



BUNGAY TOWN COUNCIL

Minutes of the Town Council Meeting held on Thursday 16th April at 7.00 pm held on-line using video conferencing under The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members: Cllr. S. Collins (SC) Chair
Cllr. J. Blowers O'Neill, (JBO'N)
Cllr. L. Harnden (LH)
Cllr. M Lincoln (ML)
Cllr. J Cloke (JC)

Cllr. B, Prior (BP) Vice Chair
Cllr. G. Bradley (GB)
Cllr. R Marshall (RM)
Cllr. S Thompson (ST)
Cllr. M. Atterwill (MA)

Cllr. J. Adams (JA)
Cllr. K Lodge (KL)
Cllr. D. O'Neill (DO'N)
Cllr. L Richardson (LR)
Cllr. P Love (PL)

Also present: Jeremy Burton (JB) Town Clerk/RFO and 7 members of the public including Peter Aldous MP and Sally Longmate, CEO Suffolk Association of Local Councils.

201- 2019/2020 To receive and accept apologies for absence:

Apologies were received from GB and David Ritchie (DR), Suffolk County Councillor & East Suffolk District Councillor.

It was proposed by MA, seconded by JBO'N, and unanimously RESOLVED to accept these apologies.

202- 2019/2020 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting

No Town Councillors declared any Pecuniary or Non-Pecuniary Interests - Noted

203- 2019/2020 To approve the minutes outstanding:

To approve the minutes of the Town Council Meeting held on the 19th March 2020.

It was proposed by DO'N, seconded by JA and unanimously RESOLVED to accept these minutes as an accurate record of the meeting and these minutes were signed by SC.

204- 2019/2020 Public Forum: Members of the public are invited to give their views on Town affairs at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Parish Council meeting itself.

A member of public at the meeting commented on the fact that it was good to see Bungay Town Councillors embrace the new regulations, brought in on 4th April 2020, which allowed on-line meetings to take place and spoke about the notice period required for Council Meetings to be given over the Easter period. **Noted**

Peter Aldous MP asked Town Councillors about the current situation regarding Policing in the Town following a brief letter that he had received from Temporary Assistant Chief Constable David Cutler. He also updated Town Councillors on the current situation to find new Post Office premises for the Town with the current Post Office in Bungay due to close. It was suggested by Town Councillors that the former main Post Office in the Town remains empty and would be an ideal site and Peter Aldous will follow this up with the Post Office. **Noted**

205- 2019/2020 Town Mayor's Report: To receive the Mayor's Report. – For Information.

The Town Mayor's March Report from SC had been previously circulated to all Town Councillors and is Appendix 1 (attached). The Town Mayor's Report is also available on the Town Council's Website – **Noted**

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206-2019/2020 District Councillors Report: To receive a report from District Councillor Cllr. J Cloke - For information

The District Councillor Report from JC – Appendix 2 (attached) and DR – Appendix 3 (attached) had been previously circulated to all Town Councillors – **Noted.**

207-2019/2020 Town Clerk's Report: To receive the Clerk's Report. – For Information.

The Town Clerk's Report from JB had been previously circulated to all Town Councillors and is appendix 4 (attached) - **Noted.**

209-2019/2020 Financial Reports:

a) **To receive the Bank Reconciliation to 31st March 2020** – For acceptance and approval.

It was proposed by MA, seconded by PL, and unanimously RESOLVED that the Bank Reconciliation as @ 31st March 2020 showing total bank balances of £112,797.10 was approved and this reconciliation was duly signed by SC

b) **To receive a statement of the accounts to 31st March 2020 YTD** – For Information.

An excel spreadsheet showing Annual Budget compared to Income and Expenditure Year to Date, was presented by JB - **Noted**

c) **To approve payments and receipts** – For Consideration.

It was proposed by JA, seconded by BP, and unanimously RESOLVED that payments for a total of £643.65 (including VAT) be approved.

It was proposed by LR, seconded by JC, and unanimously RESOLVED that payments for a total of £9,778.79 (including VAT) be approved

It was proposed by LR, seconded by DO'N, and unanimously RESOLVED that receipts for a total £2,335,65 (including VAT) be approved.

197-2019/2020 Reports from Committees: - For Information.

To receive the Committee Minutes of:

a) Planning, Environment & Highways – 13th February 2020.

b) Grounds, Premises & Amenities – None

c) Governance, Employment & Finance – None

These minutes have been signed off by the respective committees and all Town Councillors have previously been sent the minutes for these meetings. **Noted.**

198-2019/2020 To receive written reports from Town Council Representative on outside bodies. – for information.

Reports had been previously circulated from Town Councillors on the following outside bodies:

- BEBA – JA – No Meeting had been held.

200-2019/2020 Date of Annual Town Council Meeting: Thursday 21st May 2020 - for information: – **Noted.**

The meeting closed at 7.40 pm

Minutes dated: 17th April 2020.

Jeremy Burton
Town Clerk,
Bungay Town Council,
1a, Broad Street,
Bungay.
NR35 1EE
clerk@bungaytowncouncil.gov.uk

Signed _____

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BUNGAY TOWN COUNCIL

Appendix 1

Mayor's Report

April 2020

Whilst we are in the midst of a lockdown as a response to the Coronavirus pandemic, using my usual log/diary format listing meetings, social gatherings and attendance at civic functions is of little use.

Therefore as I have been mainly working from home either video conferencing, writing emails or on the telephone I am providing an overview of some of the work I have been involved in since my last report:

The Forming and Functioning of BECS (Bungay Emergency Community Support)

There was only one other actual meeting following our last full town council meeting. It was held on Friday 20th March at 6 pm. I had invited representatives of local volunteer groups, members of local support and business organisations, councillors and representatives of our local churches to meet and plan for a joined-up response to the Coronavirus crisis. Eighteen people attended and within the space of just over an hour we had formed a structure and a strategy to respond to those within our area who would need practical and/or emotional support during the Coronavirus crisis.

We now have a team of 12 key operatives: from Bungay Town Council Bob Prior; Phil Love; Judy Cloke; Emma Beese and myself. Reverend Ian Byrne represents Bungay churches, and volunteers from within the town are Kate Jackson; Sophie Wood; Gillie Shiner; Lucy Walker; Eddie Rosier; and Tony Dawes. This team manages two small armies of volunteers, one consisting of 20 driver/shoppers and another team of 20+ active phone handlers. During this period Emma who has been central to the team has become unwell and is still recovering. It is a tribute to the group and our Town Clerk that immediate remedial action was taken and solutions found so that the efficient functioning of BECS was not adversely affected.

As an organisation BECS provides the friendly voice for those who are lonely and isolated as well as the practical support of collecting prescriptions and shopping for those who must stay at home. The system went live on 30th March and at the time of writing (Tuesday 14th April) we had responded to 131 calls for assistance, the majority of which came from residents within the town, but 33 calls came the wider environs of Bungay including Ditchingham and the Saints.

Funding has been received from Suffolk Community Foundation (Hardship Fund) £1,000, BUC (Bungay United Charities) £2,000. We have also received a grant from ESC COVID-19 Community Fund of £2,500 and have been pledged a further £2,000 from Bungay Medical Practice Charitable Trust. In addition we have been offered the opportunity of diverting funds made available by BTC to the Bungay Festival and Bungay Christmas Lights to support BECS.

I wish to take this opportunity to say how immensely privileged I feel to be working with such a great team of operatives, call handlers and drivers all of whom have pulled together, supported each other and given so much time and effort, way beyond the call of duty, to provide a comprehensive service to all who have temporarily lost their independence, have become isolated or are vulnerable due to the extraordinary circumstances we find ourselves in. I am told that there are many comments on local social media appreciating the help that is being provided.

Signed _____

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Broad Street Asset Acquisition

In addition to the above now that BTC has secured local assets from ESC including the freehold of the Council offices in Broad Street, the working party tasked with this project is pushing forward to progress the plans for refurbishment. It is unfortunate that the press release so carefully constructed by the team was then so misinterpreted and badly reported upon in the EADT and BBJ, that it included factually incorrect statements regarding the siting of the ATM. This caused considerable concern with residents believing that they would need to go to the Riverside building in order draw cash. After considerable effort by the Town Clerk this has only just been corrected and apologies given by the journalist concerned.

Planning Application St John's Hill

The other work that is requiring immediate attention at the moment is the Council's response to the planning applications for the development around the swimming pool on St. John's Road: DC/18/4429/ARM and DC/18/5082/FUL. These were deferred on 20th February due in the main to objections raised by BTC and BNDP Steering Group. There have been some modifications made to these plans which will go before a convened ESC Planning Advisory Panel on Tuesday 21st April. An extraordinary virtual meeting of BTC Planning, Environment and Highways Committee has been called for Wednesday 15th April to consider our response.

Changes for Bungay NDP Steering Group

Also during the last weeks there has been a change in the Chair of the Bungay Neighbourhood Planning Steering Group. Ken Lodge has stepped down from this role and John Adams has taken on the position. My sincere thanks goes to Cllr Lodge for the incredible amount of hard work, commitment and dedication he has brought to the role over the years. The draft plan is close to the pre-submission stage and I understand that Cllr Adams is in the process of collating documents to bring before Council in the near future.

In all it has been an extremely busy period where we have all had to adapt to new methods of working and supporting each other whether we are confined to our homes or not. I am grateful for the incredible team spirit and 'can do' attitude exhibited by many of our councillors, BTC staff and the brilliant volunteers within our community.

Thank you

Sue Collins

Signed _____

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Appendix 2

District Councillors' report for Bungay April 2020

This will be the first of our joint reports to all parishes, which I tried to start last month, but Other Things got in the way.

Firstly, I really hope everyone is well and keeping safe from this horrible pandemic. If you or someone you love has fallen ill, I wish you a speedy recovery.

How the word has changed in the last few weeks, with scenes of rampant selfishness and greed initially, but now more examples of people displaying the simple milk of human kindness. So many people have stepped up and formed voluntary response groups to support their neighbours and communities.

Whilst many East Suffolk staff have been deployed to teams responding to COVID 19, much of the work of the council continues and we receive regular updates from the Leader, Steve Gallant, which I am sending to Jeremy and he forwards, so you are fully informed with what is happening, but having not attended any meetings, not undertaken any business, except trying to keep the wheels rolling in Bungay, I really have nothing to report

There is an emergency fund available in East Suffolk, to which groups can apply for emergency funding if they need it; the Bungay emergency team has received some funds - £2500 , believe – and I have sent the relevant information to all parishes in the Ward.

Our household is self-isolating at the moment, being considered as in the vulnerable group

Do take care and keep safe,

Judy

Signed _____

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Appendix 3

Report for Town and Parish Councils for April 2020.

We live in strange times. Bungay and all the all the other twenty four villages in the Bungay and Wainford Ward are responding well to this crisis. Cllr Judy Cloke and I have been in touch with all the villages, and Judy is part of a team which is working hard in Bungay .If there is more that we can do please let us know?

My wife Rachel and I are self-isolating in St James South Elmham where we live (Rachel is part of a vulnerable group being over seventy and in poor health). We started a week earlier than other people because we both had symptoms. Mine were very mild.

Staying at home I am saving fifteen hours a week in driving time as I am no longer driving to meetings in Lowestoft, Ipswich and Melton. However, council work continues, and I am learning new skills. Last week I learned to use Skype for Business so that we could have a Cabinet Catch-up meeting for the East Suffolk Cabinet. Yesterday I had a Coastal Management Meeting using Microsoft Teams. So, I was sitting in my front room and seeing five other people on the computer screen, each of them working from home. It worked really well!

At the District I am responsible for planning and from the coast. The planning officers are all working from home – but the job goes on. Applications are coming in, reports are being written, and decisions are being made. Similarly, on the coast. Essential work continues and plans are being developed for future projects.

At the county council, I am leading a project to improve cycling infrastructure and we are continuing this work. We are developing a long list of desirable projects so that when money becomes available after this crisis, we will be ready to go. I have a virtual meeting for the policy development panel in my diary for next week.

At home it is lambing time. We have just four ewes. The first now has one big strong lamb (it should have been two). The second had to be put down by the vet (this does not happen often)! The third has two fine lambs. Just one more ewe to go!

Best wishes to you all

David Ritchie

District councillor for the Bungay and Saints Ward

County Councillor for the Bungay Electoral Division

Signed _____

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Appendix 4

Clerks Report – April 2020

The Bungay Emergency Community Support (BECS) Group has been formed with the Town Council and volunteers to deal with the effects of the Coronavirus Pandemic in Bungay. The work of this group has been reported in the local press and Radio. Leaflets were delivered to each household in Bungay and teams of volunteer telephone answerers and drivers / collectors has been set up. Residents can contact the 0300 helpline and speak to operators regarding any issues that they currently have. Collections / deliveries of food and prescriptions are arranged and paid for. Grant Funding received to date is £5,500 with another £2,000 pledged.

Legal work for the Transfer of Assets from East Suffolk Council to Bungay Town Council, voted through at the last Town Council Meeting, is underway with completion scheduled for end of May 20.

Implied Planning Permission for the ATM has been given by East Suffolk and installation on track as part of the transfer of assets from East Suffolk.

CPE: Civil Parking Enforcement from East Suffolk came effect from 6th April however this is not being enforced during the Coronavirus Pandemic.

Cross Street Public Toilets: These have been closed until refurbished and when re-opened will be owned by Bungay Town Council.

Jeremy Burton

Town Clerk,

Bungay Town Council

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Signed _____

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