



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 27th June 2022 at 6:15pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Berry
Councillor J Borda
Councillor J Clover
Councillor J De'Ath
Councillor A Drummond
Councillor D Hall

Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor M Jefferys
Councillor S Perry
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Soons – West Suffolk Council, 1 Member of the Press and 2 Members of the Public

Minute

22/06/1 Welcome

The Chairman opened the meeting and confirmed that proceedings were being recorded. A member of the press was also recording the meeting.

22/06/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Crissall and O'Neill. Cllr Ferries was absent.

22/06/3 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. There were no member dispensation requests.

22/06/4 To Receive and Confirm the Minutes of the Town Council Meetings held on 23rd May 2022 and any Matters Arising.

The minutes of the meeting held on 23rd May 2022 were presented and the following was agreed:

22/06/4.01 Resolved

That the minutes of the meeting held on 23rd May 2022 be adopted and signed as a correct record by the Town Mayor.

Cllr Soons joined the meeting
Matters arising:

22/05/20.01 Resolved – The Chairman confirmed that Cllr Drummond is the NTC Representative for Newmarket BID and Cllr O'Neill had confirmed his representation on the Lexington and Maison Laffitte Twinning Associations.

Cllr Berry joined the meeting

22/06/5 Public Open Session

A member of the public requested that the artist for the Lexington project give feedback on their trip to France and suggested their work could be exhibited. The Chairman confirmed that the artist would be invited to give a presentation to full Council.

A member of the public spoke to item 16 – Town Museum, in relation to the Newmarket Neighbourhood Plan policy 6.

22/06/6

Councillor Reports

Suffolk County Council (SCC) – Cllr Hood reported that the monthly newsletter had been sent out. A question was asked if any of the 200,000 SCC trees had been planted in Newmarket. Cllr Drummond confirmed that WSC had planted a row of trees in George Lambton Avenue for screening.

West Suffolk Council (WSC) – Cllr Soons advised that she had reported issues with caravans parking on Suffolk land, fly tipping and a blocked gate in North Newmarket.

Cllr Drummond apologised on behalf of WSC for accidentally mowing the grass that had wild flowers recently planted as part of a community project at Valley Way. A verbal update was given on the taxi policy project. A fees and charges consultation is being conducted and the licencing fees will be reviewed in July by the Licencing Committee.

The Chairman was equally disappointed that the wild flowers had been mowed in error.

Ward – Cllr Lay reported that £33,000 had been raised for the Hospital Jubilee garden project.

Cllr Yarrow reported that wild flowers had also been planted at the Millbank and Freshfields site which had not been cut down. He also reported that Flagship were selling properties in Freshfields and a maisonette above the shops in Freshfields were currently on the market to be sold by auction. He requested that NTC ask Flagship what their investment is in Newmarket and if new social housing is going to be built going forward.

A report on the Flagship issues will be sent to the F&P Committee for them to consider what action could be taken. In the meantime, a Freedom of Information request could be lodged with Flagship and also with WSC regarding social housing figures.

Cllr Soons left the meeting

Cllr Perry asked when the empty flats in George Lambton Avenue would be occupied. She also asked if the commercial bins at the entrance to Crown Walk could be moved.

The Chairman reported that the issues in Crown Walk had been noted by WSC.

Cllr Hall reported that he had met with the Community Network Tree Warden and that a more holistic approach should be taken when considering the felling of trees. He had observed that cars coming out of the July racecourse exit on race days were often going down Dullingham Road on the wrong side of the road. He reported that the LexArt visit to USA had happened in the current month and a report should be available soon. He noted that businesses near the Memorial Hall were leaving cooking oil outside their premises.

Outside bodies – None noted

22/06/7

Mayors Announcements

The Mayor reported that in addition to attending committee meetings, working groups and other meetings, her activities included the following:

26th May 2022 – attended the BID Business Awards and dinner.

27th May 2022 – met with John Gilbert at the Racing Centre.

2nd June 2022 – joined the Town Crier on the Bill Tutte Memorial and attended the Tea Dance in the afternoon followed by the lighting of the Jubilee Beacon on the Severals.

3rd June 2022 – attended the entertainment on the Severals.

4th June 2022 – attended the Street Party in Palace Street and handed out the food boxes from NTC and the medals for the children participating in the sports at the NHRM.

12th June 2022 - attended a County Service of Celebration at St Edmunds Cathedral.

21st June 2022 represented NTC at the funeral of Chris Barker.

23rd June 2022 – met with the BID Chairman and Manager along with the Town Clerk. Regular meetings are now being held to aid communications. Items discussed at the meeting included the night-time economy, the BID Umbrella installation, the WSC Shopfront Policy, weeds on the High Street/street cleaning and the Christmas Lights switch on event for 2022.

23rd June 2022 – attended the first Anniversary of Brampton Manor Care Home.

26th June 2022 – attended the Civic Service for the Chair of WSC, Cllr Mike Chester, at St Edmunds Cathedral.

22/06/8

To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 6th and 20th June 2022

The Chairman of the D&P Committee (Cllr Jefferys) presented the minutes and recommendations from the Development & Planning Committee meeting held on 6th June 2022. There were no recommendations and the minutes were received.

The Chairman of the D&P Committee (Cllr Hood) presented the minutes and recommendations from the Development & Planning Committee meeting held on 20th June 2022.

A discussion was held regarding the election of Cllr Hood as Chairman of the D&P Committee and due process, following advice from SALC. The minutes and recommendations from the Development & Planning Committee meeting held on 20th June 2022 were not received.

The Town Clerk reported that Committee Membership should have been confirmed at the Annual Meeting and that this would be done tonight. Following the approval of the Committee Membership, the Chairmen of all Committees will be elected and confirmed at their next meetings.

22/06/9

To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 4th April 2022

The Chairman of the Community and Leisure Services Committee presented the minutes and recommendations of the Community & Leisure Services Committee meeting held on 4th April 2022.

22/06/9.01 Resolved (CL/22/06/1.01 Recommendation)

That Cllr Winter be elected as the Chairman of the Community Services Committee for the municipal year 2022/2023.

22/06/9.02 Resolved (CL/22/06/2.01 Recommendation)

That Cllr Ferries be elected as the Vice Chairman of the Community Services Committee for the municipal year 2022/2023.

22/06/9.03 Resolved (CL/22/06/11.01 Recommendation)

That a Working Party be set up comprising of Cllrs Ferries, Drummond and Hulbert with a remit of looking to resolve the remaining issues on the A142 and to report back to the D&P Committee.

22/06/10 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meetings held on 20th June 2022

The Chairman of the Human Resources Committee presented the minutes and recommendations from the Human Resources Committee meetings held on 20th June 2022.

22/06/10.01 Resolved (H/22/06/11.01 Recommendation**)**

That a permanent position be offered to the Admin Assistant following 3 months of successful probation.

22/06/10.02 Resolved (H/22/06/11.02 Recommendation**)**

That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.

22/06/10.03 Resolved (H/22/06/11.03 Recommendation**)**

That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.

22/06/11 Audit

The End of Year Internal Audit report was received and noted. The Internal Audit Report for 2021/2022 was presented and it was noted that there were no matters arising that required any formal comment or recommendation.

22/06/12 Annual Governance and Accountability Return (external audit) 2021/2022

The Annual Governance and Accountability Return were presented and the following was agreed:

22/06/12.01 Resolved

That Section 1 of the Annual Governance Statement for 2021/2022 indicating systems of internal control and arrangements for preparation of the accounting statements be approved and signed.

22/06/12.02 Resolved

That Section 2 Accounting Statements for 2021/2022 be approved and signed.

22/06/13 Financial Statements

The Financial Statements for Newmarket Town Council for 2021/2022 were presented and the following was agreed:

22/06/13.01 Resolved

That the Financial Statements for Newmarket Town Council for 2021/2022 be approved.

Thanks were given to the Clerk for her work on the audit and finances.

22/06/14 CCTV Proposal

A proposal to purchase a new CCTV system was considered and the following was agreed:

22/06/14.01 Resolved

That the quote from Libra Security to supply a new CCTV system for the Memorial Hall, Cemetery and Pavilion for £6,868 and annual maintenance cost of £423 be approved.

22/06/15 Tree Safety

Three quotes to carry out a tree inspection and subsequent safety work were considered and the following was agreed:

22/06/15.01 Resolved

That the quote from TM Tree Solutions to carry out the tree safety work for £3,290 be approved.

22/06/16 Committee Membership

The choices of Committee Membership were confirmed as:

Development & Planning

Cllr Berry	Cllr Harvey
Cllr Clover	Cllr Hood
Cllr Drummond	Cllr Hulbert
Cllr Ferries	Cllr Jefferys
Cllr Hall	Cllr Lay

Community Services

Cllr Borda	Cllr Hood
Cllr De'Ath	Cllr Hulbert
Cllr Drummond	Cllr Jefferys
Cllr Ferries	Cllr Lay
Cllr Hall	Cllr Winter
Cllr Harvey	Cllr Yarrow

Leisure Services

Cllr Anderson	Cllr Harvey
Cllr Borda	Cllr Hood
Cllr Crissall	Cllr Hulbert
Cllr De'Ath	Cllr Jefferys
Cllr Drummond	Cllr Lay
Cllr Ferries	Cllr Perry
Cllr Hall	Cllr Winter
	Cllr Yarrow

Finance & Policy

Cllr Borda	Cllr Hood
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Cllr Drummond	Cllr Hulbert
Cllr Ferries	Cllr Jefferys
Cllr Hall	Cllr Lay
Cllr Harvey	Cllr Perry
	Cllr Yarrow

Human Resources

Cllr Drummond	Cllr Hulbert
Cllr Hall	Cllr Jefferys
Cllr Harvey	Cllr Lay
Cllr Hood	Cllr Winter
	Cllr Yarrow

Performance & Audit

Cllr Drummond	Cllr Jefferys
Cllr Hall	Cllr Lay
Cllr Harvey	Cllr Perry
Cllr Hood	Cllr Winter
Cllr Hulbert	Cllr Yarrow

22/06/16.01 Resolved

That the Committee Membership for Newmarket Town Council's Committees be approved.

22/06/17 Newmarket Market

A report from the Newmarket Market Working Group was presented and the following options were noted:

Plan A Long-term: To return the market to the High Street in a way which would address the safety issues. This would likely involve the installation of a permanent structure along one side of the High Street - WSC to source all costings for investigation into funding sources for Plan A.

Plan B Interim: To improve the market in situation on Market Square with an enhancement programme to the current standard market stalls; the provision of a 'rolling theme' programme (Farmers, Craft, Eco, Cultural) of additional market stalls, added entertainment in August to improve atmosphere, improvement of signage from car parks, additional publicity and promotion, etc. - NTC to support the enhancement of the market in its current location in whatever way it is able to and in liaison with WSC.

The WSC Markets Review Working Group – Recommendations Report was noted.

22/06/18 Museum

A report on leasing Palace Street Coach House for the Town Museum was considered and the following was agreed:

22/06/18.01 Resolved

That NTC declines to put in an offer for the lease of the Coach House, as being currently marketed, at this time.

22/03/18.02 Resolved

That the report from the Coach House Working Group be received and that the

Museum Working Group continue to work on this project.

22/06/18.03 Resolved

To pursue research into alternative options for the siting of a Local History Museum in the future. To make contact with other Local History Museums (e.g. Mildenhall, Bury St Edmunds, Burwell, Haverhill). To look into a Summer Season of “Pop-Up” exhibitions in vacant shops on the High Street. To work with the NLHS on other initiatives on the High Street: e.g. History Trail / Local History vinyls for empty shop fronts, etc.

22/06/18.04 Resolved

That grant funding possibilities are investigated and to look into charitable status application in readiness for potential future opportunities and to prepare an onward business case and budget longer term for a museum facility.

22/06/19 Suffolk Constabulary

The monthly PCSO report was received and noted.

22/06/20 Correspondence

West Suffolk Citizen’s Advice May Newsletter – was noted

UK Shared Prosperity Fund Survey – the responses to the survey will be considered by F&P Committee.

Cricket Club – a meeting to be arranged asap regarding a recent breach of the licence agreement.

22/06/21 Date of the next Meeting

Monday 25th July 2022 in the Memorial Hall

Meeting closed at 7:30pm

Signed:by the Chairman

Date: 25th July 2022

Summary of Resolutions

Resolution	Resolution Wording
<u>22/06/9.01 Resolved (C/22/06/6.01 Recommendation)</u>	That Cllr Winter be elected as the Chairman of the Community Services Committee for the municipal year 2022/2023.
<u>22/06/9.02 Resolved (C/22/06.02 Recommendation)</u>	That Cllr Ferries be elected as the Vice Chairman of the Community Services Committee for the municipal year 2022/2023.
<u>22/06/9.03 Resolved (C/22/06/11.01 Recommendation)</u>	That a Working Party be set up comprising of Cllrs Ferries, Drummond and Hulbert with a remit of looking to resolve the remaining issues on the A142 and to report back to the D&P Committee.
<u>22/06/10.01 Resolved</u>	That a permanent position be offered to the Admin

Book Number 28 2022 -2023

Minutes of the meeting of Newmarket Town Council held on Monday 27th June 2022

<u>***H/22/06/11.01 Recommendation***)</u>	Assistant following 3 months of successful probation.
<u>22/06/10.01 Resolved ***H/22/06/11.02 Recommendation***)</u>	That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.
<u>22/06/10.01 Resolved ***H/22/06/11.03 Recommendation***)</u>	That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.
<u>22/06/12.01 Resolved</u>	That Section 1 of the Annual Governance Statement for 2021/2022 indicating systems of internal control and arrangements for preparation of the accounting statements be approved and signed.
<u>22/06/12.02 Resolved</u>	That Section 2 Accounting Statements for 2021/2022 be approved and signed.
<u>22/06/13.01 Resolved</u>	That the Financial Statements for Newmarket Town Council for 2021/2022 be approved.
<u>22/06/14.01 Resolved</u>	That the quote from Libra Security to supply a new CCTV system for the Memorial Hall, Cemetery and Pavilion for £6868 and annual maintenance cost of £423 be approved.
<u>22/06/15.01 Resolved</u>	That the quote from TM Tree Solutions to carry out the tree safety work for £3290 be approved.
<u>22/06/16.01 Resolved</u>	That the Committee Membership for Newmarket Town Council's Committees be approved.
<u>22/06/18.01 Resolved</u>	That NTC declines to put in an offer for the lease of the Coach House, as being currently marketed, at this time.
<u>22/06/18.02 Resolved</u>	That the report from the Coach House Working Group be received and that the Museum Working Group continue to work on this project.
<u>22/06/18.03 Resolved</u>	To pursue research into alternative options for the siting of a Local History Museum in the future. To make contact with other Local History Museums (e.g. Mildenhall, Bury St Edmunds, Burwell, Haverhill). To look into a Summer Season of "Pop-Up" exhibitions in vacant shops on the High Street. To work with the NLHS on other initiatives on the High Street: e.g. History Trail / Local History vinyl's for empty shop fronts, etc.
<u>22/06/18.04 Resolved</u>	That grant funding possibilities are investigated and to look into charitable status application in readiness for potential future opportunities and to prepare an onward business case and budget longer term for a museum facility.