



MILDENHALL HIGH TOWN COUNCIL

The Pavilion
Recreation Way
Mildenhall
Bury St. Edmunds
Suffolk
IP28 7HG

Telephone: 01638 713493

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www.mildenhall-tc.gov.uk

6th December 2024

TO:

ALL COUNCILLORS

Dear Councillor,

You are hereby summoned to attend a meeting of the Full Town Council to be held in the Fenland Room of The Pavilion

on Thursday 12th December 2024 at 7pm.

The business to be transacted is attached.

Mark Knight
Town Manager
Mildenhall High Town Council

MILDENHALL HIGH TOWN COUNCIL



The Pavilion, Recreation Way, Mildenhall, Suffolk, IP28 7HG
Tel: 01638 713493 www.mildenhall-tc.gov.uk email: townmanager@mildenhall-tc.gov.uk
Town Manager: Mark Knight

TOWN COUNCIL MEETING

Notice of meeting to be held on Thursday 12th December 2024 at 7.00pm in
Fenland Room, The Pavilion, Recreation Way, Mildenhall, IP28 7HG
for the purpose of transacting the following business.

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
 - (b) Town Manager to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the Full Town Council Meeting held on 28th November 2024 from those members present at the meeting. (Paper A)**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the Chairman of the meeting).
5. **Report from:**
 - Mayor
 - Deputy Mayor
6. **Report from County Councillor.**

7. **Report from designated District Councillor.**
8. **Report from Police.**
9. **Report from RAF Mildenhall Base.**
10. **Report from Outside Bodies**
11. **Town Manager's Report (Paper B)**
12. **Financial Matters 2024/25**
 - 12.1 Bank Reconciliations – up to 30th November 2024. **(Paper C)**
 - 12.2a Approval of Accounts – Payments – 1st to 30th November 2024. **(Paper D)**
 - 12.2b Approval of Accounts – Receipts – 1st to 30th November 2024. **(Paper E)**
 - 12.3 To note the current debtors to the Council **(see recommendation sheet)**
13. **Financial Matters 2025/26**
 - 13.1 To agree and adopt the proposed budget for 2025/6 **(Paper F)**
14. **General Matters**
 - 14.1 Update from Town Manager regarding Action Sheet. **(Paper G)**
 - 14.2 To receive the quarterly LCRS Risk Management report **(Paper H)**
 - 14.3 Verbal update regarding Merry Mildenhall.
 - 14.4 To review the Strategic Plan and Action Plan 2023/7 **(Paper I)**
 - 14.5 To receive the updated 2025/6 Council meeting calendar **(Paper J)**
15. **Planning Committee**
 - 15.1 To receive the minutes from the meetings of this committee from the 28th November 2024 **(Paper K)**
16. **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 after the item that confirms details of the next meeting.**
17. **Personnel Committee**
 - 17.1 To receive the minutes from the meetings of this committee from the 4th December 2024 **(Paper L – TO FOLLOW)**
 - 17.2 To discuss and approve the recommendations from this committee.
18. **Exchange of information**
19. **Time and Venue of next Council meeting on Thursday 30th January 2025 at 7pm in the Fenland Room of The Pavilion.**

CLOSE

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

Mark Knight Town Manager

dated 6th December 2024

List of non circulated items: (Members can request to see a copy of these items at any time – but these do not merit an agenda item.)



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

Signed:.....

Dated:.....

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.

Signed:.....

Dated:.....

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.

Signed:.....

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

Signed:.....

Dated:.....

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.

Signed:.....

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

Signed:.....

Dated:.....

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:.....

MILDENHALL HIGH TOWN
COUNCIL



TOWN MANAGER'S REPORT

DECEMBER 2024

General Matters

- One member of staff is off sick after an operation. Return date is 14th December.
- Work on Jubilee Centre roof complete.
- New lights for car park scheduled for 9th December.
- Repainting of Jubilee Centre will begin w/c 9th December.
- Town sign will be repaired 12th December.
- All paperwork and agreements in place for Cash Access to run a Banking Hub from The Pavilion. Date is imminent and indications are it will be before Christmas.
- A meeting for the Neighbourhood Plan Design Codes needs to take place immediately with up to three Councillors. Local Green Spaces assessment also has limited input and needs more clarity.

Matters Concerning Mildenhall in Bloom

- No activity – Cllr. Neal is leading on this work.

Matters Concerning the Closed Cemetery

- No activity.

Matters Concerning the War Memorial

- No activity.

Allotment Waiting List

- Renewals process finished.
- Waiting list is now 6 people. 1 of which already has a plot.
- There are 5 outstanding invoices. Payment terms have now expired and so these 5 plots will now be given to people on the waiting list.
- There are now 9 vacant plots at Lark site and 4 at Riverside.
- Depending on which residents take which plots there may be a waiting list of 5, this to be confirmed.
- Maintenance will now fall to the Grounds Team to maintain which is a substantial amount of work.
- Plots should be advertised widely to build up the waiting list to a reasonable number.



Complaints Received

- None.

Compliments Received

- None.

Webstats Report

	October	November
Unique Visitors	1871	1882
Number of Visits	2834	2734
Pages Visited	7495	7726
Total hits	36058	38110

Top Pages - November
Mildenhall Charity Distribution
Merry Mildenhall Market
Agenda Personnel Committee
Grants Policy
Payments October 2024
History of Mildenhall

Social Media Report

	October	November
Facebook Page Reach	10.7K	7.5K
Page Visits	794	470
New Likes	15	10
Total Follows	1.6K	1.6K

Popular Posts - November
Merry Mildenhall Reminder
Road Works Alert
Keep the Heat Poster
Remebrance Image
Mildenhall Mini Christmas Market

Capacity Report for Council buildings

Jubilee Centre

69%

The Pavilion

43%

Speed Awareness Monitors Report

See attached documents.

All reports submitted to police.

Mark Knight - Town Manager – December 2024

For Project:
Project Notes:
Location/Name:
Report Generated:
Speed Intervals
Time Intervals
Traffic Report From
85th Percentile Speed
85th Percentile Vehicles
Max Speed
Total Vehicles
AADT:

College **Heath** **Rd** **(EvergreenWay)**

Incoming
12/04/2024 **09:39**
5 MPH
5
11/01/2024 **00:00:00** **through** **11/30/2024** **23:59:59**
31.8 MPH
265
40 MPH **on** **11/05/2024** **09:30:00**
312
10

Volumes - weekly counts

Average Daily
AM Peak
PM Peak

Speed

Speed Limit:
85th Percentile Speed:
Average Speed:

Count over limit
% over limit
Avg Speeder

Time	5 Day	7 Day							
	13	10							
07:00	1	1							
12:00	1	1							
	30								
	31.8								
	27.24								
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
14	15	11	14	13	3	1			
26.4	31.9	20.8	21.9	17.8	23.1	11.1			
32.5	33.8	33.0	32.9	32.5	32.5	32.5			

Bank Reconciliation

PAPER C

Financial period ending 30/11/24

Balance per bank statements as at 30/11/24

	£	£
32 Day Notice Account	£130,359.13	
95 Day Notice Account	£320,331.46	
Business Call And Current Account	£295,108.20	
Petty Cash Account	£200.00	
Salaries And Wages Account	£5,402.26	
		£751,401.05
Petty cash (no balance)		£0.00
Less: any unpresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 30/11/24		£751,401.05

PAPER C

Paid Expenditure Transactions

paid between 01/11/24 and 30/11/24

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net Ctee	Details	Heading
241101WNL	01/11/24	17875		£378.94	£63.16	£315.78 E&P	WorkNest Limited	E-learning health and safety - year 4
		17876/1		£13.14	£2.19	£10.95 A&O	Force Fresh Limited	3000/11
		17876/2		£13.14	£2.19	£10.95 A&O	Force Fresh Limited	2080/1
		17876/3		£13.14	£2.19	£10.95 A&O	Force Fresh Limited	2810/8
		17876/4		£13.13	£2.19	£10.94 A&O	Force Fresh Limited	2800/6
241101FEL	01/11/24	17876		£52.55	£8.76	£43.79 E&P	Force Fresh Limited	2070/1
241101INDEE	04/11/24	17882		£63.77	£0.00	£63.77 E&P	Indeed Ireland Operations	2080/1
D							Job advert - Senior Administrator	3000/13
241001SFS	05/11/24	17794		£810.53	£135.09	£675.44 E&P	Siemens Financial Services Limited	Photocopier lease rental and maintenance charge
241101SFDL	05/11/24	17880		£336.99	£56.17	£280.82 C&E	Screwfix Direct Ltd	3000/3
241101UKF1	06/11/24	17859		£79.08	£13.18	£65.90 A&O	UK Fuels Limited	Triple ladder for beacon lighting
241101VIKIN	06/11/24	17911		£98.81	£16.47	£82.34 E&P	Viking	Diesel and unleaded petrol
G							Stationery	3000/3
		17953/1		£1,320.00	£220.00	£1,100.00 A&O	Parish Notice Board Company, The	Noticeboard
		17953/2		£80.00	£0.00	£80.00 A&O	Parish Notice Board Company, The	2000/1
241101PNBC	06/11/24	17953		£1,400.00	£220.00	£1,180.00	Parish Notice Board Company, The	Delivery
							2-Door Parish Noticeboard for Allotments	2000/1
I/R OCTOBER	07/11/24	17753		£1,420.60	£0.00	£1,420.60 CNCL	Inland Revenue	I/R October
NI OCTOBER	07/11/24	17819		£1,783.71	£0.00	£1,783.71 CNCL	National Insurance	NI October
241101NA	08/11/24	17877		£6.60	£0.00	£6.60 C&E	Alecock, Naomi	Sweets for Merry Mildenhall
241101COZ2	08/11/24	17878		£234.00	£39.00	£195.00 A&O	Cozens (UK) Limited	Street lighting maintenance - October
241101RHLM	08/11/24	17881		£960.00	£160.00	£800.00 A&O	R.H. Landscapes & Maintenance Services Ltd	Grass cutting of Jubilee Fields 14/15th October and 1st November
241101L&SI	08/11/24	17883		£577.00	£96.17	£480.83 A&O	L & S Innovations	Works to fence - R/S allotments - Deposit
241101LITE	08/11/24	17884		£10,363.20	£1,727.20	£8,636.00 C&E	Lighting and Illumination Technology Experience Limited	2024 Christmas lights
241101CML	08/11/24	17885		£480.00	£80.00	£400.00 E&P	Cuttlerfish Multimedia Ltd	Annual website license, hosting and support 01/01/25 -31/12/25
241101MBYE	08/11/24	17886		£124.00	£0.00	£124.00 A&O	Miscellaneous	Refund - Exclusive Right of Burial
								3000/10
								2010/1



Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241001BGLJF1	11/11/24	17861		£39.30	£1.87	£37.43 A&O	British Gas Lite	Supply to Jubilee Fields 25/09/24 - 25/10/24 2090/1
241101KCM1	11/11/24	17910		£300.00	£0.00	£300.00 C&E	King's Church Mildenhall	Donation - MM Lieu of payment tree installation 3060
17887/1				£14,846.89	£0.00	£14,846.89 A&O	Salaries & Wages	2100/1
17887/2				£6,113.43	£0.00	£6,113.43 A&O	Salaries & Wages	2100/2
17887/3				£8,151.23	£0.00	£8,151.23 A&O	Salaries & Wages	2100/3
ALLOC NOVEMBER	12/11/24	17887		£29,111.55	£0.00	£29,111.55	Salaries & Wages	2100/1
CONTRA NOVEMBER	12/11/24	17888		-£29,111.55	£0.00	-£29,111.55 CNCL	Salaries & Wages	1000
17901/1				£2.64	£0.44	£2.20 A&O	Force Fresh Limited	2080/1
17901/2				£2.64	£0.44	£2.20 A&O	Force Fresh Limited	2810/8
17901/3				£2.64	£0.44	£2.20 A&O	Force Fresh Limited	2800/6
17901/4				£2.64	£0.44	£2.20 A&O	Force Fresh Limited	2070/1
241101FFL1	12/11/24	17901		£10.56	£1.76	£8.80	Force Fresh Limited	2080/1
17902/1				£6.57	£1.09	£5.48 A&O	Force Fresh Limited	2080/1
17902/2				£6.57	£1.09	£5.48 A&O	Force Fresh Limited	2810/8
17902/3				£6.56	£1.10	£5.46 A&O	Force Fresh Limited	2800/6
17902/4				£6.56	£1.10	£5.46 A&O	Force Fresh Limited	2070/1
241101FFL2	12/11/24	17902		£26.26	£4.38	£21.88	Force Fresh Limited	2080/1
17904/1				£15.31	£2.55	£12.76 A&O	Force Fresh Limited	2080/1
17904/2				£15.31	£2.55	£12.76 A&O	Force Fresh Limited	2810/8
17904/3				£15.31	£2.55	£12.76 A&O	Force Fresh Limited	2800/6
17904/4				£15.31	£2.56	£12.75 A&O	Force Fresh Limited	2070/1
241101FFL3	12/11/24	17904		£61.24	£10.21	£51.03	Force Fresh Limited	2080/1
241101L&SIN	12/11/24	17905		£2,183.71	£363.95	£1,819.76 A&O	L & S Innovations	Works to fence - R/S allotments - balance 2000/1
241101SULSAR	12/11/24	17906		17906	£150.00	£0.00 £150.00	C&E	Donation - MM
3060								Suffolk Lowland Search and
241101MNSC	12/11/24	17907		£100.00	£0.00	£100.00 C&E	Rescue Mildenhall & Newmarket Sea Cadets	3060

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Ctee	Details	Heading
241101KCM	12/11/24	17908		£150.00	£0.00	£150.00 C&E	King's Church Mildenhall	Donation - MM 3060
241101SUMM ERS	12/11/24	17909		£800.00	£0.00	£800.00 C&E	Summers Family Fun Fairs	Two rides for Merry Mildenhall 3060
241101SLCC	14/11/24	17912		£144.00	£24.00	£120.00 E&P	SLCC Publications	ILCA training for Luke Stokes 3000/6
241101AOST LER	14/11/24	17913		£40.00	£0.00	£40.00 E&P	Clark, Alicia	Leaving bouquet for Naomi Alecock 3000/3
241101CEMC T	15/11/24	17871		£130.00	£0.00	£130.00 A&O	West Suffolk Council	Council tax - Cemetery 2010/5
241101PAVC T	15/11/24	17872		£212.00	£0.00	£212.00 E&P	West Suffolk Council	Council tax - Pavilion 3000/1
241101RWCP BR	15/11/24	17873		£536.00	£0.00	£536.00 E&P	West Suffolk Council	Business rates - Recreation Way car park 3000/19
		17874/1		£70.50	£0.00	£70.50 A&O	West Suffolk Council	2080/4
		17874/2		£70.50	£0.00	£70.50 A&O	West Suffolk Council	2810/4
241101JCCT	15/11/24	17874		£141.00	£0.00	£141.00	West Suffolk Council	Council tax - JC 2080/4
241101AMA	15/11/24	17922		£5.64	£0.00	£5.64 E&P	Amazon	Milk for Office 3000/3
241101AMMA2	15/11/24	17924		£123.96	£20.68	£103.28 C&E	Amazon	4 x folding trestle table and shipping charges 3060
241101AMMA3	15/11/24	17925		£152.59	£25.44	£127.15 C&E	Amazon	12 x Walkie-Talkies + Shipping 3060
		17927/1		£8.75	£1.46	£7.29 E&P	Amazon	Phone Case for Luke Stokes 3000/3
		17927/2		£15.45	£2.57	£12.88 C&E	Amazon	Camping Lantern for Merry Mildenhall 3060
241101AMMA5 B	15/11/24	17927		£24.20	£4.03	£20.17	Amazon	3000/3
241101GB&S	15/11/24	17952		£16.70	£2.78	£13.92 C&E	GiftBox & SweetBox	Weighed Out Sweets for Merry Mildenhall 3060
241001EDGE	18/11/24	17844		£557.82	£92.97	£464.85 E&P	Edge IT Systems Limited	Edge - Allotments module 3000/9
241101ONEC OMCREDIT	18/11/24	17921		-£16.50	£0.00	-£16.50 E&P	Onecom Limited	Line Rental Discount 3000/3
241101AMMA1	18/11/24	17923		£4.94	£0.82	£4.12 E&P	Amazon	Office Wall Planner 3000/3
241101AMMA4	18/11/24	17926		£24.86	£4.14	£20.72 E&P	Amazon	A3 Paper 1,000 sheets 3000/3
241101AMMA6	18/11/24	17928		£50.07	£8.34	£41.73 E&P	Amazon	A4 Paper 7500 sheets 3000/3
241101NIP	19/11/24	17879		£4,500.71	£750.12	£3,750.59 A&O	Npower Business Solutions	Public lighting 01/10/24 - 31/10/24 2040/1
241101EDF	19/11/24	17914		£15.81	£0.75	£15.06 A&O	EDF Energy	Supply to 16 Churchyard 01/10/24 - 31/10/24 2040/4

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241101BB	19/11/24	17916		£66.98	£11.16	£55.82 A&O	Ben Burgess & Co Ltd	2030/1
241101LCT	19/11/24	17917		£19.26	£3.21	£16.05 A&O	Low Cost Tyres Ltd	2030/1
241101LIAS	19/11/24	17918		£300.60	£0.00	£300.60 E&P	Legra Internal Audit Service	3000/5
241101LPTC	19/11/24	17919		£570.00	£95.00	£475.00 A&O	L.P Tree Care & Landscaping Limited	2310/1
241101AMA7	20/11/24	17929		£15.69	£2.62	£13.07 C&E	Amazon	3060
241101AMA8	20/11/24	17930		£16.49	£2.75	£13.74 C&E	Amazon	3060
241101AMA9	20/11/24	17931		£8.59	£1.43	£7.16 C&E	Amazon	3060
241101AMA10	21/11/24	17932		£11.81	£1.97	£9.84 C&E	Amazon	3060
SAL8	22/11/24	17889		£2,450.35	£0.00	£2,450.35 CNCL	November Salary	1000
SAL8	22/11/24	17890		£1,485.94	£0.00	£1,485.94 CNCL	November Salary	1000
SAL8	22/11/24	17891		£1,430.22	£0.00	£1,430.22 CNCL	November Salary	1000
SAL8	22/11/24	17892		£3,746.49	£0.00	£3,746.49 CNCL	November Salary	1000
SAL8	22/11/24	17893		£2,003.88	£0.00	£2,003.88 CNCL	November Salary	1000
SAL8	22/11/24	17894		£1,844.64	£0.00	£1,844.64 CNCL	November Salary	1000
SAL8	22/11/24	17895		£2,144.40	£0.00	£2,144.40 CNCL	November Salary	1000
SAL8	22/11/24	17896		£1,491.54	£0.00	£1,491.54 CNCL	November Salary	1000
SAL8	22/11/24	17897		£771.09	£0.00	£771.09 CNCL	November Salary	1000
SAL8	22/11/24	17898		£811.63	£0.00	£811.63 CNCL	November Salary	1000
241101BGL	22/11/24	17899/1		£417.22	£69.54	£347.68 A&O	British Gas Lite	2810/6
JC/PAV/LC		17899/2		£570.93	£95.16	£475.77 A&O	British Gas Lite	2090/1
241101BGL	22/11/24	17899/3		£109.79	£18.29	£91.50 A&O	British Gas Lite	2800/4
241101BGL Cemetery1	22/11/24	17899		£1,097.94	£182.99	£914.95	British Gas Lite	2810/6
241101BGL	22/11/24	17900		£20.29	£0.97	£19.32 A&O	British Gas Lite	2090/1
241101GARA	22/11/24	17903		£46.60	£2.22	£44.38 A&O	British Gas Lite	2090/1
GE		17933		£250.00	£0.00	£250.00 C&E	Bunbury Players, The	3060
241101BUNPL AY	22/11/24	17933		£250.00	£0.00	£250.00 C&E	Donation - MM	3060

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment Reference	Paid date	Tr no	Order no	Gross	Vat	Net Ctee	Details	Heading
241101BUNR OOM	22/11/24	17934		£150.00	£0.00	£150.00 C&E	Bunbury Rooms, The	Donation - MM 3060
241101AGRI	22/11/24	17935		£127.00	£0.00	£127.00 A&O	Agrimor	Repairs to Car Park Barrier Latch + Mileage 2020/4
2411PENSIONS 2024	1000	22/11/24		17950	£5,688.38	£0.00 £5,688.38 CNCL	Suffolk County Council	Pensions November
241101EBAC	25/11/24	17937		£319.44	£53.24	£266.20 A&O	EBAC Plumbing & Heating Limited	Gas Boiler (Jubilee Centre) Servicing 2080/1
241101ONE4 ALL	26/11/24	17938		£240.00	£0.00	£240.00 E&P	One4all Gift Cards	Christmas Gift Cards for Staff 3030
		17939/1		£17.64	£2.94	£14.70 A&O	Force Fresh Limited	Gritting Salt 2020/4
		17939/2		£7.95	£1.33	£6.62 A&O	Force Fresh Limited	Cleaning Products 2070/1
		17939/3		£7.95	£1.32	£6.63 A&O	Force Fresh Limited	Cleaning Products 2080/1
		17939/4		£7.95	£1.33	£6.62 A&O	Force Fresh Limited	Cleaning Products 2800/6
		17939/5		£7.94	£1.32	£6.62 A&O	Force Fresh Limited	Cleaning Products 2810/8
241101FFL4	26/11/24	17939		£49.43	£8.24	£41.19 E&P	Force Fresh Limited	Cleaning Products and Gritting Salt 2020/4
241101AMMA1	26/11/24	17940		£30.05	£5.01	£25.04 E&P	Amazon	Office Stationery + Shipping 3000/3
241101VODA	27/11/24	17915		£151.70	£25.28	£126.42 E&P	Vodafone	TM and SM mobile phone usage 3000/3
241101TPFIR E	27/11/24	17941		£120.00	£20.00	£100.00 E&P	TP Fire & Security Ltd	Fire Extinguisher & Blanket Annual Servicing 3000/11
241101LITE2	27/11/24	17942		£1,763.40	£293.90	£1,469.50 C&E	Lighting and Illumination Technology Experience Limited	2024 Christmas lights installation 3070
241101MK	28/11/24	17943		£2.50	£0.00	£2.50 E&P	Knight, Mark	Reimbursement for Deepest Sympathies Card 3030
241101TOOL S	28/11/24	17947		£167.44	£27.91	£139.53 A&O	Toolstation Ltd	28 x Base Anchor Brackets for Cemetery Benches 2010/1
241101LBC	28/11/24	17951		£7.85	£0.00	£7.85 E&P	Lloyds Bank	Bank Charges for Business Account 3000/18
241101ICO	29/11/24	17857		£35.00	£0.00	£35.00 E&P	Information Commissioners Office (dp)	Data protection renewal 3000/8
241101AURO RA	29/11/24	17866		£567.94	£94.66	£473.28 E&P	Aurora Managed Services Ltd	Photocopier charges 3000/3
		17920/1		£143.60	£23.93	£119.67 E&P	Onecom Limited	3000/3
		17920/2		£143.60	£23.94	£119.66 A&O	Onecom Limited	2080/1

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading
241101ONEC OM	29/11/24	17920		£287.20	£47.87	£239.33	Onecom Limited	Telephone Calls and Broadband - Office, JC 3000/3
241101BGLR A	29/11/24	17936		£16.58	£0.79	£15.79	British Gas Lite A&O	Supply to Riverside Allotments 11/10/2024 - 12/11/2024 2090/1

Total £59,982.99 £4,812.66 £55,170.33

Income Report

1st November to 30th November 2024

For presentation to Full Town Council on 12th December 2024

Name	Reason for Payment	Amount (Gross)	Date
Allotment	Rental	£15.00	01/11/2024
Allotment	Rental	£23.50	01/11/2024
Jazzercise	Hire of JC Hall Oct 2024	£150.00	01/11/2024
Photo Shed CIC	Hire of JC Heathland Room Oct 2024	£64.00	01/11/2024
Lighthouse	Hire of JC Hall Sep 2024	£680.00	04/11/2024
Lighthouse	Hire of Pav Fenland Room Sep 2024	£68.00	04/11/2024
VERTAS	Recharge for JC and Pav April to Sep 2024	£16,000.00	04/11/2024
Allotment	Rental	£14.75	04/11/2024
G R Peachey & Son	Internment Grave 1143	£631.00	04/11/2024
KATS	Hire of JC Hall 30 Oct 2024	£100.00	04/11/2024
Suffolk County Council	Hire of Pav Breckland Room 31 Oct 2024	£36.00	05/11/2024
Mess Around West Suffolk	Hire of Pav Fenland Room 5 Oct 2024	£67.00	05/11/2024
Mess Around West Suffolk	Hire of Pav Fenland Room 7 Sep 2024	£55.00	06/11/2024
Total Warrior	Hire of JC Hall Oct 2024	£600.00	06/11/2024
Allotment	Rental	£28.00	07/11/2024
Mildenhall Friendship Club	Hire of JC Hall 5 Nov 2024	£60.00	07/11/2024
Allotment	Rental	£48.00	08/11/2024
Allotment	Rental	£14.50	11/11/2024
Allotment	Rental	£14.75	11/11/2024
Allotment	Rental	£96.00	11/11/2024
Lloyds Bank	Interest Current Account	£262.93	11/11/2024
Lloyds Bank	Interest on 10/10/24 Transfer from 32 Day Account	£74.15	11/11/2024
NAFAS	Hire of JC Hall 23 Oct 2024	£214.50	12/11/2024
Abbeycroft Leisure	Hire of JC Hall Oct 2024	£192.00	12/11/2024
Mildenhall Monumentals	Erection of H/S - Grave 1120	£104.00	12/11/2024
Allotment	Rental	£48.00	14/11/2024
Zumba	Hire of JC Hall Oct 2024	£90.00	14/11/2024
Realise Futures	Hire of JC Heathland Room Oct 2024	£168.00	15/11/2024
Realise Futures	Hire of Pav Breckland Room Oct 2024	£174.00	15/11/2024
Larks Social Club	Hire of Pav Fenland Room & Breckland Room Oct 2024	£72.50	15/11/2024
KATS	Hire of JC Hall 9 Nov 2024	£255.00	19/11/2024
Event Horizon Live Ltd	Hire of JC Hall, Bar & Kitchen 30 Nov 2024	£180.00	21/11/2024
Realise Futures	Hire of JC Heathland Room Oct 2024	£360.00	22/11/2024
Herts Hearing Advice Service	Hire of JC Heathland Room 6 Nov 2024	£48.00	25/11/2024
Hirer	Hire of JC Hall 14 Dec 2024	£78.65	26/11/2024
Mildenhall Monumentals	Erection of H/S - Grave 1137	£104.00	26/11/2024
G R Peachey & Son	Internments Graves 388 & 1144	£451.00	27/11/2024
Allotment	Rental	£14.75	28/11/2024
Allotment	Rental	£14.75	28/11/2024
Forest Heath Sports Partnership	Hire of JC Hall, Stage & Heathland Room 19 Nov 2024	£159.50	28/11/2024
Leading Lives	Rent for Community Resource Unit Oct to Dec 2024	£250.00	28/11/2024
Drax	FIT Meter Income JC Jul to Sep 2024	£1,626.02	28/11/2024
Drax	FIT Meter Income Pav Jul to Sep 2024	£415.16	28/11/2024
Allotment	Rental	£14.75	29/11/2024
Allotment	Rental	£24.50	29/11/2024
Allotment	Rental	£14.25	29/11/2024
Realise Futures	Hire of JC Heathland Room Nov 2024	£240.00	29/11/2024
95 day interest account	Interest 95 Day Account	£968.13	29/11/2024
32 day interest account	Interest 32 Day Account	£258.65	29/11/2024

Total Income:

£25,642.69

PAPER 9

Full Council

DECEMBER 2024

Number	Subject	Date of resolution	Resolution	Minute	Notes
1	RIVERBANK PROJECT	28th March 2024	To set up a stakeholder meeting to address concerns about the scale of the project.	231.7	Chased 4th December 2024.
2	IT PROVISION	27th June 2024	To delegate authority to the Town Manager and Senior Administrator to investigate the specification for the IT upgrades.	52.3	Will be on agenda for January 2025.
3	DECARBONISATION FUND APPLICATION	25th July 2024	To make an application to the West Suffolk Council fund for solar battery storage, LED lights and panels.	65	Will be on agenda for January 2025.
4	ELECTRIC CHARGING POINTS	25th July 2024	To join the tender agreement with Connected Kerb brokered by Suffolk County Council.	71.2	Chased 4th December 2024.
5	SHARED PROSPERITY FUND	25th July 2024	AGREED to make an application, all Councillors to submit ideas to the Town Manager and the Amenities and Operations Committee given authority to approve the final application in September.	71.6	Agreed at Amenities and Operations Committee on 2nd September. Grant application submitted.
6	ALLOTMENT SAFETY	24th October 2024	To purchase anti climb paint and investigate the installation of Trail Cameras.	119	Cameras and paint purchased. Grounds Team will install w/c 16th December.
7	SCOUT ASSOCIATION LEASE	24th October 2024	To honour the 2015 agreement to transfer the lease and instruct a solicitor.	121.4	In progress, solicitor instructed and Scout Association aware.
8	PLAY AREA GOVERNANCE	24th October 2024	Town Manager to complete the agreed list of works to set up the governance for the Play Area Trust.	121.3	No further progress since October.
9	DOWNING CLOSE STREET LIGHTS	28th November 2024	To request detailed plans for the development in the area before permission is given to remove two streetlight columns.	143.6	Will be on agenda for January 2025.

Grounds Action Sheet

DECEMBER 2024

Number	Subject	Date added	Exact Action	Update
1	Signage Audit.	1st July 2024	Survey of existing signage, clear vegetation and identify those needing replacement/repair.	Site visits took place on 23rd October. Signs will be ordered asap.
2	Door to pump house.	1st July 2024	Fix door to pump house and risk assess access.	Assessed on 20th October. Being costed.
3	Jet Wash.	1st July 2024	Use jet wash on Car Park and Thetford Road Cemetery.	Due to staff absence Caretakers will be approached.
4	Foliage Clearance.	1st July 2024	Clear all foliage around car park and path by Lark Road Allotments.	Contractor is pricing up works. Will include clearance to gate.
5	Box in electrics at Riverside Allotments.	15th August 2024	Weather proof existing electrics.	Contractor has been approached.
6	Foliage in Car Park	31st October 2024	Cut back area around balancing pond.	Was Assistant Groundskeeper. Head Groundskeeper will do after Merry Mildenhall.
7	Shed Door at Cemetery	18th November 2024	Fix Shed Door at Cemetery.	COMPLETE.
8	Troughs at Allotments	18th November 2024	Install troughs when received.	Received, will be installed w/c 9th December.
9	Town Sign and Village Gateways	28th November 2024	To reinstall the damaged Town Sign and to clarify locations for Village Gateways.	Location still being sought from Suffolk Highways, Town Sign installed on 5th December 2024.
10	Bus Station on College Heath Road	28th November 2024	To repaint the structure.	Grounds Team to look into in early January when Assistant Groundskeeper returns.

b37474

LCRS 6. Overall risk summary

Assessment year: 2024

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz		20	20	0	
Bye Laws	Power to make bye-laws in regard to pleasure grounds Cycle parks		1	1	0	
Cemeteries/Churchyards	Power to provide Power to acquire and maintain		19	19	0	
Clocks	Power to provide public clocks		5	5	0	
Code of Conduct	Duty to adopt a code of conduct		1	1	0	
Community Centres	Power to provide and equip buildings for use of clubs having at hletic, social or educational objectives.		16	16	0	
Computing	Power to facilitate discharge of any function		3	3	0	
Council Meetings	Power to meet		4	4	0	
Council Property and Docu- ments	Duty to disclose documents and to adopt publication scheme		4	4	0	
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention mea- sures.		10	10	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)		1	1	0	
Drainage	Power to deal with ponds and ditches		7	7	0	
Employment of Staff	Duty to Appoint		8	8	0	
Financial Management	Duty to ensure responsibility for financial affairs		11	11	0	
GDPR	Duty to comply with the regulations.		23	23	0	

LCRS 6. Overall risk summary

Area / Function	Duty	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Gifts	Power to accept gifts	1	1	0	
Investments	Power to participate in schemes of collective investment	4	4	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land	14	14	0	
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	7	7	0	
Local functions	N/a - Local group to cover any risks not listed in other groups	1	1	0	
Meeting of the Council	Duty to meet	5	5	0	
Nuisances	Power to deal with offensive ditches	1	1	0	
Open spaces	Power to acquire land and maintain	13	13	0	
Planning & Development Control	Rights of consultation	1	1	0	
Play Areas	Power to provide	4	4	0	
Provision of Office Accommodation	Power to provide	6	6	0	
Provision of Website/Internet Access	Power to provide 'free resource'	2	2	0	
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	16	16	0	
Shelters & Seats	Power to provide	6	6	0	
Street/Footway Lighting	Power to light roads and public places	8	8	0	

LCRS 6. Overall risk summary

Assessment year: 2024

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Village Signs	Power to erect (with Highway Authority approval)		4	4	0	
War memorials	Power to maintain, repair, protect and alter war memorials		3	3	0	
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them		3	3	0	
Web Sites	Power for councils to have their own websites		19	19	0	

Overall totals/s cores 251 251 0

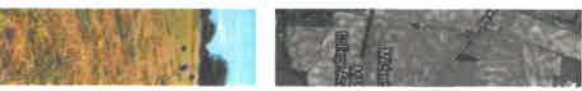
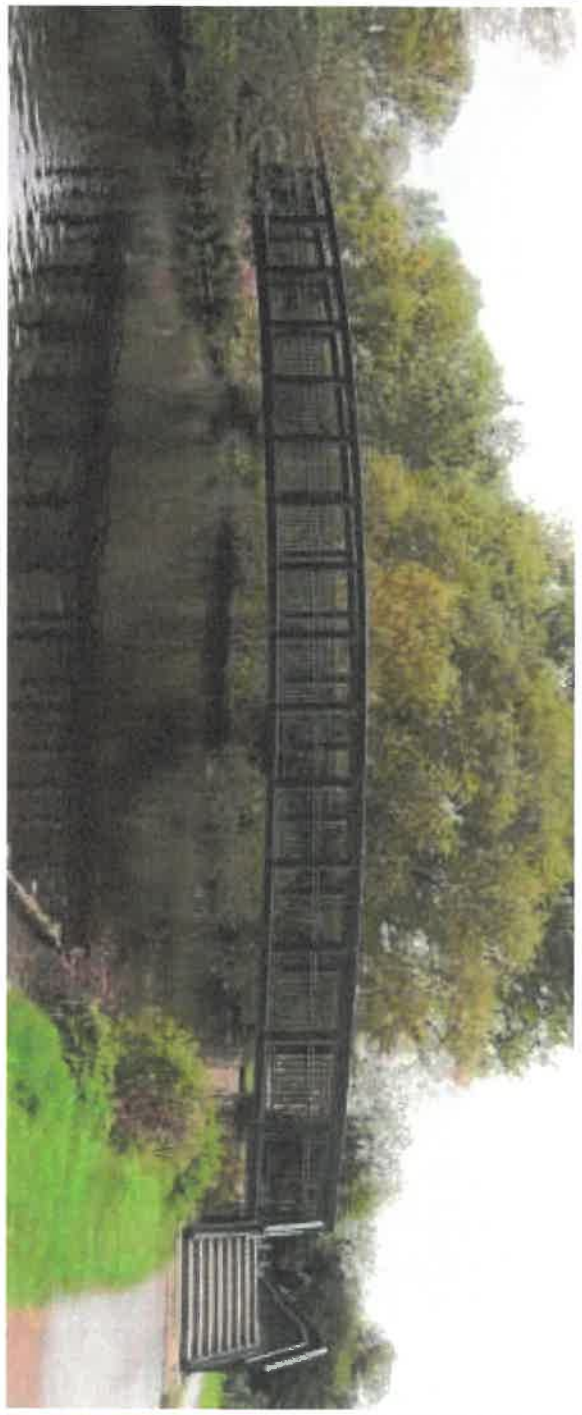
Completed by:

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.



Mildenhall High Town Council | Strategic Plan 2023 - 2027
October 2023

Background

Following the recent local elections in May, Mildenhall High Town Council has a refreshed mandate over the next four-year term to serve and represent the local community of M With this new four-year term (May 2023 - May 2027), the Council has implemented a working group consisting of a number of Town Councillors and the Town Manager, supported to design a strategic plan for implementation during the new term.

Approach

The Town Council already has a solid basis on which to build the strategic plan, utilising the existing 2019/23 Strategic Plan. As such, this plan is used as a 'steel thread' around which statement has been built to complement the existing vision statement and key themes.

With the vision, mission statement and key themes in place, the working group has then consolidated and rationalised the key objectives with the intent to provide a simple set of the critically important goals that must be achieved over the plan period to deliver the vision

A proposed set of strategic initiatives have then been identified, with alignment to the key themes and objectives. These initiatives are resultant from deliberation of the working initiatives well known to the wider Town Council and those prominently raised by the local community.

A simple approach has then been taken to prioritise these based on strategic importance and urgency, before then drawing out a high-level roadmap for delivery

It is important to note that the roadmap is directional only and will be subject to refinement as the Town Council moves through its delivery, including the addition of new initiatives and the prioritisation of those initially identified here

Immediate Next Steps

- Share this paper for reading ahead of the September Full Council meeting – **17th August 2023**.
- Discuss and agree the proposed set of Initiatives and priority order at the September Full Council meeting – **28th September 2023**.
- Refresh the plan with any changes agreed and re-share – **1st October 2023**
- Approve final plan – **26th October 2023**
- Review – **Annually in December**.

Vision

An inspirational *and* aspirational vision for the future state of the town.

“To allow Mildenhall to evolve & grow in a way that retains its setting & character, while improving the quality of life & local facilities for all generations by respecting & meeting the needs of the local community”

Mission Statement

Who the Town Council is, who it serves, what its objectives are and how it will achieve those objectives

To develop a democratic and representative voice for the community; where our services are provided and managed to a good quality standard in an effective and responsible way, at an affordable cost

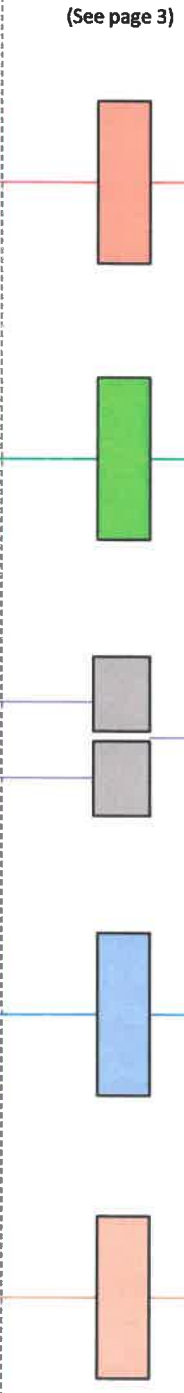
Strategic Themes

Key areas we must deliver improvements in to achieve our vision and fulfil our mission



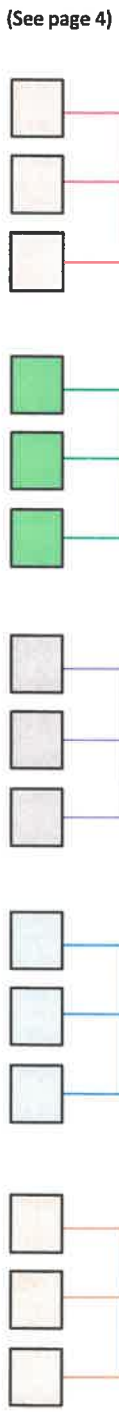
Strategic Objectives

Critically important goals the council must achieve over the plan period



Strategic Initiatives

The things the council must deliver to achieve the strategic goals (Action Plan)

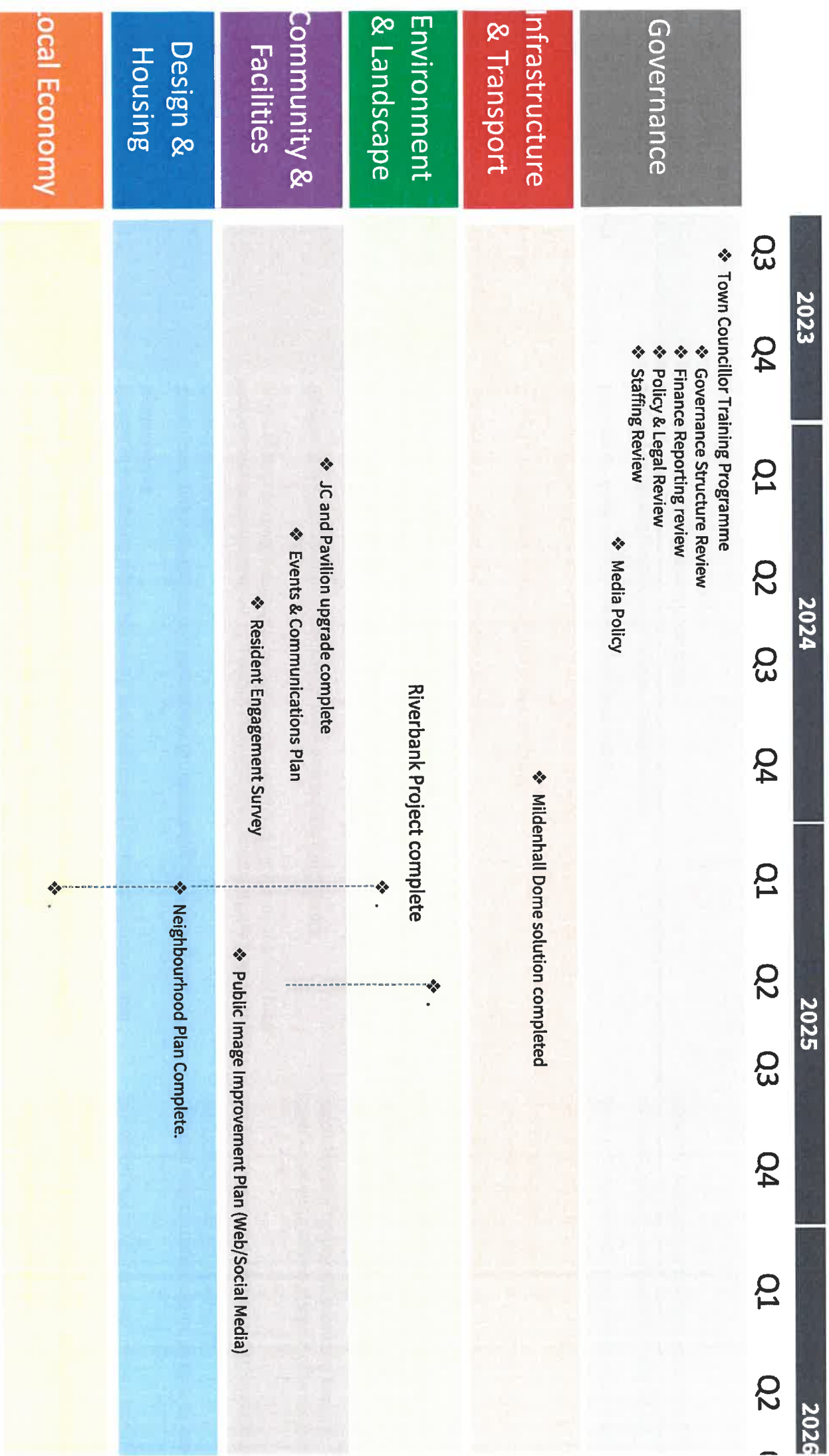


Strategic Theme	Strategic Objectives	Strategic Initiatives
<p>Governance</p>	<ul style="list-style-type: none"> ✓ To conduct Council business in a professional manner, demonstrating best practice, good governance and financial accountability. ✓ To maintain and enhance effective internal and external communication and to be innovative in creating and developing new methods. 	<ul style="list-style-type: none"> ➤ Governance Structure Review ➤ Finance Reporting Review ➤ Leases, Contracts & Legal Review ➤ Staffing Review ➤ Councillor Training Programme ➤ Office IT review.
<p>Infrastructure & Transport</p>	<ul style="list-style-type: none"> ✓ To encourage the involvement of the community in the Town Council through active community engagement. 	<ul style="list-style-type: none"> ➤ Engage with West Mildenhall Develop Village Gateways and Signage.
<p>Environment & Landscape</p>	<ul style="list-style-type: none"> ✓ To work towards a cleaner, greener and safer Mildenhall. 	<ul style="list-style-type: none"> ➤ Allotments ➤ Riverbank Project ➤ Neighbourhood Plan Review ➤ Engage with Sunnica development pi
<p>Community & Facilities</p>	<ul style="list-style-type: none"> ✓ To develop and enhance the Council's facilities and amenities for residents of all ages. ✓ To promote and engage in partnership working with principal authorities, US Air Base. voluntary and youth organisations for the improvement of Council services 	<ul style="list-style-type: none"> ➤ Jubilee Centre and Pavilion upgrade ➤ Allotments ➤ Resident Engagement Survey ➤ Events and Communication Plan Rev ➤ Public Image Improvement Plan (wel ➤ Neighbourhood Plan. ➤ Health and safety at Groundskeeper'.
<p>Design & Housing</p>	<ul style="list-style-type: none"> ✓ To continue to preserve and enhance the character of the town and to support appropriate development: using the National Planning Policy Framework to safeguard its unique identity and environment 	<ul style="list-style-type: none"> ➤ Neighbourhood Plan. ➤ Engage with the planning process.
<p>Local Economy</p>	<ul style="list-style-type: none"> ✓ To encourage & support new & existing business to improve local employment opportunities within the town & seek to strengthen the local economy & shops through improved amenities and reasons to visit. 	<ul style="list-style-type: none"> ➤ Neighbourhood Plan

4. Initiative Descriptions

Strategic Initiative	Description	Outcome
• Governance Structure Review	Review of structure and execution of council governance against best practice, with areas for improvement identified and actions agreed to address	Strong internal governance ensuring operational sustainability of the council
• Finance Reporting Review	Review of financial processes and reporting and improvement actions identified and implemented	Effective process, oversight, reporting and financials
• Policy & Legal Review	Review of policy and legal framework and improvement actions identified and implemented	Operating effectiveness within policy and legal framework
• Projects Prioritisation Process	Design and implementation of a framework for identifying, prioritising and delivering projects	Effective and consistent prioritisation of projects and key objectives
• Media Policy	Review and implementation of a policy outlining the conduct of the Town Council with regards to media including online social media and local and national press	Consistent and appropriate media engagement
• Staffing Review	Review of staffing structure, contracts, roles and responsibilities etc	Clear roles and responsibilities, right levels of resources and delivering expected outputs
• Councillor Training Programme	Design and implementation of Councillor training programme	Knowledgeable and capable councillors, providing supporting delivery of the council's strategy
• West Mildenhall Development	Road Traffic and pedestrian Solution implemented	Improved safety for residents of Mildenhall, and improved facilities and equipment
• Jubilee Centre and Pavilion upgrade	Completion of refurbishment and upgrade	Improved facilities and equipment
• Resident Engagement Survey	Design and implementation of engagement survey	Understanding of how residents feel about the council and opportunities to improve
1. Public Image Improvement Plan	Review of Town Council public image including website and social media	Improved visibility and design of council website and social media
2. Mildenhall Dome project	Delivery of Mildenhall Dome Amenity land project	Unique amenity space for residents to enjoy
3. Riverbank Project	Delivery of agreed project with partner organisations.	Improved recreational facilities and safety.
4. Neighbourhood Plan	Development of Neighbourhood plan	Relevant neighbourhood plan for ongoing use

5. Draft High Level Roadmap Process



5. Rationalisation of Strategic Objectives

Infrastructure & Transport

To reduce the negative impact of traffic (volume, speed, safety & parking) on all our roads. To support more sustainable transport by improving pedestrian & cycle links to wider countryside & enhanced public transport

Seek solutions & the timely provision of improvements to Mildenhall's infrastructure. Practical steps to improve road safety & reduce the negative impacts of traffic. Challenge those seeking to increase traffic levels or flood risk, through new development, to understand the wider impacts on the local community. Strive for the delivery of sustainable transport modes

To reduce the negative impact of traffic (volume, speed, safety & parking) on all our roads. To support more sustainable transport by improving pedestrian & cycle links to wider countryside & enhanced public transport

Environmental & Landscape

To protect the land, promoting green space, woodland and enhancing nature conservation with improved access to the countryside

Act to ensure the beauty, natural open spaces, wildlife, built & natural form in & around Mildenhall are protected whilst seeking to enhance biodiversity & the surrounding countryside

To work towards a cleaner, greener and safer Mildenhall, protecting and enhancing biodiversity, wildlife and surrounding countryside

Community & Facilities

To develop & improve local community facilities & services (such as community centre/village hall, other recreation, education & medical facilities) for all age groups

Work with key stakeholders to improve mental health provision for the residents of the town, including projects, courses, facilities and policy.

To develop and enhance the Council's facilities and amenities for the community in the Town Council Engagement, through effective & innovative communication methods and to promote and engage in partnership working with principal organisations for the improvement of Council services

Design & Housing

To support housing growth tailored to the needs of Mildenhall, where development is sensitive, protecting & enriching the landscape & in keeping with the built setting

To preserve the character of Mildenhall, including the spatial balance between the rural & built environment, historical assets, character, & feel as well as improving the design of homes & development

Proactively work with developers & West Suffolk Council to influence incremental growth that is aligned to the local community's needs. Seeking high standards of development to provide better homes for people to live in

To continue to preserve and enhance the character of Mildenhall, including the spatial balance between the rural & built environment, historical assets, character, & feel as well as improving the design of homes & development

Local Economy

To encourage & support local businesses, shops & local employment within the town

Encourage new & existing business to improve local employment opportunities & seek to strengthen the local economy & village shops

Funding to support the delivery of the Neighbourhood Plan will be sought from Locality.com.

To encourage & support new & existing business to improve local employment opportunities within the town & seek to strengthen the local economy & village shops

Governance

To conduct Council business in a professional manner, demonstrating good governance and financial accountability

Strategic Objectives

- To work towards a cleaner, greener and safer Mildenhall, protecting open spaces, enhancing biodiversity, wildlife and surrounding countryside.
- To reduce the negative impact of traffic (volume, speed, safety & parking) on our roads & improve road safety, whilst striving for the delivery of sustainable transport modes that help us reduce our carbon emissions in Mildenhall & the surrounding area.
- To develop and enhance the Council's facilities and amenities for residents of all ages, encouraging involvement of the community through active engagement, through effective and innovative communication methods, to help establish its aspirations for the future and to enhance the well-being and mental health of all residents.
- To promote and engage in partnership working with principal authorities, voluntary and organisations and RAF Bases for the improvement of Council services.
- To continue to preserve and enhance the character of Mildenhall and to support appropriate development: using the National Planning Policy Framework to safeguard its unique identity and environment.
- To encourage & support new and existing business to improve local employment opportunities within the town. Seek to strengthen the local economy and shops.
- To conduct Council business in a professional manner, demonstrating best practice, good governance and financial accountability.

Background – The

Town

- Mildenhall is a small market town and civil town in Suffolk. The town is near the A11 and is located 37 miles north-west of Ipswich, the county town. The town centers on a market place with a 16th century hexagonal market cross and town pump. The Town's market is held here every Friday and originated as a weekly chartered market in the 15th century.
- The former Parish was divided into hamlets with the larger populated Mildenhall High Town being the principal hamlet. To the south and west of the Town the landscape and fenland are flat and comprise of large fields. The historic centre of the town runs north to south along High Street and Mill Street with the former Manor House and gardens north-west of High Street with the market to the east and the church to the south.
- The Town has lost two major Parishes in the last 20 years with Beck Row separating in 1999 and West Row recently in 2019. This has led to Mildenhall officially adopting the name High Town to give it its own unique sense of identity with a nod to it's rich history.
- The large Royal Air Force base, RAF Mildenhall, as well as RAF Lakenheath, are located north of the town. The former is used by the United States Air Force, as the headquarters of its 100th Air Refueling Wing and 352nd Special Operations Group.



Background – The Town

- The Bunbury family held the manor of Mildenhall until the estate was broken up in 1933. RAF Milden was officially opened in 1934 and served as a base for RAF Bomber Command during the Second World War. In 1950, the US Air Force took over its operation.
- The Town currently has the highest concentration of American residents in the country, as 18% of residents were born in the United States.
- The River Lark runs through the town and is adjoined by the Jubilee Field.
- The town has a bus station which was completed in 2005 with regular services to Brandon, Bury-St. Edmunds, Newmarket and Thetford. The rail station closed in 1962.
- Mildenhall has a number of shops, a Sainsburys supermarket and a number of chain stores and independent traders.
- There are three school sites; Mildenhall Academy, Great Heath Academy and St. Mary's Church of England Academy. In 2020 the Mildenhall Hub opened providing another site for education and community facilities in the area.

Background – The Town

- Mildenhall has its own radio station, ZACK FM, broadcasting on 105.3 FM, the transmitter is located c of St. Mary's Church.
- There are currently four public houses in the town, the Half Moon, Maids Head, Queens Arms and Th
- Mildenhall has a non-league football club Mildenhall FC.
- Mildenhall contains a considerable amount of employment floorspace providing jobs and business opportunities for local residents at the Mildenhall Industrial Estate.
- There are also dozens of community organisations such as Women's Institute, Sea Cadets, Scouts, Gu and Rainbows, a variety of keep fit classes, historical societies and drama groups; with an active bran the Royal British Legion.

Background – The Town Council

The Town Council

With a budget of around £430,000 and a workforce currently consisting of 3 administrative staff, 4 caretakers and 3 ground staff, Mildenhall High Town Council is one of the largest West Suffolk.

The administrative hub of the Town Council Staff is The Pavilion. Opened in 1982 and refurbished in 2015, this building is the home of Mildenhall Town Council and staff, and is based as the Jubilee Centre and facilities. It has two offices, toilets, a kitchenette and meeting rooms, which can be partitioned into two smaller rooms. The council makes it available for use

Mildenhall High Town Council has 15 elected members. Elections take place every four years, the last being in 2023. The Full Town Council ratifies the decisions made by the standing makes decisions on the larger issues which affect the Council and the Town. The Council is non-political. The Annual Town Meeting is held in March/April and the Annual General Meeting is held in May.

The Standing Committees:

- Establishment and Policy
- Amenities and Operations
- Planning
- Communications and Events
- Personnel

The Working Groups:

- Finance and Policy Strategy Working Group
- Neighbourhood Plan Steering Group

Background – The Town Council

The Town Council develops and maintains:

The Jubilee Centre

The Jubilee Centre opened in 1982 and houses many community activities during the week that are open to the public. It is managed by the Town Council.

The venue can be used for a party or special function and there are several rooms to choose from. The main Hall has an area for bar use and is suitable for a larger function, with dance floor and stage.

There is also the facility to have a moveable bar area in one of the other rooms if the main hall isn't suitable. The kitchen is also available to hire, so you can cater for functions on site.

Jubilee Field

Facilities:

Recreation Way Play Area

Multi-Use Games Area

Public Seating and street furniture (including Mildenhall in Bloom Planters)

Car parking

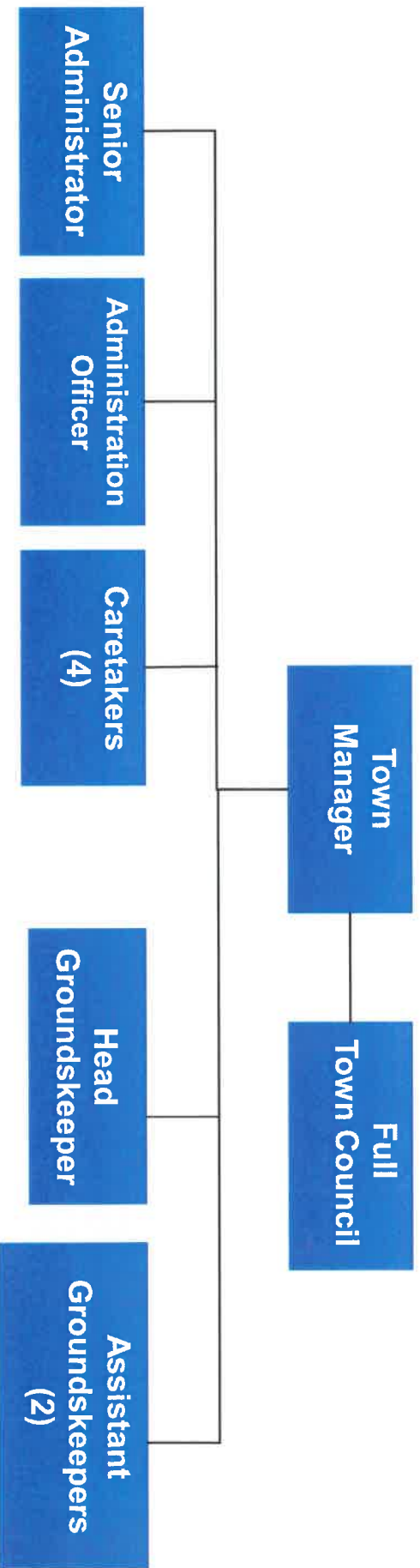
Allotments

The Council manages two sites at Riverside and Lark Road, totalling sixty plots. Twenty at Lark Road and forty at Riverside. There is a current waiting list.

Thetford Road Cemetery and burials

Streetlighting

Kingsway Closed Cemetery and St. Mary's Church Yard



Mildenhall High Town Council
Organisational Chart
October 2023

Our Values

Taking Responsibility

Making things happen and achieving results

Customer Focus

Putting residents at the heart of everything we do

Communication

Sharing information effectively

Team Working

Working better together

Respect and Diversity

Valuing difference and being fair

Trust and Integrity

Conducting ourselves in a professional way

Value for Money

Being accountable for how we spend money

Commitment

Being proud of the service we provide

Motivation

Encouraging people to do their best

Decision Making

Feeling empowered to reach sound decisions

ACTION PLAN

2023/7

Committee	Activity	Budget Proposal/Cost Code	Priority	Date
Neighbourhood Plan Steering Group.	To produce a Neighbourhood Plan	Application for a £10,000 grant from Locality.	High	2023/4
Communications and Events.	To look into video conferencing facilities for The Pavilion and Jubilee Centre.	Capital purchase.	High.	2023/4
Amenities and Operations.	To refresh Council facilities with new coat of paint and fixtures.	2070/1 and 2060/1	High.	2023/4
Communications and Events.	To review and replace IT hardware and software.	Capital purchase.	Medium.	2024/5
Communications and Events.	To produce a 'Whats on in Mildenhall' publication.	3120	Low.	2025/6
Communications and Events.	To enhance the Mildenhall High Town News.	3120	Medium.	2024/5
Full Town Council.	To apply for the Gold Quality Council Status.	3000/2	Medium.	2024/5
Full Town Council.	To work in partnership with the Environment Agency to develop the Jubilee Field and Riverbank.	Capital purchase.	High.	2023/4.
Amenities and Operations.	To work in partnership to regenerate the Town Precinct.	No direct cost to the Town Council initially.	High.	2023/4
Establishment and Policy.	To work in partnership to develop the old Swimming Pool site.	No initial cost, but an approach may be made to West Suffolk Council.	Medium.	2024/5

Full Town Council.	To engage with planners and developers regarding the West Mildenhall development.	Highways Reserve needs to be reviewed ahead of the Planning Consultation process over the next year.	High.	2023/4
Amenities and Operations.	To work in partnership with St. Mary's Church in developing nature trails and features at the Kingsway closed cemetery.	2010/4	Medium.	2024/5.
Amenities and Operations.	To clean the War Memorial.	2010/6	Low.	2025/6.
Establishment and Policy.	To complete a governance review.	Cost neutral.	Low.	2025/6.
Personnel.	To complete a staffing review.	Review is cost neutral, cost dependent on decisions.	High.	2023/4.
Amenities and Operations.	To review SAM Camera provision and use of data.	Dependent on review.	Medium.	2024/5.
Amenities and Operations.	To review all street furniture provision.	Dependent on review.	Medium.	2024/5.
Full Town Council.	To conduct a health and safety audit.	Cost neutral (within existing contractor provision).	Medium.	2024/5.
Establishment and Policy.	To review all byelaws.	Cost neutral.	Low.	2025/6.
Amenities and Operations.	To extend the bee hotel and pollinator town provision.	2020/2	Medium.	2024/5.
Full Town Council.	To consider the possibility of Councillor open days.	Cost neutral.	Medium.	2024/5.
Full Town Council.	To review and book Councillor training.	3000/6	High.	2023/4.
Full Town Council.	To conduct a further Energy Audit.	Cost neutral.	Medium.	2024/5.

Full Town Council.	To engage with local Police and report on crime statistics.	Cost neutral.	High.	2023/4.
Personnel.	To review the Performance Management framework.	Cost neutral.	Medium.	2024/5.
Communications and Events.	To review content on the website and suggest new pages.	Cost neutral.	High.	2023/4.
Full Town Council.	To investigate opportunities to help with mental health and wellness throughout the town.	Dependent on decided initiatives.	High.	2023/4.
Communications and Events.	To produce a Local Government Guide to Services	3120	Medium.	2024/5.
Communications and Events.	Submit stories of achievement to local papers and trade publications.	Cost neutral.	High.	2023/4.
Full Town Council	To become more active in SALC and NALC meetings.	Cost neutral.	High.	2023/4.
Amenities and Operations.	To involve local schools/charities at the allotments	Cost neutral.	Medium.	2024/5.
Communications and Events.	To look into the possibility of a Community Awards Scheme	Dependent on trpe of awards and event.	Low.	2025/6.
Full Town Council	To fill vacant Councillor seats	Cost neutral.	High.	2023/4.
Full Town Council.	To purchase a 'long service' honour board	Capital purchase.	High.	2023/4.
Establishment and Policy.	To review the Asset Management Plan	Review to take place in committee, cost dependent on recommendations in future budget years.	High.	2023/4.
Full Town Council.	To produce a document disposal and archive process.	Cost neutral/office task.	Medium.	2024/5.

Personnel.	To investigate the possibility of bank/Sunday staff.	Overtime budget.	Medium.	2024/5.
Personnel.	To invest in a three year Employee Engagement project.	Dependent on recommendations of engagement.	Low.	2025/6.
Personnel.	To investigate the possibility of an apprentice and/or work experience programme.	Cost neutral. Indirect cost in lost hours to college attendance.	Medium.	2024/5.
Amenities and Operations.	To appoint a Fishing Bailiff	Cost neutral.	Medium.	2024/5.
Full Town Council.	To complete the landscaping at the Theftford Road Cemetery	Theftford Road Cemetery Reserve.	High.	2023/4.
Full Town Council.	To install the Village Gateways.	2020/1	High.	2023/4.
Establishment and Policy.	To review all Bylaws	Cost neutral, unless more are required.	Low.	2025/6.
Full Town Council.	To form a Council community forum involving hirers and lease holders.	Cost neutral.	High.	2023/4.
Establishment and Policy.	To review all leases, contracts, services and utilities.	Cost neutral.	Medium.	2024/5.
Amenities and Operations.	To consider upgrading the bus shelters.	Capital purchase if required.	Medium.	2024/5.
Communications and Events.	To consider improvements to the Mildenhall High Town News.	3040	High.	2023/4.
Communications and Events.	To deliver Lark in the Park	3080	Medium.	2024/5.
Communications and Events.	To deliver Merry Mildenhall	3060	High.	2023/4.

Communications and Events.	To deliver the Band Concert	3100	Medium.	2024/5.
Full Town Council.	To produce a business plan concerning the Mildenhall Dome	Capital purchase - potential revenue costs if obtained.	High.	2023/4.
Communications and Events.	To celebrate the anniversary of D-Day in 2024.	No existing budget line.	Medium.	2024/5.
Establishment and Policy.	To review governance arrangements for the Recreation Way Play Area	No direct cost to the Town Council Initially.	High.	2023/4.
Establishment and Policy.	To review IT in the Council Offices.	Capital purchase.	Medium.	2024/5.
Communications and Events.	To address health inequalities in the town	Dependent on plan.	Medium.	2024/5.
Communications and Events.	To focus on provision for children and young people.	Dependent on plan.	Medium.	2024/5.
Full Town Council.	To work towards a better natural and built environment	Should be addressed in the Neighbourhood Plan.	High.	2023/4.
Communications and Events Committee.	To run a programme to increase attendance at Council meetings.	3120	High.	2023/4.
Communications and Events Committee.	Promte and educate local residents	Dependent on plan.	Medium.	2024/5.
Communications and Events Committee.	Create new opportunities for communication	Dependent on plan.	Medium.	2024/5.
Communications and Events Committee.	Promote new Councillors	Dependent on plan.	High.	2023/4.
Communications and Events Committee.	To form a Junior Council	Dependent on plan.	Low.	2025/6.

Communications and Events Committee.	Liaise with the schools to promote the Council.	Dependent on plan.	Medium.	2024/5.
Communications and Events Committee.	Advertise for a bank of volunteers for events.	Dependent on plan.	High.	2023/4.
Communications and Events Committee.	Make action sheets accessible for all staff, Councillors and residents.	Cost neutral.	High.	2023/4.
Communications and Events Committee.	To conduct a Customer Feedback survey	Cost neutral.	High.	2023/4.
Amenities and Operations.	To review groundwork and maintenance provision in the town.	Earmarked Reserves.	High.	2023/4.

MILDENHALL HIGH TOWN COUNCIL - CALENDAR OF MEETINGS 2025/6

Meeting	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025
Full Town Council (7pm)	30th	27th	27th	24th	29th (6pm)	26th	31st	28th
Planning Committee (6.30pm)	30th	27th	27th	24th	29th (5.30pm)	26th	31st	28th
Annual Town Meeting (7pm)					15th			
Amenities and Operations Committee (7pm)		3rd				23rd		
Establishment and Policy Committee (7pm)		13th		3rd		12th		
Personnel Committee (7pm)			13th					

Meeting	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026
Full Town Council (7pm)	25th	30th	27th	11th	29th	26th	26th	30th	28th (6pm)
Planning Committee (6.30pm)	25th	30th	27th	11th	29th	26th	26th	30th	28th (5.30pm)
Annual Town Meeting (7pm)									14th
Amenities and Operations Committee (7pm)	15th		3rd			2nd			
Establishment and Policy Committee (7pm)			13th					9th	
Personnel Committee (7pm)	18th						12th		

All meetings are on Thursdays, apart from Amenities and Operations Committee which is on a Monday.



MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Suffolk, IP28 7HG Tel: 01638 713493
www.mildenhall-tc.gov.uk Email: townmanager@mildenhall-tc.gov.uk
Town Manager: Mark Knight

Minutes of the meeting of the Planning Committee held on Thursday 28th November 2024
at 7pm in the Fenland Room, Pavilion, Mildenhall

In Attendance

Cllr. Boreham	Cllr. Leaman
Cllr. Bristow	Cllr. Lemiesz
Cllr. Harrington	Cllr. Neal
Cllr. Isted	Cllr. Power (Chair)
Cllr. Johnson (Vice-Chair)	Cllr. Shipp

In attendance: Mark Knight, Town Manager.

1. Apologies and acceptance for absence

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

2. Declarations of Interest and Dispensations

Cllr. Shipp – West Suffolk Council.

Cllr. Bloodworth has a dispensation not to attend meetings until 25th January 2025.

3. To receive approval of minutes of the Meeting held on 8th October 2024 from those members present at the meeting

The minutes were **APPROVED** subject to an amendment under item 5.4, Cllr. Isted did not second the motion. Proposed by Cllr. Manns, seconded by Cllr. Harrington. All in favour.

4. Public Participation

There were no members of public in attendance.

5. General Matters – Applications for consideration

The meeting considered the following applications:

- 5.1 DC/24/1581/ADV – Application for advertisement consent – replacement of existing signage to include a. three non-illuminated fascia signs b. one externally illuminated set of letters c. two non-illuminated post mounted single sided signs d. two externally illuminated post mounted double signs e. one internally illuminated fascia sign f. removal of totem sign to front of property – Half Moon Inn, 103 Kingsway, Mildenhall, IP28 7HS**

It was **RESOLVED** to **SUPPORT** the application. Proposed by Cllr. Shipp, seconded by Cllr. Lemiesz, all in favour.

- 5.2 DC/24/1617/TPO – TPO 097 (1969) tree preservation order – one Ash (T1 on plan, within area A1 on order) fell; one Oak (T2 on plan, within area A1 on order) fell; one Lime (T3 on plan, within area A1 on order) pollard to 12 meters above ground level) – 53 Woodland Way, Mildenhall, IP28 7JA**

It was **RESOLVED** to **OBJECT** to the application due to a lack of professional information and reports. Proposed by Cllr. Shipp, seconded by Cllr. Isted, nine (9) in favour with one absteintion.

- 5.3 DC/24/1588/TPO – TPO 005 (2019) tree preservation order – one London Plane (T1 on plan and T1 on order) overall crown reduction by four meters and crown thin by 20 percent – Playground, Recreation Way, Mildenhall, IP28 7EZ**

It was **RESOLVED**, not to comment on the application. Proposed by Cllr. Power, seconded by Cllr. Shipp, all in favour.

6. General Matters – Determinations

The paper was discussed and **NOTED**.

7. Exchange of Information

There was no exchange of information.

8. Time and venue of next meeting

The next meeting will be at 6.30pm on Thursday 12th December 2024 in the Fenland Room of The Pavilion.

The meeting closed at 6.50pm.