



**MINUTES OF THE MEETING OF MILDENHALL HIGH TOWN COUNCIL**  
**MAIN HALL, THE JUBILEE CENTRE, RECREATION WAY, MILDENHALL**

**Thursday 28<sup>th</sup> October 2021 – 7pm**

Present:

Cllr. Bloodworth	Cllr. Littlechild
Cllr. Brotchie	Cllr. Neal
Cllr. Bristow	Cllr. Shipp (Deputy Mayor)
Cllr. Leaman	

Also in attendance was the Town Manager.

**101. APOLOGIES AND ACCEPTANCE FOR ABSENCE**

Apologies were accepted from Cllrs. Alecock, Bowman, Busuttil, Roman and Sulman.

Apologies were not received from Cllrs. Martin, Peachey or Sykes.

**102. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr. Shipp: West Suffolk District Council.

Cllr. Neal: West Suffolk District Council.

It was also **RESOLVED** to grant Cllr. Roman a further three-month dispensation to not attend Council meetings due to the nature and extent of his recent injury. The Town Manager to communicate this to Cllr. Roman, all in favour.

**103. TO RECEIVE APPROVAL OF MINUTES OF THE FULL TOWN COUNCIL MEETINGS HELD ON 30<sup>th</sup> SEPTEMBER 2021 FROM THOSE MEMBERS PRESENT AT THE MEETING**

It was **RESOLVED** to adopt the minutes from the meeting on the 30<sup>th</sup> September 2021 with

Signed:.....

Dated:.....

some grammatical changes. Proposed by Cllr. Shipp and seconded by Cllr. Leaman. All in favour.

**104. PUBLIC PARTICIPATION**

None.

**105a. REPORT FROM THE MAYOR**

Cllr. Busuttil was not in attendance.

**105b. REPORT FROM THE DEPUTY MAYOR**

Cllr. Shipp reported that he recently attended a memorial service and wreath laying ceremony to mark the death anniversary of HH Maharajah Duleep Singh who lived at Elveden Hall.

**106. REPORT FROM COUNTY COUNCILLOR**

County Cllr. L. Stanbury was not in attendance.

**107. REPORT FROM DESIGNATED DISTRICT COUNCILLOR**

Cllr. Shipp reported that he had recently attended a briefing on the west Mildenhall development on the 2<sup>nd</sup> November which addressed the access to the Mildenhall Hub and links to other existing developments and related transport links. Issues with the access splay were also addressed.

Also discussed were the recent changes to the opening of the bus station with extra shelter being considered for the outside of the building and access to the toilet facilities still available.

Work has also been conducted on the Trevor Haggard Gardens by West Suffolk Council with more committed for the future and the retention of the name assured.

Cllr. Littlechild raised concerns over sirens and the speed of emergency vehicles at the Mildenhall Hub and it was agreed that this would be raised with Inspector Mark Shipton.

**108. REPORT FROM POLICE**

Cllr. Shipp reported that the recent meeting with Inspector Shipton did not take place due to his work commitments. The Members present were encouraged to submit any issues via the Town Manager.

Signed:.....

Dated:.....

**109. REPORT FROM RAF MILDENHALL BASE**

Sq. Leader Balmer was not in attendance.

**110. FINANCIAL MATTERS 2021/22**

**110.1 To receive and note the bank reconciliation up to 30<sup>th</sup> September 2021.**

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

**110.2a Approval of Accounts – Payments – 1<sup>st</sup> to 30<sup>th</sup> September 2021**

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

**110.2b Approval of Accounts – Receipts – 1<sup>st</sup> to 30<sup>th</sup> September 2021**

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

**110.3 To receive the list of current debtors to the Town Council.**

The document was received and **NOTED** with one hirer being in debt to the Council at an amount of £80.

**110.4 To receive the second quarter figures for the 2021/2 financial year (1<sup>st</sup> July to 30<sup>th</sup> September 2021)**

The second quarter performance against budget figures were **NOTED** and accepted..

**110.5 To discuss and agree a possible donation to the Royal British Legion**

The donation was discussed and Cllr. Leaman proposed a donation of £200, there was no seconder. Cllr. Neal then proposed a donation of £300, seconded by Cllr. Bloodworth.

The second proposal was voted on first with four being in favour and three abstaining. The motion was therefore carried. Cllr. Leaman then withdrew his proposal of a donation of £200.

It was then **RESOLVED** to donate £300 to the Royal British Legion.

Signed:.....

Dated:.....

**110.6 To consider a donation of £100 to the Sea Cadets for help with Merry Mildenhall**

It was **RESOLVED** to offer a contribution of £100 to the Sea Cadets. Proposed by Cllr. Leaman, seconded by Cllr. Brotchie, all in favour.

**110.7 To consider sponsoring an award at the Mildenhall Academy Awards**

It was **RESOLVED** to sponsor an award at the Mildenhall Academy Awards and donate £200. Proposed by Cllr. Bloodworth, seconded by Cllr. Neal, all in favour.

**111. GENERAL MATTERS**

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

The document was presented and **NOTED**.

**111.2 To receive a verbal update on work regarding the West Mildenhall Development**

Cllr. Shipp gave a short report on a recent meeting with officers from Suffolk County Council, AECOM and Town Councillors and contractors. It was reported that the contractors appointed by the Town Council were able to address the concerns raised by the Town Council and were being very effective in monitoring and responding to the process as it develops. It was reported that this would enable the Town Council to get the best possible outcome for Mildenhall when the development proceeds.

**111.3 To approve the quote from Cotswold Transport Planning**

The quote for £1,450 plus VAT was approved. Proposed by Cllr. Neal, seconded by Cllr. Littlechild, all in favour.

**111.4 Verbal update regarding the Cemetery Extension Project**

The Town Manager gave a brief verbal report on the project which was proceeding very well and on schedule. The trees had now been taken down and work was now progressing on the pathways and electrical work around the edge of the site.

**111.5 To agree a response to the Market Review Survey**

Cllr. Shipp reported on the nature of the review and Councillors were encouraged to respond as individuals.

**112. PLANNING COMMITTEE**

**112.1 To receive the minutes from the meeting of this committee from the 12<sup>th</sup> October 2021**

It was **RESOLVED** to **RECEIVE** the minutes with no alterations. Proposed by Cllr. Leaman, seconded by Cllr. Brotchie, all in favour.

**113. PERSONNEL COMMITTEE**

**113.1 To receive the minutes from the meeting of this committee from the 14<sup>th</sup> October 2021**

It was **RESOLVED** to accept the minutes with the appropriate alterations, proposed by Cllr. Shipp, seconded by Cllr. Leaman, all in favour.

**114. ESTABLISHMENT AND POLICY COMMITTEE**

**114.1 To ratify the Kingsway Closed Cemetery Maintenance Strategy**

It was **RESOLVED** to ratify the policy with no changes, proposed by Cllr. Leaman, seconded by Cllr. Brotchie. All in favour.

**114.2 To ratify the Management of Memorials Policy**

It was **RESOLVED** to ratify the policy with no changes, proposed by Cllr. Leaman, seconded by Cllr. Bloodworth. All in favour.

**115. COMMUNICATIONS AND EVENTS COMMITTEE**

**115.1 To receive the minutes from the meeting of this committee from the 21<sup>st</sup> October 2021**

It was **RESOLVED** to accept the minutes with the appropriate alterations, proposed by Cllr. Shipp, seconded by Cllr. Brotchie, all in favour.

**116. MERRY MILDENHALL WORKING GROUP**

**116.1 To receive a verbal update from Cllr. Leaman**

Cllr. Leaman gave an update on the event which was progressing well, with marketing material having been developed and sent for publishing. Help was requested to place these in the appropriate places around the town. Thanks were

Signed:.....

Dated:.....

also extended to the Projects Officer who was working very efficiently on the market and advertising. Several new attractions had been added and all involved were confident that the event would be a success.

A request for help to all Councillors for the night itself would also be going out soon.

Cllr. Shipp will also chase the USAF Base volunteers.

**117. FINANCE STRATEGY WORKING GROUP**

**117.1 To receive the notes from the meeting of the 11<sup>th</sup> October 2021**

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

**117.2 To approve the virements recommended by this group**

It was **RESOLVED** to accept and approve the virements as detailed on the document, proposed by Cllr. Bloodworth, seconded by Cllr. Neal, all in favour.

**118. WELCOME BACK FUNDING TASK AND FINISH GROUP**

**118.1 To receive a verbal update from the Mayor**

The Town Manager gave a brief update on the progress made by the Projects Officer in the absence of the Mayor. All Councillors were encouraged to communicate the Loyal Free Scheme and attend the Community Showcase on the 6<sup>th</sup> November 2021.

**119. 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**.

**122. EXCHANGE OF INFORMATION**

The Town Manager

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

This next meeting of the Full Council will be on 25<sup>th</sup> November 2021 at 7pm, in the Main Hall

Signed:.....

Dated:.....

of the Jubilee Centre.

**120. To receive approval of confidential minutes of the Full Town Council Meeting held on 30<sup>th</sup> September 2021.**

It was **RESOLVED** to adopt the confidential minutes from the 30<sup>th</sup> September 2021 as presented. Proposed by Cllr. Bristow and seconded by Cllr. Bloodworth. All in favour.

**121. Personnel Committee**

**121.1 To receive the confidential minutes from the meeting of the 14<sup>th</sup> October 2021**

The notes of the meetings were **ACCEPTED**, proposed by Cllr. Shipp, seconded by Cllr. Bristow, all in favour.

**121.2 To consider recommendations from the group**

It was **RESOLVED** to approve the recommendations as detailed in the minutes. Proposed by Cllr. Shipp, seconded by Cllr. Bristow, all in favour.

The meeting then closed at 7.59pm.

Signed:.....

Dated:.....

Signed:.....

Dated:.....