



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 28th September 2020 at 6:00 pm via Zoom

Attendance:

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

Councillor Y Fitzgerald
Councillor R Hood
Councillor Peter Hulbert
Councillor T Kerby
Councillor J Lay
Councillor C O'Neill
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Christy Argyoudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Soons and Nobbs - West Suffolk Council, 1 member of the Press and 6 members of the Public.

Minute

20/09/1 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.

20/09/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllr Anderson. Cllr De'Ath would join the meeting later.

20/09/3 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

None noted.

20/09/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 24TH AUGUST, TUESDAY 15TH SEPTEMBER AND THURSDAY 24TH SEPTEMBER 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 24th August and 15th September 2020 were presented and the following was agreed:

20/09/4.01 Resolved

That the minutes of the last virtual meetings held on 24th August and 15th September 2020 be adopted and would be signed as a correct record by the Town Mayor.

Matters arising 24th August 2020:

Page 4 – 20/08/11 – A concern was raised regarding an increase to salary and

pension costs. The Mayor advised that the changes to staff Terms of Employment had been resolved in August and there was no reason to revisit the item.

Matters arising 15th September 2020:

Page 2 – 20/09/6 – The D&P Working Group had met to complete a response to part 2 of the Reform or the Planning System and a further meeting would be held 29th September, to complete part 3. The responses would need to be ratified by full Council or delegated powers could be given to the D&P Committee. The following was agreed:

20/09/4.02 Resolved

That delegated powers be given to the D&P Committee to consider and resolve the responses to parts 2&3 of the Reform of the Planning System.

Matters arising 24th September 2020:

The meeting had been postponed due to a change in COVID-19 government guidance and would be rescheduled as a virtual meeting.

20/09/5

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)

Chris Hibble – Narcotics Anonymous reported that he had tested the seating arrangements at the Pavilion to accommodate 15 attendees 2m apart and confirmed that this is achievable. The current Government advice allows groups of 15 to meet for self help groups and he asked for the NTC guidance to be changed from 11 to 15 attendees.

A proposal was made to bring forward a part of item 14 and the following was agreed:

20/09/5.01 Resolved

That a part of item 14 be brought forward to consider bookings at the Pavilion.

20/09/6

TOWN COUNCIL EVENTS AND BOOKINGS

The request to change the numbers of people attending meetings at the Pavilion for self help groups was considered and the following was agreed:

20/09/6.01 Resolved

That the guidance for the numbers attending meetings for self help groups at the Pavilion be increased from 11 to 15.

20/09/7

COUNCILLOR REPORTS

SCC – Cllr Hood confirmed that the SCC Newsletter had been submitted to the Town Clerk for circulation.

Cllr Drummond – gave a verbal update on the merger of the Taxi Policies and both Policies would be maintained and be reviewed in 2 years. The Hackney livery

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would be removed for Bury St Edmunds and the Policy had been changed for new joiners regarding electric vehicles and safeguarding. He had been given delegated powers to make further minor changes.

WS – Karen Soons reported that she had met with residents in Studlands to discuss community allotments at the old disused cycle park at Emerald Orchard. The Mayor would contact the Friends of the Yellow Brick Road to seek views on a community project and report back.

Ward – Cllr O'Neill thanked Cllr Drummond for addressing the issue of repairing a large hole in the wire fence in Cheveley Road.

Cllr Lay reported that he did not believe that West Suffolk were doing enough to promote the market and he would follow this up and report back. He had received a letter regarding the provision of disabled parking in Park Lane and he would forward the letter to West Suffolk to resolve.

Cllr Yarrow welcomed the planting of cherry trees in his Ward.

20/09/8 **ANNOUNCEMENTS**

The Mayor's itinerary for September 2020 in addition to the normal schedule of meetings and Working Groups, included the following:

30th August - played in a cricket match with the Inter-Faith team on the Severals

14th September - attended the award of cheques to the Bill Tutte Scholarship students

20th September - attended the Battle of Britain Service at St Mary's Church, BSE

22nd September - met with West Suffolk officers to discuss the Yellow Brick Road

20/09/9 **TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS
HELD ON 7TH AND 21ST SEPTEMBER 2020**

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 7th and 21st September 2020. There were no recommendations.

20/09/10 **TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE COMMUNITY & LEISURE SERVICES
COMMITTEE MEETING HELD ON 7TH SEPTEMBER 2020**

The Vice Chairman of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 7th September 2020.

20/09/10.01 Resolved (CL/20/09/6.01 Recommendation)

That the Recommendations in the report to resume taking bookings for events taking place 1st October onwards at NTC venues be approved, subject to following the revised guidelines.

20/09/10.02 Resolved (CL/20/09/10.01 Recommendation)

That the quote from Massey & Harris for £3,634 + VAT with an integral

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mound of raised earth be accepted.

20/09/10.03 Resolved (CL/20/09/10.02 Recommendation)

That the public toilets be closed after the half term break and opened for the start of the Easter holiday 2021.

20/09/10.04 Resolved (CL/20/09/11.01 Recommendation)

That the damaged bollard be replaced at a cost of £836+VAT.

20/09/10.05 Resolved (CL/20/09/13.01 Recommendation)

That a working group be set up comprising of Cllrs De'Ath, O'Neill, Jefferys, Appleby and Yarrow with terms of reference to consider the recommendations in the ASB report and report back to the next meeting.

20/09/10.06 Resolved (CL/20/09/15.01 Recommendation)

That lights with timers be put on the planters.

20/09/10.07 Resolved (CL/20/09/16.01 Recommendation)

That the recommendation to deliver the Christmas event with an ice-rink and huts be approved, subject to being able to carry forward the deposits if the event is cancelled due to COVID-19.

20/09/10.08 Resolved (CL/20/09/17.01 Recommendation)

That the request to hold a Family Band Day in May 2021 be accepted. Dates to be agreed with the Jockey Club Estates.

20/09/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN COMMITTEE MEETING HELD ON 14TH SEPTEMBER 2020

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 14th September 2020.

20/09/11.01 Resolved (N/20/09/8.01 Recommendation)

That the details of public transport for buses and rail along with cycling routes be promoted on the NTC website and social media.

Cllr De'Ath joined the meeting

20/09/12 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 14TH SEPTEMBER 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 14th September 2020.

20/09/12.01 Resolved (H/20/09/7.01 Recommendation)

That the amended Newmarket Town Council Member/Officer Protocol be received and adopted.

20/09/12.02 Resolved (H/20/09/8.01 Recommendation)

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That a Working Group be set up comprising of Cllrs O'Neill, Jefferys and Hulbert to report back to the next HR committee meeting with the terms of reference to review the Staff Appraisal Scheme and to consider applying for the Investors in People award.

20/09/12.03 Resolved (H/20/09/9.01 Recommendation)

That the NALC NJC pay scales for 2020/2021 be adopted.

20/09/12.04 Resolved (H/20/09/13.01 Recommendation)

That the quote from Abbey Security for £375.50 per property per year plus £40 per visit (plus VAT) to cover out of hours be accepted.

20/09/12.05 Resolved (H/20/09/14.01 Recommendation)

That the requests for staff training be approved.

20/09/13

**TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS
HELD ON 21ST SEPTEMBER 2020**

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 21st September 2020.

20/09/13.01 Resolved (F/20/09/7.01 Recommendation)

That the ratification of the schedules of payments for the period 01/08/2020 – 31/08/2020 (Cash Book 1 - 4) be received and adopted.

20/09/13.02 Resolved (F/20/09/10.01 Recommendation)

That the amended Financial Regulations be adopted.

20/09/13.03 Resolved (F/20/09/10.02 Recommendation)

That the reviewed Health & Safety Policy be adopted.

20/09/13.04 Resolved (F/20/09/11.01 Recommendation)

That the removed equipment be retained and the costs for cleaning be added to the outstanding rent invoice bringing the total to £1275.60 and if payment is not received that the matter be referred to the Small Claims Court.

20/09/13.05 Resolved (F/20/09/12.01 Recommendation)

That neighbouring Authorities be requested to donate funds to total costs as follows:

SCC 20%, West Suffolk 10%, East Cambs 10% Cheveley and Wooditton Parish Councils 5% each.

That the proposed virements be made to cover 50% of the total costs by NTC.

20/09/13.06 Resolved (F/20/09/14.01 Recommendation)

That quotes for structural testing be sought and to consider an upgrade to LED lighting.

20/09/14 TO NOTE THE RESIGNATION OF COUNCILLOR CEASAR AND POSTING OF VACANCY NOTICE

The resignation of Cllr Caesar was regrettably noted and her valued contributions would be sadly missed.

20/09/15 TOWN COUNCIL CONSTITUTION

The revised Committee Terms of Reference were reviewed and the following was agreed:

20/09/15.01 Resolved

That the revised Committee Terms of Reference for Council, D&P and F&P be adopted and that the HR Committee Terms of Reference be deferred to take account of any changes to the staff appraisal system.

20/09/16 LOCAL COMMUNITY AWARDS

A proposal from the Rotary Club to collaborate on the introduction and holding of an 'acts of kindness' awards scheme, for town residents in the CB8 post code was presented and considered. The following was agreed:

20/9/16.01 Resolved

That NTC supports the proposal to introduce a Community Awards scheme and that the Mayor attends any meetings and to report back.

20/09/17 MEETING WITH FOREST HEATH DISTRICT LOCAL POLICING COMMANDER

The meeting had been rescheduled to take place on 1st October 2020.

20/09/18 PLANNING APPLICATION – DC/20/817/ADV – LAND ADJACENT TO TESCO PETROL STATION WILLIE SNAITH ROAD NEWMARKET

Members considered and discussed the options for signage at the site and the following was agreed:

20/09/18.01 Resolved

That there be no sign at all, however if there is to be a sign, then it be similar to the sign in Ely and be no more of 3m high with reduced lighting.

20/09/19 TOWN COUNCIL EVENTS AND BOOKINGS

The proposed Christmas event was discussed and the following was agreed:

20/09/19.01 Resolved

That due to the current circumstances, that the Christmas Event be regrettably cancelled

Booking requests for the Memorial Hall and Gardens and the Pavilion and Severals were considered and following was agreed:

20/09/19.02 Resolved

To allow bookings for "exceptions" only – support groups and organised sport or licensed outdoor physical activity for under-18s, subject to NTC COVID 19 booking guidelines and compliance with Government guidelines and policies

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on social distancing.

Members were advised that the Cricket club had requested to start preparing the pitch in October and to book every Sat/Sun Apr to Sep next year. All dates would be agreed with the Events Manager

The proposals in the report were considered and the following was agreed:

20/09/19.03 Resolved

That proposals 3&4 in the report be accepted and reviewed periodically and in response to any changes in Government guidance.

Town Clerk advised that Oktober Festival organisers had been selling tickets for an event 17th October at the Severals and that 350 tickets had been sold. Relevant paperwork for plans and risk assessments had been submitted to West Suffolk Council and they were planning for the event to go ahead. The plans for the event were considered and in light of the current COVID-19 situation, the following was agreed

20/09/19.04 Resolved

That the Oktober Festival 2020 event be cancelled

20/09/20 WEATHERBY CROSSING PUBLIC INQUIRY

The Notice of Public Local Inquiry regarding the Weatherby Crossing, to be held on Wednesday 14th – 16th October 2020 at 10:00am at the Memorial Hall was noted.

Town Clerk advised that all of the paperwork had been submitted within the deadline and she would test the technical equipment next week.

20/09/21 CORRESPONDENCE

The PCSO monthly report was noted.

20/09/22 DATE OF THE NEXT VIRTUAL MEETING

Monday 26th October 2020 at 6:00pm.

Meeting closed at 7:25pm

Signed:By the Chairman

Date: 26 10 2020