



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

Thursday 29th September 2022 – 7pm

Present:

Cllr. Alecock	Cllr. Neal
Cllr. Bloodworth	Cllr. Peachey
Cllr. Bristow	Cllr. Shipp (Mayor)
Cllr. Foord	Cllr. Sulman
Cllr. Leaman (Deputy Mayor)	Cllr. Sykes
Cllr. Littlechild	

Also in attendance was the Town Manager and two (2) members of the public.

The Mayor opened the meeting and then called for a two-minute silence in remembrance of HM Queen Elizabeth II, this was followed by a speech paying tribute to her long and dedicated service.

The Mayor then informed those present that there would be a late item added to the finance section concerning the conclusion of the external audit which had been received after the summons had been issued. Papers concerning this were distributed.

077. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were accepted from Cllrs. Busuttil, Chipping, Lemiesz and Roman.

078. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. Alecock: West Suffolk District Council.
Cllr. Shipp: West Suffolk District Council and items 88.5 and 91.4.
Cllr. Neal: West Suffolk District Council.

079. TO RECEIVE APPROVAL OF MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 27th JULY 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING

Signed:.....

Dated:.....

It was **RESOLVED** to adopt the minutes from the meeting on the 27th July 2022 with some grammatical changes. Proposed by Cllr. Alecock and seconded by Cllr. Bristow. All in favour.

080. PUBLIC PARTICIPATION

None.

081a. REPORT FROM THE MAYOR

Cllr. Shipp reported that on the 11th September he had attended the reading of the Proclamation of the King's Accension to the throne in Ipswich and then later in the same day at the Market Cross in Mildenhall which was moving, humbling and a truly historic occasion. The event was well attended by around 200 members of the public and other local dignitaries.

He also reported that he had attended a service of remembrance at St. Edmonsbury's Cathedral on the 10th September.

081b. REPORT FROM THE DEPUTY MAYOR

Cllr. Leaman reported that he had also been in attendance at the Proclamation of the King's Accension in Mildenhall.

Also that he had chaired two meetings of the Merry Mildenhall Working Group with another one planned for the 17th October. Several attractions had already been agreed and the event was shaping up to be another great occasion.

082. REPORT FROM COUNTY COUNCILLOR

County Cllr. L. Stanbury was not in attendance.

083. REPORT FROM DESIGNATED DISTRICT COUNCILLOR

Cllr. Alecock reported that in line with national guidance there were no meetings during the time of national mourning.

The Westy Suffolk Council met on Tuesday the 27th of September the Chair and group leaders took a moment of reflection on Her Majesty The Queen's reign, as well as marking the start of reign of His Majesty King Charles III.

West Suffolk Council continued fulfilling vital roles in delivering the national protocol supporting our communities to mourn and worked closely with other organisations during this

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sad but momentous and historic time.

The official opening of the Skate Park at St John's being the main financial element as part of a £100,000 investment officially will open on Friday 30th September on Great Heath.

The children of Great Heath Primary, St. Mary's CofE Academy, Mildenhall Academy, the Western Assembly of Youth, the local community, Ward Councillors, West Suffolk Councillors and Officers in Parks and Open Spaces and Families and Communities have engaged on the delivery of the Skate Park the first of its kind for Mildenhall and the wider community.

The Skate Park has been extremely popular over the last few days and once St. John's is fully complete there will be three Recreation Grounds across Mildenhall of a high modern standard.

084. REPORT FROM POLICE

The Town Manager reported on a recent meeting with Inspection Lyon where antisocial behaviour in the town was discussed which was improving after recent arrests.

There was also an opportunity to speak to the Crime Commissioner at the Mildenhall Hub on the 18th October.

085. REPORT FROM RAF MILDENHALL BASE

Sq. Leader Bell was not in attendance.

086. REPORTS FROM OUTSIDE BODIES

Cllr. Bristow reported that she had recently attended a meeting of the Parish Charities with Cllr. Peachey and it was confirmed that the annual £10 payment for all over 60s in the town would be increased to £15 for this year due to the ongoing cost of living crisis.

087. FINANCIAL MATTERS 2022/23

087.1 To receive and note the bank reconciliations up to 31st August 2022

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

087.2a Approval of Accounts – Payments – 1st to 31st August 2022

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

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Dated:.....

087.2b Approval of Accounts – Receipts – 1st to 31st August 2022

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

087.3 To receive the list of current debtors to the Town Council.

The Town Manager reported that there were no outstanding debtors to the Town Council. This was **NOTED**.

087.4 To consider the responsibilities concerning the External Audit process

The Town Manager reported that as part of the five year audit cycle the Town Council had to resolve whether or not to opt out of the arrangement where central government appointed the external auditor for the 2022/7 cycle. It was then **RESOLVED** to not opt out of this arrangement, all in favour.

087.5 To receive the Notice of Conclusion of the 2021/2 External Audit

The Town Manager explained that the certificate of conclusion of audit had been received and that there were no recommendations or areas of concern. Therefore there would be no action plan to work on for the coming year. This document was **NOTED**.

Cllr. Sulman stated that thanks should be extended to the Town Manager and office staff for all their work in achieving this outcome which reflected very well on the Council and also that this be minuted. All those present agreed.

088. GENERAL MATTERS

088.1 Update from Town Manager regarding Action Sheet

The document was presented and **NOTED**.

088.2 To receive the most recent LCRS Risk Management Report

It was **RESOLVED** to note the document, with all risks being controlled.

088.3 Verbal update on the Sunnica Energy Farm Development

The Town Manager gave a brief report on the written impact statement which had been submitted and the ongoing process of consultation. It was also reported that on

the advice of the Sunnica Alliance he was not working with the Sunnica legal team on a statement of agreement as this was being dealt with by the QC which the Town Council contributed towards.

088.4 Update on Merry Mildenhall

Cllr. Leaman reported on two working group meetings which had gone well and that attractions had already been booked. The event was also being advertised widely and that stall holders were already in contact with the event proving to be as popular as ever.

088.5 To consider a proposal regarding pest control

Cllr. Shipp reported that after working with the Town Manager it had been decided to continue on a reactive basis with pest control throughout Council sites. This was primarily focused on the two allotment sites, but conversations had been had with the Allotment Holder's Association and it had been agreed that the Town Council would be responsible for any site-wide issues, with individual plot holders being responsible for their own plots.

088.6 To consider and appoint the insurance provider

The Town Manager reported that a three-year option with the current provider of £5,421.88 had been agreed under delegated authority. This was **NOTED** with all Members being in agreement.

088.7 To receive clarification on Mayoral elections

The Town Manager gave a brief explanation on the process whereby the Mayor is proposed, seconded and then elected, with opportunity being given to all Councillors to stand.

A brief discussion took place over the nature of the vote and whether or not this would be a single vote or two separate proposals voting at different times. It was **AGREED** that the Establishment and Policy Committee would review the Standing Orders at it's meeting in November and make any appropriate recommendations to the Full Town Council in November. Proposed by Cllr. Sulman, seconded by Cllr. Shipp, all in favour.

088.8 To discuss the Mildenhall Messenger

Cllr. Alecock introduced the draft document for the new publication which would be called the Mildenhall High Town News. The format was **AGREED** and that it would

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be published twice a year initially and distributed to every household and business in the town. Proposed by Cllr. Alecock, seconded by Cllr. Neal, all in favour.

089. PLANNING COMMITTEE

089.1 To receive the minutes from the meeting of this committee from the 9th August 2022

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

090. ESTABLISHMENT AND POLICY COMMITTEE

090.1 To receive the minutes from the meeting of this committee from the 8th September 2022

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

090.2 To co-opt Members onto this committee

There were no expressions of interest in this regard.

090.3 To adopt the Emergency Plan

The Town Manager presented the plan and it was **AGREED** to **ADOPT** the document with the appropriate personal information included. The final draft to be completed between the Town Manager and officers from West Suffolk Council, proposed by Cllr. Sykes, seconded by Cllr. Alecock, all in favour.

090.4 To receive the report and recommendations regarding governance

The Town Manager reported on findings concerning the Recreation Way Play Area. After carefully reviewing the ownership documents which had recently been found it was clear that the Town Council (Parish Council as was) were appointed as Managing Trustees and had a responsibility to appoint a Management Committee of no more than seven members. These do not necessarily have to be Councillors, but rather appointed by Council.

It was **RESOLVED** to schedule a meeting of the Trustees immediately before the Full Town Council in October 2022 where items such as budget, formation of the Management Committee and other governance issues would be addressed and considered by the Full Town Council as appropriate.

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Dated:.....

The Town Manager was also appointed as Clerk to the Trustees and would manage this process.

Proposed by Cllr. Shipp, seconded by Cllr. Sulman, all in favour.

091. AMENITIES AND OPERATIONS COMMITTEE

091.1 To receive the minutes from the meeting of this committee from the 5th September 2022

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

091.2 To co-opt Members onto this committee

Cllr. Foord expressed an interest in joining this committee. She was then co-opted with a unanimous vote.

091.3 To approve the charges for Council facilities 2023/4

It was **RESOLVED** to **APPROVE** the recommendations of this committee for the following prices:

- Jubilee Hall: £29 per hour.
- Healthland Room: £15 per hour.
- Stage: £17 per hour.
- Bar and Kitchen: £15 per hour.
- Wedding Rate: £425.
- Jubilee Hall for 4 hours: £100
- Breckland Room: £11 per hour.
- Fenland Room: £16 per hour.
- Fenland Room for 4 hours: £55.

All of the above prices would continued to be increased by 50% for commercial bookings and there were no recommended changes to the hire rate of the Jubilee Field.

Proposed by Cllr. Sulman, seconded by Cllr. Bloodworth, all in favour.

091.4 To approve the charges and rules for allotments for 2022/3

It was **RESOLVED** to set the prices of the allotment plots as follows:

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Lark Road Full Plot: £44.50.
Lark Road Half Plot: £22.
Riverside Full Plot: £51.50.
Riverside Half Plot: £27.50.

The rules were also **APPROVED** with changes to the responsibilities regarding pest control and some other administrative changes, proposed by Cllr. Sykes, seconded by Cllr. Neal, all in favour.

092. COMMUNICATIONS AND EVENTS COMMITTEE

092.1 To co-opt Members onto this committee

Cllr. Foord expressed an interest in joining this committee. She was then co-opted with a unanimous vote.

093. PERSONNEL COMMITTEE

093.1 To co-opt Members onto this committee

At this time Cllr. Alecock announced that he would be stepping down from this committee due to a personal connection to a member of staff.

Cllr. Neal then expressed an interest in joining this committee. He was then co-opted with a unanimous vote.

094. FINANCE STRATEGY WORKING GROUP

094.1 To co-opt Members onto this group

There were no expressions of interest to join this group.

094.2 To set a date for this meeting

It was **AGREED** to schedule this meeting for the 10th October 2022 at 11am.

095. 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**.

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Dated:.....

099. EXCHANGE OF INFORMATION

Cllr. Neal reported his concerns over the condition of the Mallards Bridge and that this had been reported to Suffolk County Council.

100. Date of Next Full Council Meeting

This next meeting of the Full Council will be on 27th November 2022 at 7pm, in the Main Hall of the Jubilee Centre.

Two members of the public left the meeting at 8.40pm.

096. To receive the confidential minutes from the meeting of the Full Town Council meeting of the 28th July 2022

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

097. To consider the renewal of contracts

It was **RESOLVED** to not continue with an ongoing contract which had reached the break clause after the first year. Proposed by Cllr. Shipp, seconded by Cllr. Sulman, all in favour.

098. To receive a report on amenity provision

The Town Manager gave a brief report on amenity provision pertaining to energy saving costs. A full report would be available at the next meeting. The Town Manager was authorised to proceed with this opportunity as stated. All in favour.

The meeting then closed at 8.48pm.

Signed:.....

Dated:.....

