES OF THE ESTABLISHMENT AND POLICY COMMITTEE MEETING HELD ON

THURSDAY 14th JANUARY 2021 AT 7.00pm (remotely via Zoom)

Present:

- Cllr. Sulman (Chair)
- Cllr. Bowman (Vice-Chair)
- Cllr. Busuttil
- Cllr. Bristow
- Cllr. Leaman
- Cllr. Power
- Cllr. Shipp

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received and accepted from Cllr. Peachey.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. Shipp – West Suffolk District Council.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 12th NOVEMBER 2020 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** that the Members present approve the minutes of the meeting, and authorise the Chairman to sign the same proposed by Cllr. Shipp and seconded by Cllr. Bristow. All in favour.

4. PUBLIC PARTICIPATION

None

5. GENERAL MATTERS

Signed:

Date:

5.1 UPDATE FROM TOWN MANAGER REGARDING ACTION SHEET

The Town Manager gave a brief report on the sheet and the Members present agreed that the items were substantially reduced. The report was **NOTED**.

5.2 TO CONSIDER A REPORT REGARDING FISHING PERMITS

The report already circulated was opened for discussion.

Cllr. Bowman gave a brief update regarding the history of the administration fee which was agreed to be waived in 2017.

Cllr. Shipp gave a report drawing on his experience as a lifelong angler. He also agreed on the issue of the fee waiver. He reported that Rod Licences as issued by the Environment Agency are for two rods and applied to anybody over 12. These are a legal necessity.

Cllr. Shipp also agreed that the West Suffolk Council regulations would be a good document to base bespoke rules for the Town Council. It was **AGREED** that Cllr. Shipp would work with the Town Manger to create a draft version of these. This to be complete in time for the start of the new angling season which begins on 16th June 2021. This to be represented to the March meeting of this committee. Proposed by Cllr. Sulman and seconded by Cllr. Shipp, all in favour.

It was also **AGREED** that Lark Angling and Preservation Society should be approached for their help with establishing water bailiffs, with possible grant funding.

Cllr. Busuttil also suggested that the matter to also be a possible article for the Mildenhall Messenger. This also to be communicated by updating signs along the relevant parts of the riverbank.

5.3 TO CONSIDER A WAY FORWARD REGARDING THE COUNCIL'S RESPONSIBILITY CONCERNING THE RIVERBANK

The report was presented and opened for discussion. Cllr. Sulman also gave a brief verbal report on the history of the matter.

Cllr. Bowman also commented that the impact on the Council owned land would be one of amenity and that this might be better served by being overseen by the Amenities and Operations Committee.

Cllr. Power also gave a brief report on the project also being discussed by the Cleaner, Greener, Safer Working Group and how this might be impacted by the Wet Brecks Project.

Cllr. Bowman also commented that the lower river levels might lead to the potential for inlets or lower access arrangements to the river and this might be at a cost to the Town Council in the future.

Cllr. Sulman also gave a history as to why the reserves had been set at the current level due to a previous report from the Environment Agency which indicated that the work would be necessary at this cost.

Cllr. Shipp also commented that the Wet Brecks Project had full funding, but that the impact of this project might lead to lower water levels of the river but possibly not the Jubilee Field due to the water table being much higher lately.

It was then **AGREED** to move this item to the Amenities and Operations Committee and to invite a representative from the Environment Agency to give a presentation. All in favour.

5.4 VERBAL UPDATE REGARDING THE CHILDREN'S CENTRE

The Town Manager gave an update regarding the lease arrangement with Suffolk County Council which was confirmed as expiring in 2023. Also detailed were the impact on the recharge arrangement which would be substantially less if the service moves out as proposed in April of 2021. Although this is not definite as yet due to the ongoing Covid-19 health crisis.

6. POLICY MATTERS

6.1 TO CONSIDER AND RECOMMEND TO THE FULL TOWN COUNCIL THE ENVIRONMENTAL POLICY AND STATEMENT

Cllr. Sulman requested clarification on how the point regarding seeking local contractors would impact any quotes or tendering procedures, which the Town Manager answered.

Cllr. Shipp requested that an item be added which details how this will be monitored and managed, possibly with an annual report to the Full Town Council. This was **AGREED** to be added.

It was then **RESOLVED** to **RECOMMEND** to the Full Town Council the adoption of the policy with the suggested changes. Proposed by Cllr. Bowman, seconded by Cllr. Leaman. All in favour.

6.2 TO CONSIDER AND RECOMMEND TO THE FULL TOWN COUNCIL THE BIODIVERSITY POLICY

It was **RESOLVED** to **RECOMMEND** to the Full Town Council the adoption of the policy with no changes. Proposed by Cllr. Bristow, seconded by Cllr. Power. All in favour.

6.3 TO CONSIDER AND RECOMMEND TO THE FULL TOWN COUNCIL THE KINGSWAY CLOSED CEMETERY MAINTENANCE STRATEGY

Cllr. Bowman commented that the detail regarding reopening of closed cemeteries was unlikely to happen in the Town, particularly with the proposed cemetery extension project.

Cllr. Shipp requested clarification on the ownership of the individual plots. The Town Manager said that this would rest with the families of the deceased whilst feasible and then ultimate responsibility for upkeep would rest with the Town Council.

Cllr. Bowman requested that the Memorial Policy be added to the Action Plan.

Cllr. Shipp questioned the responsibilities surrounding training and the possible topple testing which would result. He also questioned the current maintenance schedule as being accurate. The Town Manager promised to speak to the Head Groundskeeper about this.

Cllr. Power suggested that any adoption of the strategy be postponed until the approved Disability Access Audit and Ecology Survey is complete and presented. The Town Manager gave the dates of these.

Cllr. Bowman also requested that the remedial work also be completed in this time and that the matter be represented in the March meeting of this committee. It was then **RESOLVED** to represent this paper to this committee in the March meeting with results from the surveys. Proposed by Cllr. Bowman and seconded by Cllr, Power, all in favour.

7. EXCHANGE OF INFORMATION

The Town Manager gave a verbal update regarding the Vaccination Centre currently operating from the Jubilee Centre. He also answered questions on security, police presence, electricity costs and income.

8. TO SET THE DATE AND TIME OF THE NEXT MEETING

Signed:

Date:

This was set for Thursday 18th March 2020 at 7pm.

The meeting then closed at 8.15pm.

Signed:

Date: