



**MINUTES OF THE MEETING OF MILDENHALL HIGH TOWN COUNCIL**  
**FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL**

**Thursday 30<sup>th</sup> June 2022 – 7pm**

Present:

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

Also in attendance was the Town Manager and four (4) members of the public.

**036. APOLOGIES AND ACCEPTANCE FOR ABSENCE**

Apologies were accepted from Cllrs. Leaman and Sykes.

**037. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

**038. TO RECEIVE APPROVAL OF MINUTES OF THE FULL TOWN COUNCIL MEETINGS HELD ON 26<sup>th</sup> MAY 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING**

It was **RESOLVED** to adopt the minutes from the meetings on the 26<sup>th</sup> May 2022 with some grammatical changes. Proposed by Cllr. Shipp and seconded by Cllr. Busuttil. All in favour.

**039. PUBLIC PARTICIPATION**

None.

Signed:.....

Dated:.....

**040. CO-OPTION OF COUNCILLORS**

Three members of the public expressed an interest in being considered for co-option. Each were given three minutes to speak about their reasons for putting themselves forward and what they felt they could bring to the Council both now and in the future.

A ballot then took place and it was **RESOLVED** to co-opt. Mrs. Shelby Foord, Mrs. Wendy Chipping and Ms. Karolina Lemiesz onto the Council each candidate having received a majority vote.

Each candidate signed the Acceptance of Office and Declaration of Interests forms, witnessed by the Town Manager and then took their seats on the Council.

It was **NOTED** that one more seat on the Council was still vacant and it was hoped that this would be filled at the July Full Council meeting.

**041a. REPORT FROM THE MAYOR**

Cllr. Shipp reported that he recently attended the Queen’s Platinum Jubilee Beacon Lighting and the Right Royal Lark in the Park on the 2<sup>nd</sup> and 5<sup>th</sup> June. He had also planted two trees at the Cricket Club.

They also reported that they had attended a commemoration of the 40<sup>th</sup> anniversary of the Falklands Conflict at the War Memorial with Royal British Legion and service personnel.

Finally, they reported on attending the Change of Command Ceremony at RAF Lakenheath.

**041b. REPORT FROM THE DEPUTY MAYOR**

Cllr. Leaman was not in attendance.

**042. REPORT FROM COUNTY COUNCILLOR**

County Cllr. L. Stanbury was not in attendance.

**043. REPORT FROM DESIGNATED DISTRICT COUNCILLOR**

Cllr. Alecock reported that views were recently exchanged on maintaining social distancing at Council meetings with arrangements now returned to pre-Covid levels with individuals with concerns being accommodated.

Phase One of the St. John’s Play Area project is nearly complete with the Play Park being partially open since the beginning of Easter half-term. Temporary fencing has been taken

Signed:.....

Dated:.....

away and smaller details such as bench installation and bracing to some items of equipment still to be completed. Phase Two will be the installation of a skate park which would begin soon and take about eight weeks to complete. Phase Three will be the refurbishment of the Multi Use Games Area.

The Bus Station works have recently been completed which included external seating and feedback has been positive.

The Families and Communities team has recently been meeting with Ward Members to discuss the placement of the Locality Budget for the coming financial year. Several local groups, schools and community clubs stand to benefit. The focus is always on health, children and young people, anti-social behaviour and arts and culture.

Cllr. Sulman requested clarification on the Multi Use Games Area at St. Johns Play Area.

**044. REPORT FROM POLICE**

Cllr. Shipp reported on a recent meeting with Insp. Lyon which addressed recent anti-social behaviour and vandalism and speeding. New places of interest were being identified. The three new Councillors were encouraged to send any concerns about crime in general to the Town Manager, and report any specific incidents directly to the police.

**045. REPORT FROM RAF MILDENHALL BASE**

Sq. Leader Bell was not in attendance.

**046. REPORTS FROM OUTSIDE BODIES**

Cllr. Busuttil reported on a recent meeting with the Citizens' Advice Bureau. It was reported that there were over 75 volunteers in Suffolk who have helped 5,860 clients in the past year and over 23,000 issues.

This has led to an increase in these client's income of £2.3m and £760,000 debt managed. A Covid helpline has also been in place.

A request for a donation was also forthcoming which would be considered at a later meeting of the Full Council. It was also noted that West Suffolk Council donated £200,000 per annum.

Cllr. Roman also have a brief report on the Almshouses and their work. Cllr. Alecock expressed an interest to get involved too.

Signed:.....

Dated:.....

**047. FINANCIAL MATTERS 2021/2**

**047.1 To complete s.1 (Annual Governance Statement) of the Annual Return for 2021/2**

The document was **ACCEPTED** as presented. It was **RESOLVED** to authorise the Mayor and Town Manager as Proper Officer to sign the document/ Proposed by Cllr. Bloodworth, seconded by Cllr. Peachey. All in favour.

**047.2 To adopt the accounts for 2021/2**

The accounts, previously circulated, were presented and the Town Manager offered to answer any questions. None were forthcoming. It was then **RESOLVED to ADOPT** the accounts as presented, proposed by Cllr. Sulman, seconded by Cllr. Bloodworth, all in favour.

**047.3 To complete s.2 (Accounts) of the Annual Return for 2021/2**

The document was **ACCEPTED** as presented. It was **RESOLVED** to authorise the Mayor and Town Manager as Responsible Financial Officer to sign the document. Proposed by Cllr. Shipp, seconded by Cllr. Bloodworth, all in favour.

**047.4 To confirm the dates for the Exercise of Electors' Rights**

The dates for the Exercise of Electors' Rights were **CONFIRMED** as being Friday 1st July to 11th August 2022.

**047.5 To receive the Internal Audit Report for 2021/2**

The Town Manager presented the document and explained the process of internal and then external audit. The document was discussed and it was **AGREED** to send the matters concerning presenting financial information and the petty cash account to the Establishment and Policy Committee in September 2022. The Town Manager to prepare an action plan for addressing the recommendation of the Internal Auditor. All in favour.

It was then **AGREED** to note the report and thanks were extended to the Town Manager for his work in ensuring the Council received another positive audit report. Proposed by Cllr. Busuttill. Seconded by Cllr. Bloodworth, all in favour.

**048. FINANCIAL MATTERS 2022/23**

**048.1 To receive and note the bank reconciliation up to 31<sup>st</sup> May 2022**

Signed:.....

Dated:.....

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

**048.2a Approval of Accounts – Payments – 1<sup>st</sup> to 31<sup>st</sup> May 2022**

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

**048.2b Approval of Accounts – Receipts – 1<sup>st</sup> to 31<sup>st</sup> May 2022**

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

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

The Town Manager reported that the only outstanding debtor to the Town Council had recently paid and so there were no current debtors to the Town Council. This was **NOTED**.

**048.4 To appoint the Internal Auditor for the 2022/3**

It was **RESOLVED** to appoint Mr. Trevor Brown to conduct the interim and full internal audit for the 2022/3 financial year. It was also **RESOLVED** to appoint another auditor after this year to ensure objectivity in the future. Proposed by Cllr. Busuttil, seconded by Cllr. Peachey, all in favour.

**048.5 To approve the quote for the Christmas Tree**

The quote was considered and it was **RESOLVED** to accept the quote for £205 (exc. VAT with £140 (exc. VAT) transport costs. Proposed by Cllr. Peachey, seconded by Cllr. Bloodworth, all in favour.

**049. GENERAL MATTERS**

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

The document was presented and **NOTED**.

**049.2 To receive the most recent LCRS Risk Management report**

It was then **RESOLVED** to note the document, proposed by Cllr. Shipp, seconded by Cllr. Alecock, all in favour.

Signed:.....

Dated:.....

**049.3 To reconfirm the Council's position on the Sunnica Energy Farm Development**

Cllr. Shipp explained that the Parish Council Alliance had contacted the Council to request that their commitment and support in opposition to the development be reaffirmed and minuted.

It was then **RESOLVED** to reaffirm the Council's position on the Sunnica Energy Farm development. It was **AGREED** to **OBJECT** to the development due the scale of the project, loss of amenity to the local residents and concerns over battery storage on the site. Proposed by Cllr. Shipp, seconded by Cllr. Busuttil, all in favour.

**049.4 To note the requirements under the new LGA Code of Conduct**

The Town Manager explained the extra information needed to be submitted to West Suffolk Council after the Town Council adopted the Code of Conduct at the May meeting. The paper copies of the Other Registerable Interests were in front of each Member and these were completed, signed and returned to the Town Manager, who would then forward them to West Suffolk Council.

**049.5 To note the ongoing consultation exercise regarding the West Suffolk Local Plan**

The consultation was **NOTED** as was the in person event at the Mildenhall Hub. Members were encouraged to submit any views they may have.

**049.6 Verbal update on the West Mildenhall Development**

Cllr. Shipp reported on a recent meeting with Councillors, officers from Suffolk County Council, AECOM and other Parish Councils which took place on Zoom. This detailed the ongoing construction of the Masterplan for the proposed development. The Masterplan itself would go before West Suffolk Council Cabinet in September and there were still areas which the planners needed to address.

It was generally thought that the Town Council's concerns regarding volume of traffic and specific measures to address this such as the removal of the parking bays on Police Station Square and the installation of a loading bay by the War Memorial had not been listened to, which was incredibly frustrating.

Questions were asked about infrastructure such as shops, medical facilities and general amenity. It was particularly concerning seeing as the surgery at the Mildenhall Hub did not cater for GP appointments, only clinics.

Signed:.....

Dated:.....

It was reported that the developers had no obligation to provide these vital elements of community infrastructure and the only guaranteed facility would be a primary school and a small retail area. Although it was hoped that businesses would arrive when the area was densely populated providing the necessary custom.

**049.7 To consider registering Community Assets**

Cllr. Shipp explained the power of the Council regarding this item and how the process might work if any suitable sites were identified. None were forthcoming during this agenda item, but all Members were asked to contact the Town Manager should any opportunities arise in the future.

**049.8 To consider applying for Quality Council Status**

The Town Manager explained the process of applying for Quality Status and was confident that the Council could easily reapply for the Foundation Award again. It was then **RESOLVED** to apply for the Foundation Award for Quality Council Status and to consider moving up a level at a time over the next two years. Proposed by Cllr. Shipp, seconded by Cllr. Sulman, all in favour.

**050. PLANNING COMMITTEE**

**050.1 To receive the minutes from the meeting of this committee from the 21<sup>st</sup> June 2022**

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

**050.2 To adopt the Terms of Reference for this committee.**

It was **AGREED** to **ADOPT** the document with no changes. Proposed by Cllr. Alecock, seconded by Cllr. Busuttil, all in favour.

**051. ESTABLISHMENT AND POLICY COMMITTEE**

**051.1 To receive the minutes from the meeting of this committee from the 16<sup>th</sup> June 2022**

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

It was **NOTED** that the meeting was not quorate and so an extra-ordinary meeting of

Signed:.....

Dated:.....

this committee had been called for the 7<sup>th</sup> July 2022.

**052. COMMUNICATIONS AND EVENTS COMMITTEE**

**052.1 To receive the minutes from the meeting of this committee from the 9<sup>th</sup> June 2022**

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

**052.2 To adopt the Terms of Reference for this committee.**

It was **AGREED** to **ADOPT** the document with the proposed changes. Proposed by Cllr. Alecock, seconded by Cllr. Shipp, all in favour.

**053. AMENITIES AND OPERATIONS COMMITTEE**

**053.1 To receive the minutes from the meeting of this committee from the 27<sup>th</sup> June 2022**

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

**053.2 To adopt the Terms of Reference for this committee.**

It was **AGREED** to **ADOPT** the document with the proposed changes. Proposed by Cllr. Bristow, seconded by Cllr. Alecock, all in favour.

**054. 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**.

**056. EXCHANGE OF INFORMATION**

Cllr. Alecock announced that the RAF Honington Band Concert would take place on the 3<sup>rd</sup> September 2022.

Signed:.....

Dated:.....



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

This next meeting of the Full Council will be on 28<sup>th</sup> July 2022 at 7pm, in the Fenland Room of The Pavilion.

**055. PERSONNEL COMMITTEE**

**052.1 To receive the minutes from the extra-ordinary meeting of this committee from the 6<sup>th</sup> June 2022**

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

**055.2 To receive a verbal update regarding a recruitment process.**

It was noted that a replacement for the Senior Administrator had been appointed and would start on the 1<sup>st</sup> August 2022.

The meeting then closed at 8.27pm.

Signed:.....

Dated:.....