



**MINUTES OF THE MEETING OF MILDENHALL HIGH TOWN COUNCIL**

**REMOTELY VIA ZOOM**

**Thursday 10<sup>th</sup> December 2020 – 7pm**

Present:

Cllr. Alecock	Cllr. Martin
Cllr. Bowman	Cllr. Neal
Cllr. Bristow	Cllr. Power
Cllr. Busuttil	Cllr. Sulman
Cllr. Leaman	Cllr. Sykes
Cllr. Littlechild	

Also in attendance: Mr. M Knight (Town Manager), County Councillor L. Busuttil.

**098. APOLOGIES AND ACCEPTANCE FOR ABSENCE**

Apologies were accepted from Cllr. Bloodworth, Peachey and Roman.

**099. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr. Shipp: West Suffolk District Council.  
Cllr. Alecock: West Suffolk District Council.  
Cllr. Neal: West Suffolk District Council

**100. TO RECEIVE APPROVAL OF MINUTES OF THE FULL TOWN COUNCIL MEETINGS HELD ON 26<sup>th</sup> NOVEMBER 2020 FROM THOSE MEMBERS PRESENT AT THE MEETING**

Cllr. Busuttil presented the minutes. It was also agreed that an exempt section would be added to this meeting in order to approve the confidential minute from the meeting of the 26<sup>th</sup> November 2020. All were in agreement.

It was **RESOLVED** to adopt the minutes from the 26<sup>th</sup> November 2020 as presented. Proposed by Cllr. Power and seconded by Cllr. Alecock. All in favour.

Signed:.....

Dated:.....

**101. PUBLIC PARTICIPATION**

None.

**102a. REPORT FROM THE MAYOR**

Cllr. Busuttil reported that she had recently attended a yuletide immersion event at RAF Mildenhall on Zoom which involved a presentation and the opportunities to ask questions.

**102b. REPORT FROM THE DEPUTY MAYOR**

Cllr. Shipp had nothing further to report.

**103. REPORT FROM COUNTY COUNCILLOR**

County Cllr. L Busuttil took questions regarding the resurfacing of Kings Street and if there had been any update on when these works would be carried out. It was reported as being scheduled for the 25<sup>th</sup> February 2021.

County Cllr. L Busuttil then left the meeting at 7.09pm.

**104. REPORT FROM DESIGNATED DISTRICT COUNCILLOR**

Cllr. Neal reported that the operational hub in Bury had recently won two industry awards for Community Engagement and the Physical Structure. There was also an art exhibition in Bury featuring many contemporary artists exhibiting in some cases for the first time in this country.

The Greener Homes Grants for up to £5,000 per home were also being rolled out.

Parking enforcement continues with 443 patrols resulting in 92 tickets, with income from these going to residential policing zones in Newmarket and Bury.

Extra markets are also being held over the Christmas period in Newmarket and Bury with a few stalls also trading on Christmas Eve.

Cllr. Bowman asked about if the fines issues for car parking covered the cost of the enforcement. It was reported that it was, with small profits being invested into enforcement zones which have been identified as in need of attention.

Cllr. Bowman also asked if Mildenhall would be able to have a Christmas market in 2021, Cllr. Neal was confident that there would be.

Signed:.....

Dated:.....

Cllr. Power asked for more details on the Greener Homes initiative, which were reported as being on the West Suffolk Council website.

Cllr. Shipp also gave more information on the markets which will be discussed and an Overview and Scrutiny Committee meeting in March 2021, and will also involve problems identified arising from Covid-19.

Cllr. Busttil also expressed an interest in the artists exhibiting in Bury, and hoped that Mildenhall might benefit from more involvement in this area.

#### **105. REPORT FROM RAF MILDENHALL BASE**

No representative was in attendance.

#### **106. FINANCIAL MATTERS 2020/21**

##### **106.1 To receive and note the bank reconciliation up to 30<sup>th</sup> November 2020**

It was **RESOLVED** to accept the figures as presented. Proposed by Cllr. Bowman, seconded by Cllr. Power, all in favour.

##### **106.2a Approval of Accounts – Payments – 16<sup>th</sup> November 2020 to 4<sup>th</sup> December 2020**

It was reported that in the future all payments will be reported as one complete month for clarity. It was also **AGREED** that most payments showing were contractual payments in respect of direct debits which were already approved.

Further that the Town Manager already had authority under the Financial Regulations to incur expenditure up to £500 with any costs over that amount to be brought before the Full Council. Therefore all payments were already approved before the payments schedule was presented.

It was **RESOLVED** to approve the payments, proposed by Cllr. Bowman, second by Cllr. Sykes, all in favour.

##### **106.2b Approval of Accounts – Receipts – 16<sup>th</sup> November 2020 to 4<sup>th</sup> December 2020**

It was **RESOLVED** to approve the receipts, proposed by Cllr. Bowman, second by Cllr. Leaman, all in favour.

Signed:.....

Dated:.....

**106.3 To receive the list of current debtors to the Town Council**

The document was received and **NOTED** with no current debtors to the Town Council. However, it was noted that the Suffolk County Council recharge had not yet been received and would appear on the sheet next month if not received by then.

**106.4 To receive the certificate for the end of the external audit**

The document was presented and the Town Manager reported that it was demonstrably unacceptable coming as it did, extremely late, in the wrong name and information already submitted not being taken into account.

It was **AGREED** to withhold payment for this until the auditor corrected their errors. Proposed by Cllr, Sykes, seconded by Cllr. Power all in favour.

**107. FINANCIAL MATTERS 2021/2**

**107.1 To receive and approve the proposed budget for the Full Council for the 2021/2 financial year.**

Cllr. Sulman gave a brief report on the figures presented and the process which would follow.

The 2021/2 budget was **AGREED** at a total amount of £277,428.34 (£346,646.94 being expenditure, offset by £69,218.60 of projected income). Proposed by Cllr. Sulman, seconded by Cllr, Busutil, all in favour.

It was **AGREED** that the precept should be set at an amount which would incur a 0% increase. The exact figures to be circulated to all members once the tax base is received from West Suffolk Council. Any extra funds needed for revenue matters in the 2021/2 financial year to be taken from the Contingency Reserves. Proposed by Cllr. Sulman, seconded by Cllr. Shipp, all in favour.

It was then **RESOLVED** to authorise the Mayor and the Town Manager to sign the precept request form with the figures necessary to incur a 0% increase to the taxpayer. Exact figures to be circulated once known. Proposed by Cllr. Sulman, seconded by Cllr, Bowman, all in favour.

(On the 16<sup>th</sup> December 2020 the tax base was released at 2,165.91. The Town Council was also awarded a maintenance grant of £5,404 which resulted in a precept request of **£231,250**.)

The resultant deficit of £40,775 to be taken from underspends from the current year

and the reserves as appropriate.)

**108. GENERAL MATTERS**

**108.1 Update from Town Manager regarding Action Sheet**

The document was presented and **NOTED** with no questions being asked.

**108.2 To consider and approve a contractor for CCTV provision**

The Town Manager presented the quotes and figures contained in the written report already circulated with his recommendation being contractor one.

Questions were asked on the need for a monitor, the need for a service contract and the impact on our insurance.

A brief discussion also took place on the legal aspects of viewing and accessing the images which the Town Manager answered.

It was then **RESOLVED** to appoint contractor one and for the Town Manager to action this immediately. Proposed by Cllr. Sykes, seconded by Cllr. Power, all in favour.

**108.3 To consider and approve any alterations or updates to the 2019/23 Strategic Plan**

The document was presented and it was **AGREED** that the issue on the SWOT analysis regarding the closure of the USAF base would be removed as it was no longer a threat until after the time period covered by this plan.

It was also **AGREED** that the section detailing working groups and standing committee needed to be revised in light of the Annual Town Council meeting in July 2020.

**108.4 To consider and approve any alterations or updates to the 2019/23 Action Plan**

The report was presented and it was **AGREED** to add the cleaning and maintenance of the War Memorial and the Twinning with Frickenhausen in Germany to the list.

The Town Manager also gave a brief report on how the medium level priorities would be dealt with by the committees in 2021.

Signed:.....

Dated:.....

**108.5 To receive the quarterly LCRS Risk Assessment report**

The Town Manger presented the paper which now only had one outstanding action point on it regarding website training which would be addressed in the new year.

It was **AGREED** to **NOTE** the document. Proposed by Cllr. Busuttil, seconded by Cllr. Shipp, all in favour.

**109. PLANNING COMMTEE**

**109.1 To note the minutes of the meetings held on the 8<sup>th</sup> December 2020**

There were no questions and it was **RESOLVED** to note the minutes of the meeting. Proposed by Cllr. Leaman, seconded by Cllr. Bowman, all in favour.

Cllr. Shipp also reported on the Constitution Review Group at West Suffolk Council regarding a discussion on prejudice and prejudgement and how this pertains to planning matters for local councils. Members were asked to bear this in mind when discussion applications, particularly large ones.

**110. CLEANER, GREENER, SAFER WORKING GROUP**

**110.1 To receive the notes from the meeting of this group from the 7<sup>th</sup> December 2020**

Cllr. Power presented the notes and gave a verbal report on the recent meeting. It was unanimously **AGREED** to **ACCEPT** the notes as presented with one alteration regarding the circular bench in the precinct.

**111. EXCHANGE OF INFORMATION**

Cllr. Power wished all present a very Happy Christmas.

Cllr. Bowman requested clarity over the fishing rights on the Jubilee Field, it was agreed that this would be on the agenda of the next meeting of the Establishment and Policy Committee in January.

Cllr. Bowman also requested that the upcoming section 106 agreement be discussed at the next meeting of the Facilities Review Group and for the next meeting of the Cemetery Extension Group involve a discussion regarding alterations to the tendering documents if necessary.

Signed:.....

Dated:.....

Cllr. Leaman gave an update on the resurfacing of the Kings Street resurfacing which was confirmed as 25<sup>th</sup> February 2021. He also requested the offer regarding the Swimming Pool be discussed at the Facilities Review meeting.

Cllr. Neal reported on a matter regarding people using metal detectors and digging equipment on the Jubilee Field.

Cllr. Busuttill gave an update on a recent meeting with Inspector Mark Shipton which covered ASB in the town centre and thefts of catalytic converters.

The Town Manager gave an update on staffing cover for the Christmas period.

Cllr. Busuttill also suggested a photo competition and the possible production of a 2022 calendar for the Communications and Events committee to progress, much like local businesses have done.

**112. Date of Next Full Council Meeting**

This next meeting of the Full Council will be on 28<sup>th</sup> January 2021 at 7pm, location depending on government guidelines.

It was then unanimously **AGREED** to move into a confidential session to approve the confidential section of the minutes of the 26<sup>th</sup> November 2020.

These minutes were proposed by Cllr. Bowman, seconded by Cllr. Sulman, all in favour.

The meeting then closed at 8.28pm.

Signed:.....

Dated:.....