



MINUTES OF THE MEETING OF MILDENHALL HIGH TOWN COUNCIL
FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Thursday 26th May 2022 – 7pm

Present:

Cllr. Alecock	Cllr. Neal
Cllr. Bristow	Cllr. Peachey
Cllr. Busuttil	Cllr. Shipp (Mayor)
Cllr. Bloodworth	Cllr. Sulman
Cllr. Leaman	Cllr. Sykes
Cllr. Peachey	

Also in attendance were the Town Manager and two members of the public.

020. APOLOGIES AND ACCEPTANCE FOR ABSENCE

All were present, however the Town Manager reported on the resignation of Cllr. Martin which had recently been received.

021. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. Alecock: West Suffolk District Council.

Cllr. Shipp: West Suffolk District Council.

Cllr. Neal: West Suffolk District Council.

022. TO RECEIVE APPROVAL OF MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 28th APRIL 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes from the 28th April 2022 as presented. Proposed by Cllr. Sykes and seconded by Cllr. Busuttil. All in favour.

023. PUBLIC PARTICIPATION

Sq. Leader Andy Bell reported that he was new in the role and was sorry that the base had not sent a representative to Full Town Council meetings for some time.

It was also reported that activities at the base remain busy due to the current situation in Ukraine. But that a no fly was in place for the upcoming Platinum Jubilee weekend from 11pm on Wednesday 1st June to 6am Tuesday 7th June.

It was also reported that promised funding in order to keep the base open was now coming in, and that the redesign of the gate on West Row road was now in train and would be

completed in the next four weeks with a meeting with Suffolk Highways due to take place soon to address obstruction issues.

There were also lots of jobs being advertised on the base with advice on transport to and from the base also being offered.

Cllr. Neal asked if the growth of personnel on the base was remaining stable with the split between living on or off site. Sq. Leader Bell replied that figures were remaining stable and that the base remained of high strategic importance.

024a. REPORT FROM THE MAYOR

Cllr. Shipp handed over to Cllr. Busuttil for this item who reported that she had attended the recent Annual Town Meeting and been a torch bearer in the Festival of Suffolk relay route.

024b. REPORT FROM THE DEPUTY MAYOR

Cllr. Shipp reported that as well as attending the Annual Town Meeting he also attended the West Suffolk Chairs final meeting of the civic year.

025. REPORT FROM COUNTY COUNCILLOR

County Cllr. L. Stanbury was not in attendance.

026. REPORT FROM DESIGNATED DISTRICT COUNCILLOR

Cllr. Neal reported that the grass cutting was on schedule despite problems with the weather, staffing levels, machinery and sickness levels.

It was also reported that the Annual District Meeting returned Cllr. Mike Chester as Chair with Cllr. John Griffiths as Leader of the Council.

It was also reported that the consultation exercise for the West Suffolk Local Plan was due to begin on the 26th May and last until the 26th July with a meeting at the Mildenhall Hub on the 25th June from 9am to 4.30pm where local residents could attend and make sure their views are heard and taken into account for this large policy which would shape the area up until 2040.

Finally it was reported that the Mildenhall Hub won the East of England RICS award.

Cllr. Leaman asked if there were any benches planned to be installed for the St. John's play area, and this was confirmed.

027. REPORT FROM POLICE

Cllr. Shipp reported that the recent meeting with Inspection Lyon had not gone ahead due to annual leave, but Members were encouraged to send in their questions and concerns to the Town Manager and report any crime they have knowledge of via the appropriate channels.

028. FINANCIAL MATTERS 2022/23

028.1 To receive and note the bank reconciliation up to 30th April 2022

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

028.2a Approval of Accounts – Payments – 1st to 30th April 2022

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

028.2b Approval of Accounts – Receipts – 1st to 30th April 2022

It was **RESOLVED** to approve the receipts, proposed by Cllr. Busuttil, seconded by Cllr. Bloodworth, all in favour.

028.3 To receive the list of current debtors to the Town Council

The document was received and **NOTED** with two invoices totaling £8,332 being owed to the Town Council.

028.4 To receive and note the Earmarked Reserves

It was **RESOLVED** to note the Earmarked Reserves. The £15,000 payment from the Riverbank Reserve was confirmed as being the contribution payment for the replacement of the Mallards Bridge. Proposed by Cllr. Busuttil, seconded by Cllr. Peachey, all in favour.

029. GENERAL MATTERS

029.1 Update from Town Manager regarding Action Sheet

The document was presented and **NOTED**. No questions were asked, but thanks were extended to Cllr. Sulman and the newly appointed Assistant Groundskeeper and volunteers for all their hard work in the Mildenhall in Bloom planting.

029.2 Verbal Update on Lark in the Park

Cllr. Shipp reported that a Beacon Lighting was planned for Thursday 2nd June at 9.45pm with the new beacon being installed on Monday 30th May, the lighting would be preceded with local schools singing the national anthem and the reading of a proclamation with fireworks after.

On Sunday 29th May the town would be decorated with bunting to go with the already completed Mildenhall in Bloom planting.

The traditional, but Platinum Jubilee themed, Lark in the Park would run on Sunday 5th June from 11am to 4pm involving local groups, the funfair and food vendors with a local business running an afternoon tea service. All Councillors were encouraged to attend and publicise both events.

029.3 To approve the quote for the Christmas Tree

It was **AGREED** not to **ACCEPT** the quote presented of £1,525 and instead contact other companies to obtain a more reasonable one. Proposed by Cllr. Busuttil, seconded by Cllr. Peachey, all in favour.

029.4 To consider a donation to the West Suffolk Citizens Advice Bureau

It was **AGREED** that Cllr. Busuttil would attend the next meeting of the group to find out what the request for funds was for and how it would benefit Mildenhall, all in favour.

029.5 To note the minutes from the Annual Town Meeting

The minutes were presented and Cllr. Sulman questioned the availability of the 2021 minutes prior to adoption on the night. It was **AGREED** that both sets of minutes would be circulated in good time and be available in hard copy on this night itself before the 2023 meeting in order to be formally adopted.

029.6 To receive an update regarding the Sunnica Energy Farm Development

The Town Manager explained that in between the April and May meeting an application to delay the process by two weeks had been received by Sunnica. As this did not involve new information or a change in policy from the Town Council a management decision was made in consultation with the Mayor and Deputy Mayor to respond agreeing to this.

030. PLANNING COMMITTEE

030.1 To receive the minutes from the meeting of this committee from the 10th May 2022

It was **RESOLVED** to accept the minutes, proposed by Cllr. Leaman, seconded by Cllr. Sykes, all in favour.

031. ESTABLISHMENT AND POLICY COMMITTEE

031.1 To receive the minutes from the meeting of this committee from the 5th May 2022

It was **RESOLVED** to accept the minutes, proposed by Cllr. Sulman, seconded by Cllr. Alecock, all in favour.

031.2 To approve the following Council policies:

It was **RESOLVED** to adopt the policies detailed below en bloc with the changes detailed below. All in favour.

031.2.1 To approve the Code of Conduct

It was then **RESOLVED** to adopt the Local Government Association Code of Conduct. Proposed by Cllr. Sulman, seconded by Cllr. Alecock, all in favour.
It was then **RESOLVED** to adopt the policies detailed below en bloc with no changes. Proposed by Cllr. Busuttil, seconded by Cllr. Bristow. All in favour.

031.2.2 To approve the Standing Orders

It was **RESOLVED** to adopt the document with no changes.

031.2.3 To approve the Financial Regulations

It was **RESOLVED** to adopt the document with no changes.

031.2.4 To approve the Lone Working Policy

It was **RESOLVED** to adopt the document with no changes.

031.2.5 To approve the Staff Handbook

It was **RESOLVED** to adopt the document with no changes.

031.2.6 To approve the Complaints Policy

It was **RESOLVED** to adopt the document with no changes.

031.2.7 To approve the Risk Management Strategy

It was **RESOLVED** to adopt the document with no changes.

031.2.8 To approve the Health and Safety Policy and Statement

It was **RESOLVED** to adopt the document with no changes.

031.2.9 To approve the Safeguarding Policy

It was **RESOLVED** to adopt the document with no changes.

031.2.10 Business Continuity Plan

It was **RESOLVED** to adopt the document with no changes.

031.2.11 Media Communications Plan

It was **RESOLVED** to adopt the document with no changes.

031.2.12 Full Council Functions

It was **RESOLVED** to adopt the document with no changes.

031.2.13 Scheme of Delegation to the Town Manager

It was **RESOLVED** to adopt the document with no changes.

- 032. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**

This was so **RESOLVED**. One member of the public left the meeting at 7.40pm, the Councillors present thanked them for their attendance.

034. EXCHANGE OF INFORMATION

None.

035. Date of Next Full Council Meeting

This next meeting of the Full Council will be on 30th June 2022 at 7pm, in the Fenland Room of The Pavilion.

033. To receive approval of confidential minutes of the Full Town Council Meeting held on 28th April 2022

It was **RESOLVED** to adopt the confidential minutes from the 29th April 2022 as presented. Proposed by Cllr. Busutil and seconded by Cllr. Leaman. All in favour.

The meeting then closed at 7.42pm.