



MINUTES OF THE MEETING OF MILDENHALL HIGH TOWN COUNCIL
FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL

Thursday 28th November 2024 – 7pm

Present:

Cllr. Boreham	Cllr. Lemiesz
Cllr. Bristow (Deputy Mayor)	Cllr. Mitchell (from item 133)
Cllr. Harrington	Cllr. Neal
Cllr. Isted	Cllr. Power
Cllr. Johnson	Cllr. Shipp
Cllr. Leaman (Mayor)	

Also in attendance was the Town Manager and nine (9) members of the public.

129. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were accepted from Cllrs. Manns, Peachey and Roberts.

130. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr. Neal – West Suffolk District Council.
Cllr. Shipp – West Suffolk District Council.

Cllr. Bloodworth has been granted a dispensation not to attend for personal reasons for three months. This runs until 24th January 2025.

131. TO RECEIVE APPROVAL OF MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 24th OCTOBER 2024 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes from the meeting on the 24th October 2024 with no changes. Proposed by Cllr. Shipp and seconded by Cllr. Lemiesz. All in favour.

Signed:.....

Dated:.....

132. PUBLIC PARTICIPATION

One member of the public spoke about their family’s deep and lasting connection with the town and requested that an exception to the existing cemetery rules be made to allow for the pre-purchase of plots so that their whole family could be buried together. They stated that they understood that current rules did not allow this, but hoped the Council would be understanding. The request was specified as three plots alongside the existing grave.

Cllr. Leaman then moved that item 143.5 which addressed this situation be moved immediately to the following item. All were in agreement.

143.5 To consider a request regarding the Thetford Road Cemetery

The request to allow for the pre-purchase of three specific and named graves at plot numbers 1147, 1154 and 1161 for a one-off deviation from the existing rules was discussed. It was then **AGREED** to grant this request with the proviso that the graves be kept in accordance with the existing standards concerning adornments, proposed by Cllr. Shipp, seconded by Cllr. Harrington, all in favour.

It was further **AGREED** to bring the Cemetery rules and regulations to the next meeting of the Amenities and Operations Committee. The Town Manger advised that as the rules and regulations had already been reviewed at the September Full Town Council meeting this could not take place until April 2025 and would be added to the next appropriate agenda.

Five members of the public then left the meeting at 7.09pm.

133. CO-OPTION OF COUNCILLOR

One member of the public expressed an interest in becoming co-opted as a Town Councillor. Mr. Steven Mitchell gave a short statement on his personal and professional experience and his interest in serving the community. It was then **RESOLVED** to **CO-OPT** Mr. Steven Mitchell as a Town Councillor for Mildenhall High Town Council. Proposed by Cllr. Shipp, seconded by Cllr. Lemiesz, all in favour.

Cllr. Mitchell then signed the Acceptance of Office and Declaration and Register of Interests Form in front of the Town Manager and took his seat on the Council.

134a. REPORT FROM THE MAYOR

Cllr. Leaman reported that he had helped with the Poppy Appeal in the run up to Remembrance Sunday and also attended the ceremonies on the 10th and 11th November at the War Memorial.

They also reported that they had been in attendance at the Tri-Base Thanksgiving Service at Ely

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Cathedral on the 27th November 2024.

Cllr. Leaman reported that sadly Cllr. John Bloodworth had lost his wife after a long-illness earlier in the week. The Town Council would be sending cards and flowers and all Councillors sent their best wishes and condolences.

Finally, Cllr. Leaman read out a card from a member of staff who had recently retired after twenty years of service with the Council.

134b. REPORT FROM THE DEPUTY MAYOR

Cllr. Bristow reported that she had also been in attendance at the Remembrance Day services and the Tri-Base Thanksgiving Service at Ely Cathedral where she also witnessed a Pie Fellowship service.

135. REPORT FROM COUNTY COUNCILLOR

County Cllr. L. Stanbury was not in attendance.

136. REPORT FROM DESIGNATED DISTRICT COUNCILLOR

Cllr. Shipp reported that much discussion was taking place around devolution and local government reform. The potential for unitary authorities and elected Mayors for specific determined authorities was now a possibility and was essentially a financial issue which would, it was hoped, bring a solution to the financing of local government in the area which has led to many funding and service-related issues in the past.

The reform may mean the merging or abolition of some Councils with cost-saving exercises being carried out regarding staffing and service delivery and the aim to bring more power to a local level. A rough timeline of 2028 was being discussed.

Cllr. Isted asked if a Financial Impact Assessment had been conducted on these plans, Cllr. Shipp stated that this had not yet taken place.

137. REPORT FROM POLICE

Sgt. Maxfield introduced PC Ollie Smith who was a new Beat Officer in the area and reported that work had been ongoing with Samphire Housing regarding streetlighting with the Design Out Crime team at their new developments. It was also reported that anti-social behaviour had been reported at the Thetford Road Cemetery car park.

Cllr. Lemiesz thanked Sgt. Maxfield for attending the Mildenhall Hub at school run times to see the problems being experienced.

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Cllr. Shipp thanked Sgt. Maxfield for the extra speed team attendance on Queensway.

Two (2) members of the public then left the meeting at 7.39pm.

138. REPORT FROM RAF MILDENHALL BASE

Sqn. Ldr. Bell was not in attendance, and no report had been received.

139. REPORTS FROM OUTSIDE BODIES

It was reported that the Mildenhall Parish Charities would be doing their annual £10 payout for all residents of a pensionable age on the 3rd, 4th and 5th December.

140. REPORT FROM TOWN MANAGER

The report was **NOTED**. It was requested that items concerning the repainting of the College Heath Road bus shelter, traffic control measures at the Thetford Road Cemetery and the repair to the town sign be placed on the Grounds Action Sheet.

The Head Groundskeeper was thanked for all his work cleaning the War Memorial ahead of the Remembrance Day services.

141. FINANCIAL MATTERS 2024/5

141.1 To receive and note the bank reconciliation up to 31st October 2024

It was **RESOLVED** to accept the figures as presented. Proposed by Cllr. Leaman, seconded by Cllr. Johnson, all in favour.

141.2a Approval of Accounts – Payments – 1st to 31st October 2024

It was **RESOLVED** to approve the payments. Proposed by Cllr. Harrington, seconded by Cllr. Isted, all in favour.

141.2b Approval of Accounts – Receipts – 1st to 31st October 2024

It was **RESOLVED** to approve the receipts, proposed by Cllr. Johnson, seconded by Cllr. Harrington, all in favour.

141.3 To receive the list of current debtors to the Town Council.

The Town Manager reported that there were no current debtors to the Town Council.

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Dated:.....

This was **NOTED**.

141.4 To receive the Interim Internal Audit for 2024/5

The report was **NOTED** and the auditor was thanked for her clear report.

141.5 To receive the Interim Internal Audit 2024/5 Action Plan

The action plan was **APPROVED** with no changes, proposed by Cllr. Power, seconded by Cllr. Johnson, all in favour.

141.6 To consider a grant application from Mildenhall Town Youth Football Club

The grant was considered and it was **RESOLVED** to award the full amount of £500. Proposed by Cllr. Shipp, seconded by Cllr. Lemiesz, all in favour.

141.7 To consider a grant application from Eotas Programme Management Ltd

The grant form had not been received before the meeting so the item was struck from the agenda.

142. FINANCIAL MATTERS 2025/6

142.1 To consider the draft budget document recommended by the Establishment and Policy Committee

The draft budget was **RECEIVED** and it was reported that Councillors now had two weeks before the Full Town Council meeting on the 12th December 2024 to make any comments or suggestions for alterations ahead of being formally approved on that date.

The Tax Base for 2025/6 had been set at 2292.76 which was less than the current year figure of 2304.14 which meant that the precept would have to be shared by less households and would therefore be slightly higher.

The current draft budget represented total expenditure of £455,427.96 and expected income of £88,600 and a resulting precept request figure of £366,827.96 – or a resulting increase of 8.73%.

This represented a real charge to households of £159.99, up from £147.14 (£12.85).

143. GENERAL MATTERS

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143.1 Update from Town Manager regarding Action Sheet

The document was **NOTED**.

Cllr. Shipp then left the meeting at 7.55pm.

143.2 To consider running a 'Warm Hub' over the winter period

The idea was considered, but ultimately it was thought that the clash with the incoming Banking Hub would limit whatever service the Town Council could provide. It was then **AGREED** not to run a 'Warm Hub' for the winter period, but to heavily advertise other locations in the area, proposed by Cllr. Neal, seconded by Cllr. Isted, all in favour.

143.3 To discuss the Pest Control Contract

The paper was discussed and it was **AGREED** that the specifications were adequate. It was then **RESOLVED** to appoint quote two, which was Millenium Pest Control to be the Council's pest control contractors.

Proposed by Cllr. Shipp, seconded by Cllr. Lemiesz, all in favour.

143.4 Update on Jubilee Roof Repairs

It was **AGREED** to **ACCEPT** the report and to go out to three quotes to address the flat roof problem. Proposed by Cllr. Leaman, seconded by Cllr. Neal, all in favour.

143.6 To consider a request regarding streetlights on Downing Close

The request to dispose of two streetlight columns on Downing Close was considered. However, it was **AGREED** that the Town Council were against losing streetlights in principle and as a result that detailed plans needed to be seen before permission could be given. Information to be submitted to the next appropriate meeting before a final answer can be given. Proposed by Cllr. Leaman, seconded by Cllr. Power, all in favour.

143.7 To discuss an offer of Highways Locality Funding

It was **AGREED** to apply for funding for traffic control measures in the Thetford Road Cemetery car park, measures to rectify a dangerous concern on the corner of Kingsway and Croft Plance and signage on Kingsway. Proposed by Cllr. Boreham, seconded by Cllr. Bristow, all in favour.

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Dated:.....

143.8 To consider how Councillor Surgeries are delivered

Cllr. Leaman reported that attendances at recent surgeries held at The Pavilion had been disappointing, so it was proposed that a mobile sign be purchased and Councillors then arrange for spots at more public places like the Market Place, Mildenhall Hub, Sainsburys and Social Club.

It was also **CONFIRMED** that the surgery on the 9th December 2024 would go ahead as planned. It was also **AGREED** to purchase the sign advertising the Council and the surgeries, proposed by Cllr. Leaman, seconded by Cllr. Lemiesz, all in favour.

144. PLANNING COMMITTEE

144.1 To note the decisions made under delegated authority

The applications and responses made under delegated authority were as follows:

DC/24/1432/RM – Reserved matters application – a. submission of details under DC/21/1950/OUT – widening of vehicular access at entrance to site b. discharge of condition 6 (surface water) of DC/21/1950/OUT – Staithe House, 2B Hereward Avenue, Mildenhall - **SUPPORT**

DC/24/1386/ADV – Application for advertisement consent – two non illuminated interchangeable advertising signs – J K H Drainage Units Ltd, Chiswick Avenue, Mildenhall - **SUPPORT**

DC/24/1528/TCA – Trees in Conservation Area Notification – Group of Plum trees (G1 on plan) reduce height by up to 2.5 metres, proportionately reduce length of branches that overhang the driveway of The Vicarage, crown lift over the driveway to 2.5 metres above ground level and prune to clear annexe by up to 0.5 metres, One Crab apple (T2 on plan) remove two branches in contact with the overhead telephone line, shortening branches in length by up to 1 metre – 8 Church Walk, Mildenhall - **SUPPORT**

DC/24/1473/FUL – Planning application – a. removal of smoking shelter to front elevation b. rear porch/lobby and changes to existing rear elevation windows c. two timber arches d. exterior decoration e. covered pergolas to rear garden f. new boundary treatments g. raised planters – Half Moon Inn, 103 Kingsway, Mildenhall – **SUPPORT**

The decisions were **NOTED**.

Signed:.....

Dated:.....

145. **COMMUNICATIONS AND EVENTS COMMITTEE**

145.1 To receive the minutes from the meeting of this committee from the 4th July 2024

It was **RESOLVED** to adopt the minutes from the meeting on the 4th July 2024 with the agreed changes. Proposed by Cllr. Harrington and seconded by Cllr. Leaman. All in favour.

145.2 Verbal update on Merry Mildenhall

Cllr. Leaman reported that preparations were going well, but that more help was needed from Councillors on the night. It was noted that a health and safety briefing would be taking place at 12pm and 2pm. It was also confirmed that the LED Drummers would be attending.

145.3 To note the decision to disband this committee

The decision was hereby **NOTED** and the Committee was therefore disbanded.

145.4 To discuss the Allocation of Action Points report

The report was discussed and it was **AGREED** to allocate the remaining work which this committee was responsible for accordingly:

Strategic oversight of events organised for and on behalf of the Town Council. Oversight to go to the Full Town Council. **Reports to be given by the Events and Administration Officer.**

The committee will be responsible to Council for producing an annual schedule of planned events together with a budget showing planned income and expenditure. Budget to be wrapped into the Establishment and Policy Committee (this is where it was before the committee was formed). **List of events to go to the Full Town Council prepared by the Events and Administration Officer.**

After agreement, the committee will have responsibility for monitoring the progress of events and liaising with the groups and individuals charged with organising them. **This to go to the Full Town Council via reports from the Events and Administration Officer.**

The committee will identify the event activities to be carried out in any given year and will support individuals to manage these events. Such individuals may or may not form part of the Group. **Oversight to the Full Town Council who will appoint any**

individual Councillors via a scheme of delegation.

The committee will, in liaison with the Town Manager, allow the event organiser to have delegated responsibility for the use of funds allocated to its designated cost centres in accordance with the Council's Financial Regulations and will be responsible for producing a statement of accounts. **Oversight to the Full Town Council who will appoint any individual Councillors via a scheme of delegation.**

The committee will carry out an annual evaluation of events to assess their value to the Community and to examine ways of improving what has been provided. The committee may canvass the views of Councillors, public opinion or relevant outside bodies in order to achieve this aim. **Oversight and review to go to the Full Town Council.**

The Chairman of the Group will report and make recommendations to Council meetings on actions taken by the committee and on progress in respect of the discharge of its functions and specific projects. Reports of actions and progress will be made available to subsequent Council meetings and an opportunity will be presented in the agenda for the committee Chairman to comment on specific items and to invite questions. **Oversight to go to the Full Town Council.**

All remaining action points of the 2023/7 Strategic Plan and Action Plan to be discussed by the Full Town Council as low-level priorities in 2025/6.

Proposed by Cllr. Isted, seconded by Cllr. Power, all in favour.

146. AMENITIES AND OPERATIONS COMMITTEE

146.1 To receive the minutes from the meeting of this committee from the 4th November 2024

It was **RESOLVED** to adopt the minutes from the meeting on the 4th November 2024 with the agreed changes. Proposed by Cllr. Bristow and seconded by Cllr. Leaman. All in favour.

146.2 To review the Terms of Reference for this committee

Following the outcome of item 145.4 this item was no longer necessary and was not discussed.

147. POLICY MATTERS

147.1 To review the Full Council Functions Policy

Following the outcome of item 145.4 it was **AGREED** to roll the remaining work for and responsibilities of the Communications and Events Committee into the responsibilities of the Full Town Council. Proposed by Cllr. Isted, seconded by Cllr. Johnson, all in favour.

147.2 To review the Scheme of Delegation to the Town Manager

Following the outcome of item 145.4 this item was no longer necessary and was not discussed.

147.3 To consider and adopt the Mid-Term Financial Strategy

The policy was discussed and it was **RESOLVED** to **ADOPT** the policy with no changes, proposed by Cllr. Isted, seconded by Cllr. Lemiesz, all in favour.

148. ESTABLISHMENT AND POLICY COMMITTEE

148.1 To receive the minutes from the meeting of this committee from the 14th November 2024

It was **RESOLVED** to adopt the minutes from the meeting on the 14th November 2024 with the agreed changes. Proposed by Cllr. Leaman and seconded by Cllr. Isted. All in favour.

149. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.

This was so **RESOLVED**, all in favour. All members of the public left the meeting at 8.51pm.

151. EXCHANGE OF INFORMATION

Cllr. Neal asked if an Employee of the Month Award could be investigated.

Cllr. Lemiesz reported that the Teen Chill Group had been running for one year this month.

152. Date of Next Full Council Meeting

This next meeting of the Full Council will be on 12th December 2024 at 7pm, in the Fenland

Room of The Pavilion.

150. To receive the confidential minutes from the Full Town Council meeting of the 24th October 2024

It was **RESOLVED** to adopt the confidential minutes from the Full Town Council meeting of the 24th October 2024.

Proposed by Cllr. Power and seconded by Cllr. Isted. All in favour.

The meeting then closed at 8.57pm.

Signed:.....

Dated:.....