



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Newmarket Town Council **held on Monday 15th June 2020 at 6.00 pm via Zoom**

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Borda
Councillor O Bowen
Councillor S Caesar
Councillor J De'Ath
Councillor A Drummond

Councillor Y Fitzgerald
Councillor W Hirst
Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor C O'Neill
Councillor K Yarrow

Also Present: Deborah Sarson Acting TCM, Debbie Baines -Town Clerk, Cathy Whitaker – RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Steve Walsh - UNEX Group, 1 Member of the Press and 10 Members of the Public.

Minute		Action by
20/06/1	<u>WELCOME</u> The Mayor opened the meeting and announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.	
20/06/2	<u>APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)</u> Apologies were received from Cllrs Anderson and Kerby.	
20/06/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
20/06/4	<u>TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 1ST JUNE 2020</u> The Mayor presented the minutes of the ordinary Town Council meeting held on Monday 1 st June 2020 and the following amendment was made: Page 4 - 20/06/11.01 Resolved – The date of the first Neighbourhood Plan Committee was changed to read as soon as practicable. <i>Cllr Bowen joined the meeting.</i> Subject to the amendment being made, the following was agreed: <u>20/06/4.01 Resolved</u> That the minutes of the Town Council meeting held on Monday 1st June 2020 be adopted and signed as a correct record by the Town Mayor.	

There were no matters arising.

20/06/5 PRESENTATION FROM THE UNEX GROUP REGARDING THE PROPOSAL FOR DEVELOPING FITZROY PARK AND QUEENSBURY LODGE

Steve Walsh gave a presentation on the development brief for the Queensbury Lodge site which would include 123 dwellings, including a proportion of affordable homes, restoration of the White Lion pub for use as a commercial unit, a trainer's house with office for a starter yard with the cottage to be used for staff accommodation and a dedicated horse walk. A land swap with the Shell Garage who would like to upgrade the former showroom is underway.

The proposal has been developed to comply with the West Suffolk Local Plan site allocation and this brief is intended for discussion and consultation prior to submission of a formal planning application.

The dwellings will consist of a mix of houses and flats including terraced houses. A woodland area would be created in the area where the existing trees are. Mr Walsh asked Members to indicate if they would support the concept.

A resident asked for scaled drawings relating to neighbouring properties and if there would be further consultation. Mr Walsh advised that the nearest dwellings would be 45 metres away from the nearest house on the High Street. There would be further consultation following the Approval of the brief by West Suffolk. The no vehicle access from Falmouth Avenue was welcomed.

The Mayor thanked Mr Walsh for the helpful briefing. There was a general view that the proposed scheme was welcomed as an opportunity to develop that end of town in a positive way and to satisfactorily end the long running saga of Queensbury Lodge. Councillors were asked to indicate by show of hands whether they supported the scheme and all voted in favour apart from Councillors Hood and Appleby who declared a nonpecuniary interest and did not vote.

It was noted this was not binding on the Council and was without prejudice to consideration of the full planning application.

Steve Walsh left the meeting

20/06/6 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA OR MATTERS RELATING TO THE BUSINESS OF THE COUNCIL

A resident gave thanks to the volunteers and Cllrs who had provided support to the community during the pandemic and spoke to item 11. He raised concerns about the conduct and behaviour of the former Town

Mayor at the Finance & Policy Working Group meeting held on 11th May 2020 and stated that he would email his comments on this matter to be included in correspondence for the next meeting of Full Council.

Douglas Hall advised that volunteers were to be given parking permits and he thanked the Acting TCM for her support in achieving this. However, the timing and lack of publicity to reintroduce parking charges and civil parking enforcement was unhelpful. Not all residents had returned to work and this would put additional pressure on many people trying to make ends meet. There was also a need to look at parking permit schemes for residents.

The Mayor read out a note provided by a resident regarding a need for resolutions to include a narrative to make policies of the Neighbourhood Plan clear and to ensure that membership of the proposed Neighbourhood Plan Committee should be extended to members of the community.

20/06/7 **TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETING HELD ON 8TH JUNE 2020**

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 8th June 2020. There were no recommendations.

20/06/8 **TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE PUBLIC PART OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 8TH JUNE 2020**

The Chairman of the Human Resources Committee presented the Public part of the report and recommendations from the Human Resources Committee meeting held on 8th June 2020. There were no recommendations.

20/06/9 **TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 2ND JUNE 2020**

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meetings held on 2nd June 2020.

The Mayor once again thanked call handlers, the volunteer network and all the organisations supporting the Community.

20/06/10 **CORONAVIRUS FINANCIAL UPDATE**
The Coronavirus Financial update was noted.

20/06/11 **FINANCE**
The Income and Expenditure reports for all Committees for May 2020 were noted.

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20/06/12 WORKING GROUPS

The Mayor advised that Working Groups provide a lot of benefits, should be a key feature of the Council's work and are to be encouraged. Their role is limited to 'task and finish' and to make recommendations to Committees and full Council. They have no powers but allow the Council to consider specific issues in greater detail and to generate ideas with the Terms of Reference agreed by Committees or the Council.

Cllr Hood advised that NALC had confirmed that the Finance & Policy Working Group did not have clear Terms of Reference and Standing Order 31 did permit recorded votes.

Acting TCM had sought further guidance from SALC which confirmed that there was no requirement for Working Groups to have formal Terms of Reference and the decisions made by Council on the recommendations of the Working Group are not invalidated. It was noted that Working Groups are a very useful way for the Council to consider various matters which are easier to discuss in an informal setting and report back to the Council with recommendations and the more formal the terms of reference, the more like a committee they become and the less they serve the purpose for which they are intended.

The points raised were noted.

20/06/13 SPEED INDICATOR DEVICE

RFO advised that a response was still awaited and the item was deferred to the next meeting 29th June 2020.

The Mayor confirmed that a post had been installed on Elizabeth Avenue.

20/06/14 REOPENING PLAN

The Events Manager presented the draft plan and risk assessments for the reopening of the Memorial Hall. The plans were considered and the following was agreed:

20/06/14.01 Resolved

That the office in the Memorial Hall be opened for three staff to return on 29th June 2020 and prepare for the public to make enquiries from 6th July 2020.

The plans for taking bookings were considered and the following was agreed:

20/06/14.02 Resolved

That bookings continue to be suspended until Government guidance advises when it is safe to do so. To be reviewed 29th June 2020 and onwards.

The plans for opening the Memorial Hall Gardens and public toilets were

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considered and the following was agreed:

20/06/14.03 Resolved

That current Government guidance for all playgrounds to continue to be closed be applied to the Memorial Hall Gardens and that the public toilets also remain closed.

20/06/15 MEMORIAL GARDENS

RFO advised that an inspection of the Kiosk by Environmental Health had been requested and a response was awaited. This item was deferred to the next meeting 29th June 2020.

The quote to upgrade the launch pad for the aerial runway was considered and the following was agreed:

20/06/15.01 Resolved

That further quotes be sought from playground suppliers.

20/06/16 SKATE PARK

The Mayor thanked Cllr Hood for her support to the project. The request for funding to assist phase two of the skate park development was considered and the following was agreed:

20/06/16.01 Resolved

That NTC donate £5,000 for lighting and CCTV for phase two of the skate park development.

20/06/17 WSC SERVICE LEVEL AGREEMENT

It was reported that the bank at the Queen's statue was not being maintained properly and the Tesco roundabouts also needed attention.

Acting TCM advised that the planters would be planted in the next three days and watered daily followed by watering three times per week. West Suffolk were also experiencing staffing issues due to the pandemic and she would remind them of the outstanding work.

Members were asked to identify areas that needed attention and to report them to the Acting TCM.

20/06/18 THE GUINEAS

The proposal for social distancing measures were considered and a number of issues were raised regarding the current one-way system and the adverse effect they were having on those with mobility issues. Suggestions were made to improve the system and the following was agreed:

20/06/18.01 Resolved

That a letter be sent to the Guineas Management expressing the dissatisfaction of customers, retailers and those with disabilities.

20/06/19 CAR PARKING

The reintroduction of car park charges was discussed and it was noted that it had not been well publicised and the timing was ill considered. Lots of people had not returned to work yet (meaning they either have to pay for day time parking or park on the streets, further exacerbating problems) and distancing measures were resulting in additional shopping time to allow for queueing to enter stores which is impacting on the amount of time required for parking. To exacerbate all of that, the residents in All Saints are further impacted by the planned closure of the car park for resurfacing work for a week from Monday.

The Mayor intervened to propose that Standing Orders be suspended to allow the meeting to continue longer than 2 hours. The following was agreed:

20/06/19.01 Resolved

That Standing Orders be suspended to allow the meeting to continue to conduct business for longer than 2 hours.

The discussion on the car park charges resumed and the following was agreed:

20/06/19.02 Resolved

That NTC does not support the reintroduction of car park charges which will have a detrimental effect on the High Street and the Town with social distancing measures resulting in longer shopping trips and an increase of time required to park.

ATCM to inform WSC.

20/06/20 SUFFOLK CHILDREN'S CENTRES

The proposed closure of the County's children's centres was discussed and there were significant differences in the information presented. This item was deferred to the next meeting 29th June 2020 to allow time for a full report to be provided.

20/06/21 WARD REPORTS

Cllr Lay advised that he was dissatisfied with the West Suffolk decision on the McDonalds application and would be pursuing the matter.

Cllr Yarrow reported grass cutting issues and drug paraphernalia at Icewell Hill which he would follow up.

Cllr Drummond requested an item on a car parking permit scheme for residents for the next agenda

Cllrs Bowen and Fitzgerald reported that the community organised Black Lives Matter event at the Severals had been well attended and that social distancing measures had been followed.

Cllr Hood reported receiving several emails regarding parking enforcement and she would take this up with West Suffolk along with the work to resurface the car parks.

20/06/22 MEETING SCHEDULE

The Mayor presented the draft meeting schedule and the following was agreed:

20/06/22.01 Resolved

That the draft meeting schedule be adopted, subject to review of the merger of the Community and Leisure Services Committees at the August Full Council meeting.

20/06/23 TO CONSIDER CORRESPONDENCE

- Suffolk County Council Parish Newsletter was noted.
- PCSO report for June 2020 was noted.

20/06/24 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

20/06/24.01 Resolved

To resolve that under the Public Bodies (Admissions to meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

Members of the Press and Public left the meeting

20/06/25 *TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE PUBLIC EXEMPT PART OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 8TH JUNE 2020*****

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 8th June 2020.

The Mayor advised that the new Town Clerk had confirmed a start date of 13th July 2020 and the following was agreed:

20/06/25.01 Resolved

That the confirmed start date of the Town Clerk for 13th July 2020 be approved.

20/06/25.02 Resolved (H/20/06/11.01 Recommendation)

That the Acting TCM and Town Clerk carry out the staff appraisals together.

20/06/25.03 Resolved (H/20/06/11.02 Recommendation)

That the probation period of the Caretaker be extended for three months until 11th August 2020.

20/06/25.04 Resolved (H/20/06/11.01 Recommendation)

That following successful completion of the probation period, the Administrator be offered a permanent position.

It was noted that from 15th June the Events Manager would be preparing for reopening the office for herself and two other members of the administrative team with a view to returning full time to the Memorial Hall from 29th June.

20/06/25.05 Resolved (H/20/06/12.01 Recommendation)

That the Events Manager prepare for herself and two staff to return to the Memorial Hall from 29th June 2020 and to reopen to the public from 6th July 2020.

20/06/25.06 Resolved (H/20/06/13.01 Recommendation)

That the post for the Marketing Manager be deferred and reconsidered in six months.

20/06/25.07 Resolved (H/20/06/13.02 Recommendation)

That an agency cleaner be recruited to cover the next few weeks with a permanent contract to be offered once the longer-term cleaning protocols are better understood.

20/06/25.08 Resolved (H/20/06/14.01 Recommendation)

That the requests for staff training be approved. That the Acting TCM be given delegated authority to source additional staff training.

20/06/25.09 Resolved (H/20/06/15.01 Recommendation)

That the contract issued to the Town Clerk, including the salary, be accepted and approved by Council with the Mayor to agree a formal start date in July with the appointee and report back to Council.

20/06/25.10 Resolved (H/20/06/15.02 Recommendation)

That the Acting TCM and Town Clerk review the staff terms and conditions and present a report to the next meeting of the HR Committee.

20/06/26 DATE OF NEXT MEETING

Monday 29th June 2020 at 6:00pm via Zoom.

They Mayor apologised for the late ending of the meeting.

Meeting closed at 8:31pm

Signed: By the Chairman

Date: 13/08/2020