



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Newmarket Town Council **held on Monday 27th July 2020 at 6.00 pm via Zoom**

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Borda
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: Debbie Baines -Town Clerk, Cathy Whitaker – RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Nobbs & Soons – WS, Cllr Starkey - EC, Philippa Winter, 1 Member of the Press and 8 Members of the Public.

Minute		Action by
20/07/1	<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.	
20/07/2	<u>APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)</u> Apologies were received from Cllrs Bowen, Caesar and Kerby. Cllr Anderson was absent.	
20/07/3	<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.	
20/07/4	<u>TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 29TH JUNE 2020</u> The Mayor presented the minutes of the ordinary Town Council meeting held on Monday 29 th June 2020 and the following amendment was made: Page 7 – 20/06/17.01 Resolved – Cllrs Borda, Jefferys and Yarrow were added to the recorded vote to the votes for. Subject to the amendment being made, the following was agreed: <u>20/07/4.01 Resolved</u> That the minutes of the Town Council meeting held on Monday 29th June 2020 be adopted and signed as a correct record by the Town Mayor. There were no matters arising.	

20/07/5 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 spoke to item 22 – car parking.

A resident spoke to item 20/06/23 Code of Conduct from the minutes of 29th June 2020.

20/07/6 COUNCILLOR REPORTS

SCC – Cllr Hood advised that the June newsletter had been sent and that the decision regarding Sizewell C will be made by the Secretary of State along with the decision for the solar park at Burwell/Chippenham.

WS – Cllr Hood advised that Officers at WS had recommended the approval of the advertising sign for McDonalds and Cllr Soons agreed to request that this goes to the Committee for the decision. It was noted that no other fast food outlet in Town, had a sign of this nature.

Cllr Lay reported that activities on the Lady Warburton playing field did not comply with the permitted use and he was taking this matter up with WS.

Cllr Drummond advised that the press report regarding the trickle charging points for cars on lampposts had been omitted from the recent article in the Journal.

Cllr Soons reported that she was working on producing a map for who was responsible for grass cutting around Town.

Cllr Soons left the meeting.

Ward Reports – Cllr Yarrow advised that the grass cutting at Freshfields had been left in a mess and reported to WS and a response was awaited.

20/07/7 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS

The Mayor's itinerary for June 2020 included the following:

Visited retailers with the BID manager

Met with the manager of the Racing Centre and National Horse Racing Museum.

Provided a monthly column for Chainmail.

20/07/8 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 6th & 20TH JULY 2020

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The Vice Chairman of the Development & Planning Committee in the absence of the Chairman presented the report and recommendations from the Development & Planning Committee meetings held on 6th & 20th July 2020.

20/07/8.01 Resolved (D/20/07/23.02 Recommendation)

The Committee voiced no objections.

20/07/9 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE COMMUNITY & LEISURED SERVICES COMMITTEE MEETING HELD ON 6TH JULY 2020

The Chairman of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 6th July 2020.

20/07/9.01 Resolved (C/20/07/10.01 Recommendation)

That Philippa Winter be co-opted as a non-Council member without voting rights to the C&L Services Committee as per SO 30 ii); subject to approval at Full Town Council meeting on 27/7/2020.

20/07/9.02 Resolved (C/20/07/13.01 Recommendation)

That measures to bring the Kiosk up to standard be investigated.

20/07/9.03 Resolved (C/20/07/18.01 Recommendation)

That the strimmer be retained and other equipment be subject to an audit.

20/07/10 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 13TH JULY 2020

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 13th July 2020.

20/07/10.01 Resolved (N/20/07/10.01 Recommendation)

That Working Groups be set up to cover the following Community Actions:

B8 – The Severals

C3 – Trees

C7 – Yellow Brick Road Linear Park

E4 – Cycling

E9 – Public Transport Services

E10 – Car Parking

F3 – Public Realm

20/07/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 13TH JULY 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on

13th July 2020.

20/07/11.01 Resolved (H/20/07/10.01 Recommendation)

That the authorised contacts going forward would be Town Clerk, Finance Manager, Town Keeper, Events Manager, Mayor, Deputy Mayor, Chairman of HR Committee.

20/07/11.02 Resolved (H/20/07/11.01 Recommendation)

That a Working Group consisting of the Chairman and Vice Chairman of the Human Resources Committee and the Town Clerk will meet to discuss and provide a recommendation for the next HR agenda.

20/07/11.03 Resolved (H/20/07/14.01 Recommendation)

That the requests for staff training be approved.

20/07/12 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 20TH JULY 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 20th July 2020.

20/07/12.01 Resolved (F/20/07/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/06/2020 – 30/06/2020 (Cash Book 1, 2 and 4) be received and adopted.

20/07/12.02 Resolved (F/20/07/9.01 Recommendation)

That congratulation be given to the RFO on the outstanding Internal Audit report with no recommendations to action.

20/07/12.03 Resolved (F/20/07/10.01 Recommendation)

That subject to the job title for the Town Clerk being changed and the revision date being changed to June 2021, the Social Media Policy be received and adopted.

20/07/13 TO RECEIVE THE FINAL ACCOUNTS FOR 2019/2020

The final accounts for 2019/2020 were presented and the following was agreed:

20/07/13.01 Resolved

That the final accounts for Newmarket Town Council be received.

20/07/14 BANK SIGNATORIES

RFO advised that new signatories needed to be appointed and the following was agreed:

20/07/14.01 Resolved

That the Mayor, Deputy Mayor, Former Mayor and Chairmen of Committees be appointed as bank signatories for 2020/2021.

20/07/15 INTERNAL AUDIT REPORT

The Internal Auditor's Report and Certificate for 31st March 2020 were presented and the following was agreed:

20/07/15.01 Resolved

That the Internal Auditor's Report and Certificate for 31st March 2020 be received and that thanks be given to the RFO for the outstanding report.

20/07/16 ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement Section 1, Annual Governance Statement 2019/20, of the Annual Governance & Accountability Return 2019/20 was presented and the following was agreed:

20/07/16.01 Resolved

That the Annual Governance Statement Section 1, Annual Governance Statement 2019/20, of the Annual Governance & Accountability Return 2019/20 be approved.

20/07/17 ACCOUNTING STATEMENT

The Accounting Statement Section 2, Accounting Statements 2019/20, of the Annual Governance & Accountability Return 2019/20 was presented and the following was agreed:

20/07/17.01 Resolved

That the Accounting Statement Section 2, Accounting Statements 2019/20, of the Annual Governance & Accountability Return 2019/20 be approved.

20/07/18 GENERAL RESERVE

RFO presented the revised General Reserve and the following was agreed:

20/07/18.01 Resolved

That the revised General Reserve be received and adopted.

20/07/19 NEIGHBOURHOOD PLAN

The West Suffolk Final Decision Statement was presented and the following was agreed:

20/07/19.01 Resolved

That the West Suffolk Final Decision Statement be received and noted.

20/07/20 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 7TH & 21ST JULY 2020

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meetings held on 7th & 21st July 2020.

20/07/20.01 Resolved

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That the minutes of the Coronavirus Response Steering Group held on 7th & 21st July 2020 be received and noted.

20/07/21 CORONAVIRUS FINANCIAL UPDATE

The Coronavirus Financial update was noted.

20/07/22 CONSTITUTION

Standing Orders – TC presented the changes the following was agreed:

20/07/22.01 Resolved

That Standing Orders be amended in respect of voting arrangements for virtual meetings to be undertaken audibly by roll call (6d) and that membership of working parties include members of the public who would be permitted voting rights (31a).

Social Media Policy – the following was agreed:

20/07/22.02 Resolved

That the Social Media Policy be received and adopted.

20/07/23 GENERAL POWER OF COMPETENCE

Following the appointment of the new Town Clerk the following was agreed:

20/07/23.01 Resolved

That Newmarket Town Council qualifies and adopts the General Power of Competence.

Town Clerk was asked to check that no resolutions were made using the General Power of Competence since it was resolved with the Locum Clerk in post.

20/07/24 COMMITTEE MEMBERSHIP

The co-option of Phillipa Winter to the Community and Leisure Services Committee was considered and the following was agreed:

20/07/24.01 Resolved

That Philippa Winter be co-opted as a non-Council member without voting rights to the C&L Services Committee as per SO 30 ii).

20/07/25 DRAFT MODEL CODE OF CONDUCT

A report from the Draft Model Code of Conduct Consultation Working Group regarding a response to the consultation was presented and the following was agreed:

20/07/25.01 Resolved

That the report from the Draft Model Code of Conduct Consultation Working Group regarding a response to the consultation be received and submitted.

20/07/26 CAR PARKING

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The report and survey results were presented and the Working Group were commended for their good work. The following was agreed:

20/07/26.01 Resolved

That the following be arranged with West Suffolk and SCC:

- **Discuss the findings supporting an essential review of current parking restrictions, pocket spaces and car park charges and usage, a possible one-way system and the feasibility of well-designed Residents' Parking Zones (RPZ).**
- **Establish from West Suffolk what else is required to move this forward at pace (such as consultation with non-residential properties in the area).**
- **Establish from West Suffolk what measures they can implement in the short-term to mitigate the impact of the current parking issues.**

20/07/27 CRICKET

Members were advised that Cricket events on the Severals should be organised by the Council so that the Council's Public Liability insurance can cover these events at no extra cost. The following was agreed

20/07/27.01 Resolved

That all cricket events on the Severals be organised by the Council and be covered by the Council's Public Liability insurance. That the following cricket events be held on the Severals:

- **2nd August – soft ball match starting at 2:00pm**
- **9th, 16th, 23rd & 30th August – Mayor's XI and other XI matches for adults and ladies**
- **From 5th August – every Monday, Wednesday and Friday – junior soft ball 20/20 matches**

20/07/28 REOPENING PLAN

Memorial Gardens and Public Toilets - The closure of the Memorial Gardens and public toilets were considered and the following was agreed:

20/07/28.01 Resolved

That the Memorial Gardens and Public Toilets be opened on 4th August 2020.

Returning to face to face Council meetings was discussed and the current guidance to continue to hold meetings remotely was noted. Members were asked to email their views on returning to meetings in person to the Town Clerk, who would provide a report on the options to the F&P Committee.

Event bookings – the following requests to hold events on the Severals were considered and the following was agreed:

20/07/28.02 Resolved

That a running event at the Memorial Hall 15th August and theatre club

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be held on the Several 17th, 18th & 19th August (subject to the starting time being confirmed).

20/07/29 WARD REPORTS

This item was covered under item 6.

20/07/30 TO CONSIDER CORRESPONDENCE

The PCSO monthly report was noted. The use of the Memorial Hall defibrillator at an incident was also noted and thanks were given to Philippa Winter who ensured that the defibrillator was located at the Memorial Hall.

20/07/31 DATE OF NEXT TOWN COUNCIL MEETING

Monday 24th August 2020 at 6:00pm.

**20/07/32 DATE OF EXTRAORDINARY TOWN COUNCIL MEETING –
HEALTH & WELLBEING SURVEY PRESENTATION**

Thursday 24th September 2020

Meeting closed at 7:15pm

Signed: By the Chairman

Date: 24th August 2020