



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council **held on Monday 26th October 2020 at 6:00 pm via Zoom**

Attendance:

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

Councillor Y Fitzgerald
Councillor R Hood
Councillor P Hulbert
Councillor T Kerby
Councillor C O'Neill
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cllrs R Nobbs and K Soons - West Suffolk, Philippa Winter, Julie Ashton – Minute Assistant, Paul Brown and Steve Elsom – Newmarket BID, 1 Member of the Press and 5 Members of the Public.

Minute

20/10/1 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.

20/10/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs De'Ath and Lay. Cllr Bowen was absent.

20/10/3 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.

20/10/4 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 28TH SEPTEMBER 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 28th September 2020 were presented and the following amendment was made:

Page 3 – Ward Reports – the words “in his Ward” were deleted from the Cherry Trees item.

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

20/10/4.01 Resolved

That the minutes of the last virtual meeting held on 28th September 2020 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

There were no matters arising.

20/10/5 **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)**

None noted.

20/10/6 **PRESENTATION FROM NEWMARKET BUSINESS IMPROVEMENT DISTRICT (BID)**

Paul Brown (BID Manager) presented the new BID Business Plan setting out the objectives for the next term and gave a summary of what the BID had achieved. Going forward, digital signage was being considered to replace the current outdated signs as this would be easier to maintain. He was looking for NTC to support the planning application for digital signage when it is submitted.

Paul introduced Steve Elsom, the BID Vice Chairman who advised that they wanted to enhance the visitor experience and that the proposed digital signage will be able to give a wide range of information and adding value to the businesses and organisations in the Town.

It was noted that the appointed NTC representative had not been consulted on drafting the Business Plan and had not been invited to any meetings. Mr Elsom apologised for this oversight, confirming that should the BID election be successful, closer collaboration would take place.

The Mayor thanked Paul Brown and Steve Elsom for the update and wished them every success for the election and looked forward to working together in the future.

The BID representatives left the meeting.

20/10/7 **TO RECEIVE NOTICE OF POSTPONED ELECTION (SCALTBACK WARD)**

The notice of postponed elections until to 6th May 2021 was noted.

20/10/8 **COUNCILLOR REPORTS**

SCC – Cllr Hood confirmed that the SCC Newsletter had been submitted for circulation and highlighted the section on SCC's decision not to support the Sizewell application at this time. Cllrs Hood and Drummond were working on the Sunica energy farm Statutory consultation.

WS – Cllr Drummond advised that the Cumulative Impact Policy was due for renewal and that he would be developing it for the night time economy when it returns.

Ward – Cllr Yarrow advised that he was continuing to engage with Flagship Housing to improve conditions for residents.

20/10/9 **ANNOUNCEMENTS**

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The Mayor advised that sadly, there were no other activities outside of his normal duties due to the pandemic.

20/10/10 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 5TH AND 19TH OCTOBER 2020

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 5th and 19th October 2020.

20/10/10.01 Resolved (D/20/10/26.02 Recommendation)

The Committee voiced no objections.

20/10/10.02 Resolved (D/20/10/26.03 Recommendation)

The Committee voiced no objections.

20/10/10.03 Resolved (D/20/10/26.04 Recommendation)

The Committee voted to defer this application to a future meeting. The Town Clerk was asked to request from WSC further details of signs (i) and (ii).

20/10/10.04 Resolved (D/20/10/26.07 Recommendation)

That the Committee made a Recommendation to FTC as follows: the committee had wanted to and been prepared to support the application of 15 June and is extremely disappointed that the application as it now stands does not allow for either renovation of Queensbury Lodge or the provision for horse racing industry activity at the site and as a result cannot be supported

20/10/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE COMMUNITY & LEISURE SERVICES COMMITTEE MEETING HELD ON 5TH OCTOBER 2020

The Mayor presented the minutes of the Community & Leisure Services Committee presented the report and recommendations from the Community & Leisure Services Committee meeting held on 5th October 2020.

20/10/11.01 Resolved (CL/20/10/8.01 Recommendation)

That the proposed locations on NTC land for the donated Sakura Cherry trees to be planted be accepted.

20/10/11.02 Resolved (CL/20/10/9.01 Recommendation)

That a Working Group be set up comprising of Cllrs De'Ath, Jefferys, Borda, Kerby and Philippa Winter with a remit to look at the draft budget for 2021/2022 in detail.

201/10/11.03 Resolved (CL/20/10/10.01 Recommendation)

That funds in EMR 330 to the value of £4050 be used to carry out 10 days further flint-wall works in the Cemetery.

20/10/11.04 Resolved (CL/20/10/11.01 Recommendation)

That the quote from Pro-Scape for £500 to install anti-social measures on the castle in the Memorial Gardens be accepted.

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20/10/11.05 Resolved (CL/20/10/13.01 Recommendation)

That the quote from Meads Construction of £1,600 +VAT to replace and install the two damaged bollards be accepted. That an insurance claim be registered for bollard one and a full claim be made against Parcellforce for bollard two.

20/10/11.06 Resolved (CL/20/10/14.01 Recommendation)

That the quote from Airway to install air conditioning in the server room for £1,786+VAT with a 7-year warranty be accepted.

20/10/11.07 Resolved (CL/20/10/15.01 Recommendation)

That the item for additional pedestrian crossings be referred to the NNP Committee to set up a Working Group to agree a remit for taking this work forward.

20/10/11.08 Resolved (CL/20/10/16.01 Recommendation)

That the recommendations in the report be accepted subject to consultation with the Jockey Club regarding proposals for a trim trail.

20/10/11.09 Resolved (CL/20/10/21.01 Recommendation)

That NTC hosts a virtual Town Crying competition subject to it requiring the minimal use of staff resources, with the Mayor and Deputy Mayor being part of the judging panel.

20/10/12

**TO RECEIVE THE MINUTES AND CONSIDER ANY
RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN
COMMITTEE MEETING HELD ON 12TH OCTOBER 2020**

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 12th October 2020.

Page 2 – St Mary’s Square – Members were advised that West Suffolk had put up no parking on the grass signs and it was noted that they appeared to be effective. West Suffolk were prepared to install a picket fence if NTC were to contribute to the costs. The following was agreed:

20/10/12.01 Resolved

That the installation of a picket fence at St Mary’s Square be deferred to allow further monitoring of parking issues.

20/10/12.02 Resolved (N/20/10/8.01 Recommendation)

That a working group be set up consisting of Cllrs Appleby, De’Ath, Jefferys and Yarrow with a remit to consider budget proposals for 2021/22 to include, funds for both Town Maintenance and Town Improvements, and to report back to the next meeting.

20/10/12.03 Resolved (N/20/10/11.01 Recommendation)

That a Working Group be set up consisting of Cllrs Appleby, Jefferys and Yarrow with a remit to organise, supervise and co-ordinate volunteers and Community initiatives.

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20/10/12.04 Resolved (N/20/10/12.01 Recommendation)

That a Working Group be set up consisting of Cllrs Appleby, De'Ath, O'Neill, Richard Fletcher, Sandra Easom, Joan Shaw and Alison Hayes with a remit to produce a viable business plan for a local History Museum.

20/10/13 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 12TH OCTOBER 2020

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 12th October 2020.

20/10/13.01 Resolved (H/20/10/8.01 Recommendation)

That a Working Group be set up consisting of the Cllrs O'Neill, Kerby, Jefferys and Bowen with a remit of looking at the details of the draft budget of the HR Committee for 2021/2022, and report back to the next meeting.

20/10/13.02 Resolved (H/20/10/9.01 Recommendation)

That the revised Staff Appraisal scheme be received and adopted subject to adding a statement of the policy being a non- contractual commitment and that it be reviewed after one year.

20/10/13.03 Resolved (H/20/10/13.01 Recommendation)

That the job description for the Caretaker be issued.

20/10/13.04 Resolved (H/20/10/13.02 Recommendation)

That the TC be authorised to make an offer of employment and issue the necessary paperwork, to employ a part-time cleaner (15 hours per week at salary grade B), with additional hours required where council events and activities were planned.

20/10/13.05 Resolved (H/20/10/13.03 Recommendation)

That the TC in conjunction with the HR Chairman, be authorised to agree arrangements with the staff member.

20/10/13.06 Resolved (H/20/10/14.01 Recommendation)

That the requests for staff training be approved.

20/10/14 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 19TH OCTOBER 2020

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 19th October 2020.

20/10/14.01 Resolved (F/20/10/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/09/2020 – 30/09/2020 (Cash Book 1 - 4) be received and adopted.

20/19/14.02 Resolved (F/20/10/09.01 Recommendation)

That, subject to some amendments being made, the draft budget for the F&P Committee for 2021/2022 be approved.

20/10/14.03 Resolved (F/20/10/10.01 Recommendation)

That a Working Group be set up to review the Risk Management Scheme and risk score ratings; to include Councillors Jefferys, O'Neill, and Appleby.

20/10/14.04 Resolved (F/20/10/12.01 Recommendation)

That, subject to clarification of the ability to operate the accounts online, four accounts would be opened with Cambridge & Counties Bank, The Cambridge Building Society, Nationwide Building Society and Nationwide Building Society; each to receive £85,000 from council funds.

20/10/14.05 Resolved (F/20/09/12.01 Recommendation)

That the request for banner fees to be waived for 2020 be approved and that the council looks forward to The Jockey Club utilising this facility in the coming years.

20/10/14.06 Resolved (F/20/10/14.01 Recommendation)

That quote from Electrical Testing Ltd for £2,214.45 be accepted to carry out structural testing on the Studlands Park lighting columns which are under the responsibility of Newmarket Town Council; utilising funds from the Studlands Ear-marked Reserve as necessary.

20/10/15 TERMS OF REFERENCE – HUMAN RESOURCES COMMITTEE

Town Clerk presented the revised Terms of Reference for the HR Committee and the following was agreed:

20/10/15.01 Resolved

That the revised Terms of Reference for the HR Committee be received and adopted.

20/10/16 SUFFOLK ASSOCIATION OF LOCAL COUNCILS AREA FORUM (SALC)

Cllr Appleby advised that he had attended meetings with the West Suffolk branch of SALC and had been asked to stand for the Vice Chairman role. The Mayor nominated Cllr Appleby as NTC representative at the Forum, seconded by Cllr Kerby. There were no other nominations and the following was agreed:

20/10/16.01 Resolved

That Cllr Appleby be appointed to represent NTC at the SALC Area Forum.

20/10/17 WEATHERBY CROSSING PUBLIC INQUIRY UPDATE

Town Clerk gave a verbal report and advised that despite the technical issues experienced at the beginning, the Inquiry had gone ahead as intended. The staff with the help of Cllr O'Neill had done their best to alleviate the issues, providing technical and other support to those in attendance. The Inquiry continued for three days and would resume on the 2nd November. The contributions of the NTC Barrister were noted; it was felt that the council was well represented legally. Thanks were extended to those residents who had provided witness statements and

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who attended to give evidence.

Cllr O'Neill reported that it had not been made clear how a blended Inquiry would work or recognised just how challenging this would be. Staff had exceeded expectations and excelled at meeting the needs of residents, the Planning Inspector and witnesses.

Town Clerk advised that there were additional fees for the Barrister and expert witness amounting to costs in the region of £20,000. She had written to neighbouring councils for support and so far, East Cambs had declined as had Suffolk County Council who indicated their requirement to remain neutral. The Mayor asked for any suggestions for other funding streams to be put to the Town Clerk.

20/10/18 PARKING WORKING GROUP

A verbal report was given including that the group had met in August with a representative from West Suffolk, who are jointly responsible with Suffolk County Council for implementing residents parking zones. The group had been told at this point that the process to implement resident parking zones in Newmarket in the areas identified by the Working Group would then begin, however it was unclear if any action had been taken. The delay could be due to questions as to who would fund the project, as West Suffolk had asked NTC to contribute £10,000. This was felt to be unprecedented as it was understood that other local councils had not been asked to contribute to their residents parking zones and that it was not the Town Council's place to fund the scheme.

With the responsibility for implementing resident parking zones being with West Suffolk and SCC the following was agreed:

20/10/18.01 Resolved

That a letter be sent to West Suffolk to implore them to waste no more time and start the process of implementing a resident parking zone in the areas identified by the Working Group survey and that funding should come from car parking revenue or the appropriate locality budgets.

That they consider more seriously and vigorously the possible measures (a number of which have been suggested by the group and deployed elsewhere in Suffolk), that could mitigate the immediate impact of enforcement on residents who are disproportionately affected so as to ease unnecessary stress and anguish currently being experienced.

It was noted and welcomed that the All Saints car park had been resurfaced by WSC and that others would also be updated in due course.

20/10/19 PUBLIC REALM

The Public Realm Working Group reported that a programme of work had been discussed to plant trees and bulbs at various locations in the Town, including at Icewell Hill. Planting at the latter would require identification of the owners of the land, to ask them to remove existing dead cherry trees and permission to replant. A

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budget was also required for this work and the following was agreed:

20/10/19.01 Resolved

That £1,000 from the Neighbourhood Plan Committee budget be used to start the Public Realm project for planting trees and bulbs at various locations in the Town.

20/10/20 CLOCK TOWER

It was reported that the project still needed to go out to tender and that a contractor to manage work on public projects was required before this could be done. The Memorandum of Agreement and quotation for the Tendering and Contact Management of landscape works was presented and considered and the following was agreed:

20/10/20.01 Resolved

That the Town Clerk be authorised to sign the contract and accept the quote from Thomas Hoblyn Garden Design for £5,151 to manage the Clock Tower Project.

20/10/21 SIX MONTH BUDGET PROJECTIONS 2020/2021

It was noted that the underspend was due to reduced expenditure for putting on events. The six-month budget projection for 2020/2021 was noted.

20/10/22 CORRESPONDENCE

The invitation to attend the West Suffolk and Town Forum 4th November 2020 via Microsoft Teams was noted.

20/10/23 DATE OF THE NEXT VIRTUAL MEETING

Monday 23th November 2020 at 6:00pm.

Meeting closed at 7:00pm

Signed: By the Chairman

Date: 23 November 2020