



# Newmarket

## TOWN COUNCIL

### **Minutes of the Meeting of Newmarket Town Council** **held on Monday 28<sup>th</sup> June 2021 at 6:00 pm at the Memorial Hall**

#### **Attendance:**

Councillor M Jefferys (Town Mayor)  
Councillor M Anderson  
Councillor A Appleby  
Councillor J Berry  
Councillor J Borda  
Councillor L Crissall  
Councillor J De'Ath

Councillor Y Fitzgerald  
  
Councillor D Hall  
Councillor J Harvey  
Councillor P Hulbert  
Councillor C O'Neill  
Councillor P Winter  
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Martin Curtin (Curtin & Co), Colin Campbell (HILL), Gareth Wilson (Barton Willmore), Sgt Fricker & PCSO W Butcher – Suffolk Constabulary, 1 Member of the Press and 2 Members of the Public.

#### **Minute**

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#### **21/06/1    Welcome**

The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.

#### **21/06/2    Apologies for Absence – LGA 1972, Section 85(1) & (2)**

Apologies were received from Cllrs Clover, Drummond and Hood. Cllr Lay was absent.

#### **21/06/3    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.

#### **21/06/4    To Receive and Confirm the Minutes of the Town Council Meeting held on 24<sup>th</sup> May 2021 and any Matters Arising.**

The minutes of the meeting held on 24<sup>th</sup> May 2021 were presented and the following was agreed:

##### **21/06/4.01 Resolved**

**That the minutes of the meeting held on 24<sup>th</sup> May 2021 be adopted and signed as a correct record by the Town Mayor.**

There were no matters arising.

#### **21/06/5    To Receive and Confirm the Minutes of the Town Council Meeting held on 7<sup>th</sup> June 2021 and any Matters Arising.**

The minutes of the meeting held on 7<sup>th</sup> June 2021 were presented and the following was agreed:

##### **21/06/5.01 Resolved**

**That the minutes of the meeting held on 7<sup>th</sup> June 2021 be adopted and signed as a correct record by the Town Mayor.**

There were no matters arising.

**21/06/6     To Receive and Confirm the Minutes of the Town Council Meeting held on 21<sup>st</sup> June 2021 and any Matters Arising.**

The minutes of the meeting held on 21<sup>st</sup> June 2021 were presented and the following amendment was made:

21/06/14 – Diamond was changed to read Platinum.

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

**21/06/6.01 Resolved**

**That the minutes of the meeting held on 21<sup>st</sup> June 2021 be adopted and signed as a correct record by the Town Mayor.**

There were no matters arising.

**21/06/7     To Receive and Confirm the Minutes of the Annual Meeting of the Town held on 21<sup>st</sup> May 2019 and any Matters Arising.**

The minutes of the meeting held on 21<sup>st</sup> May 2019 were presented: they will be approved at the Annual Meeting of the Town in May 2022.

**21/06/8     Presentation**

A presentation was given by representatives of Curtin & Co, HILL and Barton Willmore on behalf of L&Q Estates regarding the Westley Green development near Six Mile Bottom.

The Mayor thanked Curtin & Co for the presentation and they left the meeting

**21/06/9     Public Open Session**

No members of the public wished to speak.

**21/06/10    Suffolk Constabulary**

The monthly PCSO report was received and noted.

Sgt Fricker – gave an update on the following incidents; robbery at a newsagents in All Saints Road, stabbing in Mill Hill, death at the Golden Lion pub and rape in Mill Hill. All incidents were being investigated.

He also gave an update on Police actions for County lines issues and antisocial behaviour at the Air BnB property on Mill Hill and reported that Cambridgeshire Council had issued an enforcement notice on a similar property to shut it down.

**21/06/11    Councillor Reports**

SCC – a SCC written report was received from Cllr Hood.

**West Suffolk Council (WSC)** – Cllr Anderson reported that there had been several incidents of smashed car windows and fly-tipping in Studlands and the green areas, which should be maintained by WSC, were in a poor condition. He was grateful for the grass cutting by volunteers.

**Ward** – Cllr Yarrow reported that the West Suffolk Council office in Newmarket will

be closed. This item was referred to the Community and Leisure Services Committee to consider.

**Outside bodies** – None noted.

**21/06/12 Mayors Announcements**

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

- 11<sup>th</sup> May – Attended a Rotary meeting
- 19<sup>th</sup> May – Met with the Mayor of Newmarket, Ontario
- 27<sup>th</sup> May – Virtual twinning meeting with Maison Lafitte & Mesnil Le Roi
- 3<sup>rd</sup> June – Meeting with Jill Korwin (Director at West Suffolk Council)
- 10<sup>th</sup> June – Opened the Turkoman Restaurant
- 21<sup>st</sup> June – Attended the Suffolk Day Procession through Clare
- 24<sup>th</sup> June – Attend the St John's Ambulance event at the Clock Tower

**21/06/13 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 7<sup>th</sup> and 21<sup>st</sup> June 2021**

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 7<sup>th</sup> and 21<sup>st</sup> June 2021.

**21/06/13.01 Resolved (D/21/06/15/.01 Recommendation)**

**That in the absence of any recent evidence due to the pandemic restrictions, NTC supports the renewal of the Cumulative Impact Assessment.**

**21/06/14 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 7<sup>th</sup> June 2021**

The Chairman of the Community and Leisure Services Committee presented the minutes and recommendations of the Community & Leisure Services Committee meeting held on 4<sup>th</sup> June 2021.

**21/06/14.01 (CL/21/05/7.01 Recommendation)**

**That NTC secure sponsorship and organise the Community Bulb Planting Event in October 2021.**

**21/06/14.02 (CL/21/06/9.01 Recommendation)**

**That the metal launch pad be purchased from Massey & Harris at a cost of £878 and a quote be sought from Pro-Scape to install it and to remove the grassy mound. The Acting Town Clerk will have delegated spending powers to action the work.**

**21/06/14.03 Resolved (CL/21/06/11.01 Recommendation)**

**That the quote from SCC to replace the damaged street lighting for £1,316.29 be approved.**

**21/06/14.04 Resolved (CL/21/06/13.01 Recommendation)**

**That the quote from Jockey Club Estates for £1,440 to jet wash and varnish the balustrade and uprights at the Pavilion be approved.**

**21/06/14.05 Resolved (CL/21/06/14.01 Recommendation)**

**That the quote from AAA Inflatables Ltd to provide inflatables for a cost of**

**£2,000+VAT be approved.**

**21/06/14.06 Resolved (CL/21/06/14.02 Recommendation)**

**That Cllr O'Neill be appointed to oversee the Twinning activities.**

**21/06/14.07 Resolved (CL/21/06/14.03 Recommendation)**

**That the request to add 4 new Yoga sessions in July for a cost of £180 be approved.**

**21/06/14.08 Resolved (CL/21/06/15.01 Recommendation)**

**That the Exning Road issues be referred to the Neighbourhood Plan Committee Parking Working Group with a remit of reviewing the safety issues on Exning Road.**

**21/06/14.09 Resolved (CL/21/06/17.01 Recommendation)**

**That the request from the RAF & Army Cadets to use the Severals during the summer be approved.**

**21/06/15 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meetings held on 14<sup>th</sup> June 2021**

The Chairman of the Neighbourhood Plan Committee presented the minutes and recommendations from the Neighbourhood Plan Committee meeting held on 14<sup>th</sup> June 2021.

**21/06/15.01 Resolved (N/21/06/11.01 Recommendation)**

**That a working group would be created with Terms of Reference being to consider matters relating to E7 & E8 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Crissall, Drummond, Harvey, Hall, Hood, Hulbert, Jefferys, O'Neill.**

**21/06/15.02 Resolved (N/21/06/11.02 Recommendation)**

**That a working group would be created with Terms of Reference being to consider matters relating to D3 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Hall, Jefferys, O'Neill, Yarrow & Craig Warren.**

**21/06/16 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meetings held on 14<sup>th</sup> June 2021**

The Chairman of the Human Resources Committee presented the minutes and recommendations from the Human Resources Committee meetings held on 14<sup>th</sup> June 2021.

**21/06/16.01 Resolved (\*\*\*H/21/06/12.01 Recommendation\*\*\*)**

**That a member of staff will be paid in lieu of notice from 16/6/21.**

**21/06/16.02 Resolved (\*\*\*H/21/06/12.02 Recommendation\*\*\*)**

**That a member of staff will be supported through the Council Sick Pay Scheme.**

**21/06/16.03 Resolved (\*\*\*H/21/06/12.03 Recommendation\*\*\*)**

**That an agency Caretaker be sought in the interim period and job advertisement posted locally.**

**21/06/16.04 Resolved (\*\*\*H/21/06/12.04 Recommendation\*\*\*)**

**That Cllrs Jefferys, O'Neill and the Town Clerk continue with delegated powers to**

proceed with managing HR issues and scheduling interviews for the post of Town Keeper.

**21/06/17 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 21<sup>st</sup> June 2021**

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meetings held on 21<sup>st</sup> June 2021.

**21/05/17.01 Resolved (F/21/06/6.01 Recommendation)**

**That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.**

**21/06/17.02 Resolved ((F/21/06/11.01 Recommendation)**

**That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved.**

**21/06/17.03 Resolved (F/21/06/12.01 Recommendation)**

**That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted.**

**21/06/17.04 Resolved (F/21/06/14.01 Recommendation)**

**That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.**

**21/06/17.05 Resolved (F/21/06/15.01 Recommendation)**

**That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.**

**21/06/17.06 Resolved (F/21/06/15.02 Recommendation)**

**That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.**

**21/06/17.07 Resolved (F/21/06/15.03 Recommendation)**

**That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.**

**21/06/17.08 Resolved (F/21/06/15.04 Recommendation)**

**That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.**

**21/06/17.09 Resolved (F/21/06/17.01 Recommendation)**

**That the request for new and existing Councillor training be approved.**

**21/06/18 Newmarket Community Network**

The Mayor reported that there will be a Community Action day on Saturday 3<sup>rd</sup> July and

that volunteers were being sought to clear up the Yellow Brick Road area.

**21/06/19 Working Groups**

The Health & Wellbeing Working Group's terms of reference and membership were confirmed.

**21/06/20 Neighbourhood Plan Committee**

The Mayor proposed Rachel Wood to be a non-council member of the Neighbourhood Plan Committee and the following was agreed:

**21/06/20.01 Resolved**

**That Rachel Wood be added as a non-council member of the Neighbourhood Plan Committee.**

**21/06/21 Carparking**

The West Suffolk increase to car parking charges and times from 5<sup>th</sup> July 2021 were discussed and the following was agreed:

**21/06/21.01 Resolved**

**That the West Suffolk increases to car parking charges be referred to the Parking Working Group.**

As a result of the change of time for free car parking starting at 6:00pm, the start time of NTC Committee meetings was discussed and the following was agreed:

**21/6/21.02 Resolved**

**That owing to the impact of the West Suffolk increase to parking charges and times, the start time of all NTC Committee meetings will start at 6:15pm from 5<sup>th</sup> July 2021.**

**21/06/22 Hybrid Meetings**

Members discussed the mix of attendance at meetings in-person and/or virtually and the following was agreed:

**21/06/22.01 Resolved**

**That a Working Group be set up comprising of Cllrs Borda, Hall and O'Neill and the Town Clerk with a remit of looking at Hybrid meeting arrangements and any associated costs.**

**21/06/23 Correspondence**

**Festival of Suffolk 2022** – Suffolk Community Foundation are looking for details of any planned events to be held between May and October 2022 to celebrate Suffolk during the Queen's Platinum Jubilee. The Newmarket Carnival will be added and the C&L Committee will consider any additional events

**Memorial Bench or tree request** – the request was considered and was referred to the C&L Committee.

**Recycling facility at supermarket** – a request for Tesco to reinstate a plastic recycle facility at the Newmarket store was considered and it was reported that Tesco had reinstated the facility.

**21/06/24**    **Date of the next Meeting**  
Monday 26<sup>th</sup> July 2021 in the Memorial Hall.

Meeting closed at 7:09pm

Signed: By the Chairman

Date: 27/07/2021

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### Summary of Resolutions

| <b>Resolution</b>                                                  | <b>Resolution Wording</b>                                                                                                                                                                                                                         |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>21/06/13.01 Resolved (D/21/06/15.01 Recommendation)</u></b>  | That in the absence of any recent evidence due to the pandemic restrictions, NTC supports the renewal of the Cumulative Impact Assessment.                                                                                                        |
| <b><u>21/06/14.01 (CL/21/05/7.01 Recommendation)</u></b>           | That NTC secure sponsorship and organise the Community Bulb Planting Event in October 2021.                                                                                                                                                       |
| <b><u>21/06/14.02 (CL/21/06/9.01 Recommendation)</u></b>           | That the metal launch pad be purchased from Massey & Harris at a cost of £878 and a quote be sought from Pro-Scape to install it and to remove the grassy mound. The Acting Town Clerk will have delegated spending powers to action the work.    |
| <b><u>21/06/14.03 Resolved (CL/21/06/11.01 Recommendation)</u></b> | That the quote from SCC to replace the damaged street lighting for £1,316.29 be approved.                                                                                                                                                         |
| <b><u>21/06/14.04 Resolved (CL/21/06/13.01 Recommendation)</u></b> | That the quote from Jockey Club Estates for £1,440 to jet wash and varnish the balustrade and uprights at the Pavilion be approved.                                                                                                               |
| <b><u>21/06/14.05 Resolved (CL/21/06/14.01 Recommendation)</u></b> | That the quote from AAA Inflatables Ltd to provide inflatables for a cost of £2,000+VAT be approved.                                                                                                                                              |
| <b><u>21/06/14.06 Resolved (CL/21/06/14.02 Recommendation)</u></b> | That Cllr O'Neill be appointed to oversee the Twinning activities.                                                                                                                                                                                |
| <b><u>21/06/14.07 Resolved (CL/21/06/14.03 Recommendation)</u></b> | That the request to add 4 new Yoga sessions in July for a cost of £180 be approved.                                                                                                                                                               |
| <b><u>21/06/14.08 Resolved (CL/21/06/15.01 Recommendation)</u></b> | That the Exning Road issues be referred to the Neighbourhood Plan Committee Parking Working Group with a remit of reviewing the safety issues on Exning Road.                                                                                     |
| <b><u>21/06/14.09 Resolved (CL/21/06/17.01 Recommendation)</u></b> | That the request from the RAF & Army Cadets to use the Severals during the summer be approved.                                                                                                                                                    |
| <b><u>21/06/15.01 Resolved (N/21/06/11.01 Recommendation)</u></b>  | That a working group would be created with Terms of Reference being to consider matters relating to E7 & E8 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Crissall, Drummond, Harvey, Hall, Hood, Hulbert, Jefferys, O'Neill. |
| <b><u>21/06/15.02 Resolved (N/21/06/11.02 Recommendation)</u></b>  | That a working group would be created with Terms of Reference being to consider matters relating to D3 of the Newmarket Neighbourhood Plan; consisting of Cllrs Appleby, Hall, Jefferys, O'Neill, Yarrow & Craig                                  |

|                                                                                   |                                                                                                                                                                                                                 |
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|                                                                                   | <b>Warren.</b>                                                                                                                                                                                                  |
| <b><u>21/06/16.01 Resolved</u></b><br><i>(***H/21/06/12.01 Recommendation***)</i> | That a member of staff will be paid in lieu of notice from 16/6/21.                                                                                                                                             |
| <b><u>21/06/16.02 Resolved</u></b><br><i>(***H/21/06/12.02 Recommendation***)</i> | That a member of staff will be supported through the Council Sick Pay Scheme.                                                                                                                                   |
| <b><u>21/06/16.03 Resolved</u></b><br><i>(***H/21/06/12.03 Recommendation***)</i> | That an agency Caretaker be sought in the interim period and job advertisement posted locally.                                                                                                                  |
| <b><u>21/06/16.04 Resolved</u></b><br><i>(***H/21/06/12.04 Recommendation***)</i> | That Cllrs Jefferys, O'Neill and the Town Clerk continue with delegated powers to proceed with managing HR issues and scheduling interviews for the post of Town Keeper.                                        |
| <b><u>21/05/17.01 Resolved (F/21/06/6.01 Recommendation)</u></b>                  | That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.                                                                            |
| <b><u>21/06/17.02 Resolved ((F/21/06/11.01 Recommendation)</u></b>                | That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved.           |
| <b><u>21/06/17.03 Resolved (F/21/06/12.01 Recommendation)</u></b>                 | That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted. |
| <b><u>21/06/17.04 Resolved (F/21/06/14.01 Recommendation)</u></b>                 | That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.                                               |
| <b><u>21/06/17.05 Resolved (F/21/06/15.01 Recommendation)</u></b>                 | That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.                                                                                                              |
| <b><u>21/06/17.06 Resolved (F/21/06/15.02 Recommendation)</u></b>                 | That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.     |
| <b><u>21/06/17.07 Resolved (F/21/06/15.03 Recommendation)</u></b>                 | That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.                                      |
| <b><u>21/06/17.08 Resolved (F/21/06/15.04 Recommendation)</u></b>                 | That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.                                            |
| <b><u>21/06/17.09 Resolved (F/21/06/17.01 Recommendation)</u></b>                 | That the request for new and existing Councillor training be approved.                                                                                                                                          |
| <b><u>21/06/20.01 Resolved</u></b>                                                | That Rachel Wood be added as a non-council member of the Neighbourhood Plan Committee.                                                                                                                          |
| <b><u>21/06/21.01 Resolved</u></b>                                                | That the West Suffolk increases to car parking charges be referred to the Parking Working Group                                                                                                                 |
| <b><u>21/06/21.02 Resolved</u></b>                                                | That owing to the impact of the West Suffolk increase to parking charges and times, the start time of all NTC Committee meetings will start at 6:15pm from 5 <sup>th</sup> July 2021.                           |
| <b><u>21/06/22.01 Resolved</u></b>                                                | That a Working Group be set up comprising of Cllrs                                                                                                                                                              |



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|  | <b>Borda, Hall and O'Neill and the Town Clerk with a remit of looking at Hybrid meeting arrangements and any associated costs.</b> |
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