



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 26th April 2021 at 6:00 pm via Zoom

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, C Argyroudi – Events Manager, J Ashton – Minute Assistant, Cllrs K Soons and R Nobbs – West Suffolk Council, P Winter, 1 Member of the Press and 5 Members of the Public.

Minute

21/04/1 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.

21/04/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllr De'Ath. Cllr Anderson was absent.

21/04/3 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.

21/04/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 22nd March 2021 and 6th April 2021 and consider any Matters Arising.

The minutes of the virtual meeting held on 22nd March 2021 were presented and the following was agreed:

21/04/4.01 Resolved

That the minutes of the virtual meeting held on 22nd March 2021 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

There were no matters arising.

The minutes of the virtual meeting held on 6th April 2021 were presented and the following was agreed

21/04/4.02 Resolved

That the minutes of the virtual meeting held on 6th April 2021 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

There were no matters arising.

21/04/5 Public Open Session

Resident Douglas Hall spoke to an item in Correspondence regarding the SCC consultation on Exning Road and traffic/road safety concerns raised by parents and

the lack of consultation.

The Mayor proposed that item 20 Correspondence be brought forward and the following was agreed:

21/04/5.01 Resolved

That item 20 Correspondence SCC consultation on Exning Road be brought forward

Cllr Soons reported that a new crossing near the Laureate School had been agreed in principle and a TRO would follow, which ensures that the public are consulted in any planned changes. The Headmaster of the School had contacted parents last December and invited them to comment. There was also an article in the Journal.

The safety concerns and lack of crossing control officer were discussed further and the following was agreed:

21/04/5.02 Resolved

That NTC supports all measures to improve safety on Exning Road and welcomes the public consultation on the proposed crossing. . NTC requests that SCC also considers the safety of the junction of Studlands Park Avenue with Exning Road. **NTC requests that the crossing control officer be reinstated as soon as possible.**

21/04/5.03 Resolved

That NTC arranges a meeting with Parents to discuss safety concerns on Exning Road.

21/04/6 Suffolk Constabulary

The PCSO monthly report was received and noted.

21/04/7 Councillor Reports

SCC - Cllr Hood reported that the monthly SCC report had been sent out and included a report on the success of secondary pupils getting their preferred place.

Cllr Drummond reported that the work to widen the path in Snailwell Road had been completed and had received good feedback from residents.

West Suffolk Council (WSC) – Cllr Drummond reported that the WSC newsletter had been circulated by the Town Clerk.

Cllr Hood reported that the work to resurface the Grosvenor carpark had started.

Cllr Lay reported that the Jockey Club Estates plan to build houses at Scaltback had changed to provide a 5-acre park.

Cllr Soons reported that WSC had upgraded and increased the number of dog bins and requested feedback on them.

Ward – Cllr Fitzgerald reported concerns raised by a resident regarding parked cars outside of her house in Exning Road and the following was agreed:

21/4/7.01 Resolved

That the concerns regarding parked cars in Exning be referred to the Community and Leisure Services Committee to consider all issues on Exning Road.

Cllr Fitzgerald also reported that a resident had requested additional dog bins at the George Lambton Playing Fields. The request will be forwarded to Cllr Soons.

Cllr Yarrow reported that litter picking continues.

Outside bodies – none noted.

21/04/8 Announcements

The Mayor reported that in addition to normal Committee meetings and Working Groups his activities included the following:

13th April Site visit to the YBR with representatives of Newmarket Community Network.

14th April Met the Deputy Mayor of Maison Lafitte (Twinning Zoom meeting).

15th April Fullers Mill Garden, West Stow for their open day.

24th April Officiated at the coin toss of the first Newmarket Cricket Club match.

21/04/9 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 6th and 22nd April 2021

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 6th and 22nd April 2021. There were no recommendations.

21/04/10 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 6th April 2021

The Vice Chairman presented the minutes of the Community & Leisure Services Committee meeting held on 6th April 2021.

21/04/10.01 (CL/21/04/6.01 Recommendation)

That the Revised Cemetery Regulations 2021 be received and adopted.

21/04/10.02 (CL/21/04/6.02 Recommendation)

That the Revised Cemetery Fees and Charges 2021 be received and adopted.

21/04/10.03 Resolved (CL/21/04/6.03 Recommendation)

That the newly planted Cherry tree be dedicated as a Covid-19 Memorial tree at the Cemetery.

21/04/10.04 Resolved (CL/21/04/10.01 Recommendation)

That the Carnival and Platinum events be a joint event and be held on the 4th June 2022.

21/04/10.05 Resolved (CL/21/04/10.02 Recommendation)

That the offer of free Fitness Yoga and Pilates events be approved and a budget of £750 be allocated.

21/04/10.06 Resolved (CL/21/04/10.03 Recommendation)

That the Car Boot Sales schedule from the 30th May be approved.

21/04/10.07 Resolved (CL/21/04/11.01 Recommendation)

That the quote for the Christmas lights from Gala Lights for £11,910 for the first year and £10,560 for each of the next 2 -5 years be accepted.

21/04/10.08 Resolved (CL/21/04/12.01 Recommendation)

That NTC supports the Studlands Resident Association proposal to allocate the old BMX track at Studlands as a new allotment site and to write to West Suffolk Council to request this proposal.

21/04/10.09 Resolved (CL/21/04/14.01 Recommendation)

That the request from Newmarket Academy to hold a Charity event in the Memorial Hall 9th July 2021 free of charge be approved.

21/04/11 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meeting held on 12th April 2021

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 12th April 2021.

21/04/11.01 Resolved (N/21/04/9.01 Recommendation)

That WSC and SCC are invited to carry out a walk of the High Street to identify where improvements can be made and to regularly inspect the High Street every 6 months.

21/04/12 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meeting held on 12th April 2021

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 12th April 2021.

21/04/12.01 Resolved (*H/21/04/21.01 Recommendation***)**

That eligible staff be awarded a 1-point increment on the NJC Salary Scale.

21/04/12.02 Resolved (*H/21/04/21.02 Recommendation***)**

That the request to do additional work be approved.

21/04/12.03 Resolved (*H/21/04/21.03 Recommendation***)**

That the employment contract of the Town Clerk be reviewed regarding the responsibility for line management in consultation with the Town Clerk, Mayor, Chairman of the HR Committee, Ellis Whittam and guidance from NALC.

21/04/12.04 Resolved (*H/21/04/21.04 Recommendation***)**

That a temporary 3-month contract be offered to the candidate for the post of Town Keeper subject to references being received. That the post be advertised in the press and social media.

21/04/12.05 Resolved (*H/21/04/21.05 Recommendation***)**

That the request for the Town Clerk to attend the SLCC Leadership in Action 2021 Conference to be held on 9th and 10th June 2021 at a cost of £75+VAT be approved.

21/04/13 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 22nd April 2021

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 22nd April 2021.

21/04/13.01 Resolved (F/21/04.6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/03/2021 – 31/03/2021 (Cash Book 1 - 4) be received and adopted.

21/04/13.02 Resolved ((F/21/04/10.01 Recommendation)

That the Statement of Internal Control be received and adopted.

21/04/13.03 Resolved (F/21/04/12.01 Recommendation)

That the costs for partitioning the main office space be investigated.

21/04/14 Newmarket Community Network

The Mayor reported that there had been 29 helpline requests since 1st April and that demand was reducing. He had also completed a walk of the YBR with the Newmarket Community Network who were looking to hold some events there in the near future. The minutes of the last meeting will be circulated when they are available.

21/04/15 Maison Lafitte Twinning Event

The Events Manager presented a report on a proposal to refresh the Twinning connections by holding an online event with a video and informal discussion. The proposal was considered and the following was agreed:

21/04/15.01 Resolved

That a budget of £500 be allocated from the Twinning budget be approved for the Maison Lafitte Twinning Event video.

21/04/16 Town Council Bus Stops

The Events Manager presented a report to recommend appointing a cleaning service to carry out a monthly clean of the bus shelters belonging to NTC. The proposal was considered and the following was agreed:

21/04/16.01 Resolved

That Crash Cleaners be appointed to provide a monthly cleaning service of the NTC bus shelters.

Details of any bus shelters belonging to NTC that were not on the list should be sent to the Events Manager.

A report for a request to repair any broken bus shelters and notice boards was presented and considered. The following was agreed:

21/04/16.02 Resolved

That Discount Display be appointed to repair broken bus shelter and replace the notice boards.

21/04/17 Annual Meeting of the Town

Tues 25th May meeting in person – a report from The Working Group was received.

Planning for the event, to take in to account Covid-19 requirements was ongoing.

21/04/18 Meetings after 6th May 2021

A report was presented and considered on the current legislation for holding meetings. The following was agreed:

Cllr O'Neill left the meeting

21/04/18.01 Resolved

That no virtual full Council or Committee meetings be held after 6th May 2021 and that the first meeting to be held in the Memorial Hall be the Development and Planning and the Finance & Policy Committee meetings taking place on 17th May 2021.

21/04/19 Health and Wellbeing Working Group

A Working Group report had been circulated.

21/04/20 Correspondence

- Newmarket BID – Town maps artwork - noted
- WSC – Town centre recovery. A meeting will be arranged to invite WSC to walk through the town with Cllrs Jefferys, Hood, Appleby, O'Neill and Lay.
- Abbey Cross Leisure Centre update was noted.
- Confidential item to be discussed in the confidential part of the meeting.

21/04/21 Date of the next Meeting

Monday 24th May 2021, Annual Council Meeting in the Memorial Hall.

21/04/22 Exclusion of the Press & Public

With the vote being unanimous, it was:

21/04/22.01 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

21/04/23 *Resignation of Town Clerk*****

Town Clerk reported that she had tendered her resignation to take up a post nearer to home and would be leaving in a few weeks' time.

Members totally understood, and appreciated her contributions to keep the Council going during this difficult period. Thanks were giving for an outstanding job and the Mayor wished her well in her new post.

The recruitment process would now be started to find a replacement and the following was agreed:

*****21/04/23.01 Resolved*****

That the resignation letter of the Town Clerk be accepted and that the recruitment process to recruit a replacement Town Clerk be started. That Cllrs Jefferys, O'Neill and Drummond be appointed to carry out short listing and interviews.

Meeting closed at 7:13pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/04/5.02 Resolved</u>	That NTC supports all measures to improve safety on Exning Road and welcomes the public consultation on the proposed crossing. NTC requests that SCC also considers the safety of the junction of Studlands Park Avenue with Exning Road. NTC requests that the crossing control officer be reinstated as soon as possible.
<u>21/04/5.03 Resolved</u>	That NTC arranges a meeting with Parents to discuss safety concerns on Exning Road.
<u>21/04/7.01 Resolved</u>	That the concerns regarding parked cars in Exning be referred to the Community and Leisure Services Committee to consider all issues on Exning Road.
<u>21/04/10.01 Resolved (CL/21/04/6.01 Recommendation)</u>	That the Revised Cemetery Regulations 2021 be received and adopted.
<u>21/04/10.02 Resolved (CL/21/04/6.02 Recommendation)</u>	That the Revised Cemetery Fees and Charges 2021 be received and adopted.
<u>21/04/10.03 Resolved (CL/21/04/6.03 Recommendation)</u>	That the newly planted Cherry tree be dedicated as a Covid-19 Memorial tree at the Cemetery.
<u>21/04/10.04 Resolved (CL/21/04/10.01 Recommendation)</u>	That the Carnival and Platinum events be a joint event and be held on the 4 th June 2022.
<u>21/04/10.05 Resolved (CL/21/04/10.02 Recommendation)</u>	That the offer of free Fitness Yoga and Pilates events be approved and a budget of £750 be allocated.
<u>21/04/10.06 Resolved (CL/21/04/10.03 Recommendation)</u>	That the Car Boot Sales schedule from the 30 th May be approved.
<u>21/04/10.07 Resolved (CL/21/04/11.01 Recommendation)</u>	That the quote for the Christmas lights from Gala Lights for £11,910 for the first year and £10,560 for each of the next 2 -5 years be accepted.
<u>21/04/10.08 Resolved (CL/21/04/12.01 Recommendation)</u>	That NTC supports the Studlands Resident Association proposal to allocate the old BMX track at Studlands as a new allotment site and to write to West Suffolk Council to request this proposal.
<u>21/04/10.09 Resolved (CL/21/04/14.01 Recommendation)</u>	That the request from Newmarket Academy to hold a Charity event in the Memorial Hall 9 th July 2021 free of charge be approved.
<u>21/04/11.01 Resolved (N/21/04/9.01 Recommendation)</u>	That WSC and SCC are invited to carry out a walk of the High Street to identify where improvements can be made and to regularly inspect the High Street every 6 months.
<u>21/04/12.01 Resolved</u> <i>(***H/21/04/21.01 Recommendation***)</i>	That eligible staff be awarded a 1-point increment on the NJC Salary Scale.
<u>21/04/12.02 Resolved</u>	That the request to do additional work be approved.

Book Number 9 2021 -2022

Minutes of the Newmarket Town Council held on Monday 26th April 2021

<u>(***H/21/04/21.02 Recommendation***)</u>	
<u>21/04/12.03 Resolved</u> <u>(***H/21/04/21.03 Recommendation***)</u>	That the employment contract of the Town Clerk be reviewed regarding the responsibility for line management in consultation with the Town Clerk, Mayor, Chairman of the HR Committee, Ellis Whittam and guidance from NALC.
<u>21/02/12.04 Resolved</u> <u>(***H/21/02/21.04 Recommendation***)</u>	That a temporary 3-month contract be offered to the candidate for the post of Town Keeper subject to references being received. That the post be advertised in the press and social media.
<u>21/02/12.05 Resolved</u> <u>(***H/21/02/21.05 Recommendation***)</u>	That the request for the Town Clerk to attend the SLCC Leadership in Action 2021 Conference to be held on 9 th and 10 th June 2021 at a cost of £75+VAT be approved.
<u>21/04/13.01 Resolved (F/21/04.6.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/03/2021 – 31/03/2021 (Cash Book 1 - 4) be received and adopted.
<u>21/04/13.02 Resolved (F/21/04/10.01 Recommendation)</u>	That the Statement of Internal Control be received and adopted.
<u>21/04/13.03 Resolved (F/21/04/12.01 Recommendation)</u>	That the costs for partitioning the main office space be investigated.
<u>21/04/15.01 Resolved</u>	That a budget of £500 be allocated from the Twinning budget be approved for the Maison Lafitte Twinning Event video.
<u>21/04/16.01 Resolved</u>	That Crash Cleaners be appointed to provide a monthly cleaning service of the NTC bus shelters.
<u>21/04/16.02 Resolved</u>	That Discount Display be appointed to repair broken bus shelter and replace the notice boards.
<u>21/04/18.01 Resolved</u>	That no Committee meetings be held after 6 th May 2021 and that the first meeting to be held in the Memorial Hall be the F&P Committee meeting on 17 th May 2021.
<u>***21/04/23.01 Resolved***</u>	
<u>21/04/20.01 Resolved</u>	That the resignation letter of the Town Clerk be accepted and that the recruitment process to recruit a replacement Town Clerk be started. That Cllrs Jefferys, O'Neill and Drummond be appointed to carry out short listing and interviews.