



Minutes of the Meeting of Newmarket Town Council
held on Monday 24th August 2020 at 6:00 pm via Zoom

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor Appleby
Councillor J Borda
Councillor A Drummond

Councillor Y Fitzgerald
Councillor R Hood
Councillor Peter Hulbert
Councillor T Kerby
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Gemma Colby - Administrator, Julie Ashton – Minute Assistant, Karen Soons – West Suffolk, 1 member of the Press and 6 members of the Public.

Minute

20/08/1 WELCOME

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.

20/08/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Caesar, De'Ath and Yarrow. Cllr Bowen was absent.

20/08/3 DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION

Cllr Borda declared a nonpecuniary interest in item 20 Correspondence.

20/08/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 27TH JULY 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 27th July 2020 were presented and the following amendment was made:

Page 2 – 20/07/6 – Typo corrected to read Wolverton playing fields.

Subject to the amendment being made, the following was agreed:

20/08/4.01 Resolved

That the minutes of the last virtual meeting held on 27th July 2020 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

Matters arising:

Page 2 – 20/07/6 - Karen Soons was successful in getting the advertising sign for

McDonalds to be considered by full Committee.

Page 7 -20/07/27 – there had been three junior cricket matches with another one due to be played on Saturday. It was hoped that the Mayor’s 11 would be played on Sunday.

20/08/5 **PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION (MAXIMUM 15 MINUTES)**

Two residents spoke to item 8 d) one in favour of the recommendation to revise the terms and conditions of employment and one against.

20/08/6 **COUNCILLOR REPORTS**

SCC – Cllr Hood confirmed that the SCC Newsletter had been submitted for circulation by Cllr Drummond.

WS – Karen Soons had sent in the maps of Studlands for consideration and was happy to report that Foley House would remain open full time however, it was noted that some services would not be available.

Ward – Cllr O’Neill reported that there was a large hole in the wire fence in Cheveley Road and requested that West Suffolk arrange for repairs.

20/08/7 **ANNOUNCEMENTS**

The Mayor’s itinerary for July & August 2020 included the following:

30th July – Attended the reopening of the National Horse Racing Museum.

31st July – Attended the first meeting of the Newmarket Community Network.

4th August – Attended the last Coronavirus Response Steering Group.

6th August – Attended a meeting with NTC staff

15th August – Laid a wreath at the War Memorial on VJ Day – The Mayor explained that the event was not publicised due to Royal British Legion guidelines restricting attendance due to COVID-19 and social distancing measures.

20/08/8 **TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 3RD AND 17TH AUGUST 2020**

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 3rd and 17th August 2020.

20/08/8.01 Resolved (D/20/08/22.01 Recommendation)

The Committee actively encourages responsible tree management. The Committee DOES NOT OBJECT to this application

D/20/8/21.01 Resolved – Land to the rear of 58 Granby Street – Cllr Drummond confirmed that he had attended a site visit with the Enforcement Officer and there

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had been a breach of the planning application regarding the height of the roof. West Suffolk Council would take up this matter with the developer.

20/08/9

**TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE COMMUNITY & LEISURE SERVICES
COMMITTEE MEETING HELD ON 3RD AUGUST 2020**

The Vice Chairman of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 3rd August 2020.

20/08/9.01 Resolved (CL/20/08/7.01 Recommendation)

**That the quote for a replacement padlock and duplicate keys be accepted.
That the cost of duplicate keys to keyholders be increased to £10. That further quotes from local providers for automatic sliding gates be sought.**

20/08/9.02 Resolved (CL/20/08/7.02 Recommendation)

That the quote from CRC Pest Control for £2000 for 12 months be accepted.

20/08/9.03 Resolved (CL/20/08/7.03 Recommendation)

That NTC covers the cost of a replacement bench via a claim on the insurance with £100 excess charge.

20/08/9.04 Resolved (CL/20/08/8.01 Recommendation)

That further quotes be sought to bring the Kiosk up to standard including a quote from inhouse staff.

20/08/9.05 Resolved (CL/20/08/8.02 Recommendation)

That the quote from Massey & Harris for the Castle slide and structure be accepted and that further quotes be sought for the aerial runway launchpad.

20/08/9.06 Resolved (CL/20/08/8.03 Recommendation)

That the quote to supply and install separate water meter in the Memorial Gardens for £294.77 be accepted.

20/08/9.07 Resolved (CL/20/08/10.01 Recommendation)

That the quote from Rothwell's to deep clean the Bill Tutte Memorial area for £650 per day for 1-2 days be accepted. That intermittent cleaning be carried out by NTC staff by hiring a pressure washer/water browser annually.

20/08/10

**TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN
COMMITTEE MEETING HELD ON 10TH AUGUST 2020**

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 10th August 2020.

20/08/10.01 Resolved (N/20/08/8.01 Recommendation)

**Community Actions F3 & C3 – Public Realm & Associated Initiatives, that the membership of the Working Group be comprised of Cllrs De'Ath, Phillipa Winter, Alison Hayes and Rachel Wood. That the Terms of Reference be to
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consider locations which could benefit from planting of trees, bushes, shrubs and flowers and report back.

20/08/10.02 Resolved (N/20/08/8.02 Recommendation)

Community Action E10 - Parking Strategy - that this Community Action be deferred to the Parking Working Group to consider problems and suggest possible solutions re parking & transport strategies and report back.

20/08/10.03 Resolved (N/20/08/8.03 Recommendation)

Community Actions E4 & E9 – Cycling & Public Transport, that the membership of the Working Group be comprised of Cllrs Appleby, Hulbert, O'Neill & resident Douglas Hall. That the Terms of Reference be to consider requirements for improved services and provision of same and report back.

20/08/10.04 Resolved (N/20/08/8.04 Recommendation)

Community Action C7 – Yellow Brick Road, that the membership of the Working Group be comprised of Cllrs Jefferys & Yarrow. That the Terms of Reference be to consider improvements for the Yellow Brick Road and report back.

20/08/10.05 Resolved (N/20/08/8.05 Recommendation)

Community Actions B3i - SEND provision, that the membership of the Working Group be comprised of Cllrs Hood & Hulbert. That the Terms of Reference be to draw up a report of SEND provision in the Town and report back.

20/08/10.06 Resolved (N/20/08/9.01 Recommendation)

That a letter be sent to SCC Highways to seek their views on improving safety at junctions (Community Action E2) and the costs for curtesy crossings.

20/08/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 10TH AUGUST 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 10th August 2020.

Cllr Hood requested that a vote be taken to accept all of the recommendations and a vote was taken as follows:

Votes for: Cllrs Jefferys, Kerby, O'Neill, Appleby, Borda and Fitzgerald

Votes against: Cllrs Hood, Hulbert and Drummond.

20/08/11.01 Resolved (H/20/08/9.01 Recommendation)

That the National Joint Council Staff Sickness Scheme be adopted. That the Sickness Absence Policy be approved and implemented. That a variation of contract letter be sent to employees.

20/08/11.02 Resolved (H/20/08/9.02 Recommendation)

That the contributions to the Staff Pension Scheme be increased to 10% and be

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reviewed in six months' time. That employees be made aware of the option to make additional payments to their pension pots.

20/08/11.03 Resolved (H/20/08/11.01 Recommendation)

That Town Council staff salaries be aligned with NJC Salary Scales. To introduce progression through the defined pay scales annually at 1st April (unless identified as inappropriate through an Appraisal scheme). That formation of an Appraisal Policy Working Group be added as an agenda item at the next meeting.

20/08/11.04 Resolved (H/20/08/12.01 Recommendation)

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

20/08/12 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 17TH AUGUST 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 17th August 2020.

20/08/12.01 Resolved (F/20/08/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/07/2020 – 31/07/2020 (Cash Book 1 - 4) be received and adopted.

20/08/12.02 Resolved (F/20/08/10.01 Recommendation)

That the quote from Kallkwik for £2750 +VAT and Annual Host fee £160 +VAT be accepted.

20/08/12.03 Resolved (F/20/08/10.02 Recommendation)

That a virement of the outstanding balance from the Marketing budget be approved.

20/08/12.04 Resolved (F/20/08/11.01 Recommendation)

That the schedule of Policy Review be accepted.

20/08/12.05 Resolved (F/20/08/13.01 Recommendation)

To continue to hold full Town Council and Committee meetings virtually. To permit small informal meetings to take place at the Town Hall, respecting regulations around social distancing and maintaining COVID responsible behaviour. To permit the Extraordinary Council meeting 24th September (Newmarket Town Survey/Health and Wellbeing presentation) to take place in the Memorial Hall should a sufficient number of councillors be able and willing to attend in person, respecting regulations around social distancing and maintaining COVID responsible behaviour. To review the decision to continue holding meetings remotely, at the next Finance and Policy meeting.

20/08/12.06 Resolved (F/20/08/14.01 Recommendation)

That a cleaning company be employed to clean and clear the Kiosk and that the charges be added to the outstanding lease holder invoice for hire fees.

20/08/13 TO NOTE THE RESIGNATION OF COUNCILLOR HIRST AND POSTING OF VACANCY NOTICE

The resignation of Cllr Hirst and the posting of the vacancy notice was noted.

20/08/14 TO RECEIVE THE MINUTES OF THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 31ST JULY & 4TH AUGUST 2020

The Chairman of the Coronavirus Response Steering Group presented the report and recommendations from the Coronavirus Response Steering Group meetings held on 21st April 2020 and the following was agreed:

20/08/14.01 Resolved

That the minutes of the Coronavirus Response Steering Group meetings held on 31st July and 4th August 2020 be received and noted.

The Mayor advised that the Steering Group had been handed over to Community Voluntary Network and some members of the Steering Group would be incorporated into the new organisation. The following was agreed:

20/08/14.01 Resolved

That the Mayor represents NTC at the new Community Voluntary Network.

20/08/15 CORONAVIRUS FINANCIAL UPDATE

The coronavirus expenditure to date was noted.

20/08/16 PARKING WORKING GROUP UPDATE

A verbal report was given on the work of the Working Group to review parking problems in All Saints. A recent meeting with West Suffolk Council Officer indicated that a further survey was not necessary and that WSC / SCC could produce a report on Residents parking Zones for consultation.

West Suffolk planned to introduce a reduction of annual permits, although this would not apply to the TKMax car park. Enforcement of parking restrictions in Rous Road and All Saint's Road would continue.

The Working Group meets weekly and the survey had covered over 800 residents. A request was made to extend the Working Group remit to include a parking strategy for all of Newmarket

The Terms of Reference were considered and the following was agreed:

20/08/16.01 Resolved

That the Terms of the Parking Working Group be extended to include a parking strategy for all of Newmarket and to make recommendations to full Council and SCC Highways on how parking in Town can be improved. To request that the 1-hour TRO for Rous Road and All Saint's Road be changed.

20/08/17 NEIGHBOURHOOD PLAN COMMITTEE

Members considered the participation of the public at NNP Committee meetings and the following was agreed:

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20/08/17.01 Resolved

That Standing Orders be changed to allow Members of the Public who are members of Working Groups to contribute to debate on items on the Agenda, at the discretion of the Chair.

20/08/18 THE SEVERALS

Quotes to install electric shutters at the Pavilion were considered and the following was agreed:

20/08/18.01 Resolved

That the quote from Cambridge Doors for £11,903 +VAT to install electric shutters at the Pavilion be accepted, subject to the successful application for a lawful development certificate.

Other measures to combat antisocial behaviour and threats to staff attending the Pavilion and the lack of Police response were considered and the following was agreed:

20/08/18.02 Resolved

That a letter be sent to the Police and Crime Commissioner copied to Inspector Shipton and MP, to raise the safety concerns and to request Police action.

Town Clerk to arrange quotes for antisocial paint for the roof of the Pavilion.

20/08/19 GEORGE LAMBTON PLAYING FIELDS

The report on the unauthorised encampment of George Lambton playing fields and the swift action taken by West Suffolk was noted and welcomed. West Suffolk have repaired the fence and put in a ditch to deter further unauthorised entries.

20/08/20 PUBLIC SPACES PROTECTION ORDER

Members considered the West Suffolk review of existing Orders and the following was agreed:

20/08/20.01 Resolved

That the existing Public Spaces Protection Orders remain in place and be renewed.

20/08/21 RECYCLING CENTRE

The recent efforts to look at a private enterprise taking on the recycling site and the public response to charging was discussed. However, the fact remains that Newmarket does not have a County recycling facility that is free to use and more work needs to be done on a cross County agreement.

20/08/22 WEST SUFFOLK SERVICE LEVEL AGREEMENT

Members considered the quotes for the autumn planting scheme and the following was agreed:

20/08/22.01 Resolved

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That the quote from Woolpit Nurseries Ltd. for £1413.72 +VAT to provide the autumn planting scheme be accepted.

20/08/23 GENERAL POWER OF COMPETENCE

Town Clerk reported that SALC had advised that it was irrelevant that a Locum Clerk was in post when the General Power of Competence was adopted, so long as they held the correct qualification.

20/08/24 CORRESPONDENCE

Weatherby Crossing Hearing date 14th, 15th and 16th October 2020 was noted. RFO raised a concern regarding expenditure to date, for this would be referred to a Committee to discuss.

Cllr Borda declared a nonpecuniary interest in the following item

The request for a grant to go towards the costs of repairs to the SOS bus was considered and this item would be referred to the F&P Committee.

The PCSO monthly report was noted.

20/08/25 DATE OF THE NEXT VIRTUAL MEETING

Monday 28th September 2020 at 6:00pm.

20/08/26 MEETING DATES FOR THE REMAINDER OF 2020

The meeting dates for the remainder of 2020 were noted.

20/08/27 DATE OF EXTRAORDINARY TOWN COUNCIL MEETING

Thursday 24th September 2020.

20/08/28 EXCLUSION OF THE PRESS AND PUBLIC

With the vote being unanimous, it was:

20/08/28.01 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.

The press and public left the meeting

20/08/29 CIVIC EVENT PLANNING

Town Clerk advised that the plans for civic events were being updated and notification of civic events would be by email.

Meeting closed at 7:20pm

Signed: By the Chairman

Date: 28 09 2020