

**SUDBURY TOWN COUNCIL****MINUTES OF THE MONTHLY MEETING OF SUDBURY TOWN COUNCIL  
HELD IN THE TOWN HALL, SUDBURY, ON TUESDAY 11<sup>TH</sup> JULY 2023 AT 7.00PM**

Present: Mrs J Osborne Mayor of Sudbury, in the CHAIR.

Mrs M Barrett	Mr A Osborne
Mr P Beer	Miss A Owen
Mr N Bennett	Ms J Rawlinson
Ms P Berry-Kilby	Mr T Regester
Mr S Hall	Mr N Younger
Ms E Murphy	

Mr C Griffin	Town Clerk
--------------	------------

District Councillor Ms L Smith, Inspector B Hollands, two members of staff and one member of the public were in attendance.

Before the meeting Councillor J Rawlinson read out a reflection on life in Sudbury

1 APOLOGIES

**Apoloigies for absence were received from Councillors J Carter, M Olyver, A Stohr and A Welsh.**

2 DECLARATIONS OF INTEREST

**Councillors Mr Beer, Mr Osborne, Miss Owen and Mr Regester declared they were Babergh District Councillors.**

**Councillor Mr Beer declared that he was a Suffolk County Councillor.**

3 DECLARATIONS OF GIFTS AND HOSPITALITY

**No declarations were received.**

4 REQUESTS FOR DISPENSATION

**No requests for dispensation had been received.**

5 MINUTES

**RESOLVED**

**That the minutes of the Full Council meeting held on Tuesday 13<sup>th</sup> June 2023 be confirmed and signed as an accurate record.**

**6**      ACTIONS FROM PREVIOUS MINUTES

The Town Clerk advised that the new litter bins had been installed in the cemetery and the new tables, benches and bins for Mill Acre were due to be delivered the following day.

**RESOLVED**

**That the report be noted.**

**7**      REPORTS**a)**      Suffolk County Council (SCC) reports

County Councillor J Carter sent her apologies. A copy of her report is shown at minute page 441. County Councillor P Faircloth-Mutton sent his apologies as he was away on international travel but had submitted the notes at minute page 442.

The following points were raised:

- Concerns were raised over the level of street cleaning conducted by the highways authority as local residents were seen to be weeding in Park Road.
- Cllr P Faircloth-Mutton was thanked for the work that he had done to have the road drains in Girling Street and other areas cleared.

**RESOLVED**

**That Councillors Ms Carter and Mr Faircloth-Mutton be thanked for their reports.**

**b)**      Babergh District Council (BDC) report – A copy of Councillor Mr T Regester's report is shown at minute page 443.

The following points were also raised:

- The new BDC Cabinet were still clarifying their priorities.
- Electrical vehicle charging points were being fitted in the BDC North Street and Girling Street car parks. These would be available for use by residents who did not have their own charging system at home.
- That BDC Public Realm had been asked to reconsider their cut in the funding for work by the Sudbury Community Wardens.
- BDC were requested to publish a map showing the areas and time that they planned to conduct street cleaning, together with the standards of cleanliness they expected to maintain in Sudbury. With greater clarity, the Town Council would be able to work better with the BDC staff.
- Members asked for reassurance that there would be no increase in BDC parking charges in Sudbury. Cllr Regester said that no changes would be considered until viable alternative methods of active travel or buses were available.
- Concerns remained about the overgrown weeds along the paths on the Springlands estate.

**RESOLVED**

**That Councillor Mr Regester be thanked for his report.**

- c) Policing report – Inspector Ben Hollands, the Locality Inspector for Sudbury and Haverhill, attended the meeting to present the police report. He emphasised that he conducted a regular review of the priorities for his team in Sudbury and they were currently;

- County lines drugs.
- Shed and garage burglaries, especially in the Cornard area.
- Anti-social behaviour (ASB) hot-spots.
- Town centre visibility for uniformed police officers.

He emphasised the importance of the new CCTV system in Sudbury and highlighted its use in investigating the arson attack over the past weekend.

The following points were raised by members:

- That there had been no progress with the request for the Police and Crime Commissioner (PCC) to consider an automatic number plate reading (ANPR) camera system to track known criminals crossing into Suffolk from Essex.
- That ‘boy racers’, who had been moved on from other areas, had now started to race along Market Hill in the town centre late at night. Could the CCTV system help counter this?
- The danger of bicycle theft and the value of a police marking system for bicycles.
- The importance of reporting all crime so that the official police figures match the public experience. Bicycle theft was given as an example where the public perceived that there was a great problem, but reports to the police were few.
- That the 101 number could be used to report non-urgent crime.

#### **RESOLVED**

**That Inspector Hollands be thanked for his report.**

- d) Mayor’s Announcements – A list of the Mayor’s announcements is at pages 445. She asked all members to note that the Civic Service would be on Sunday 24<sup>th</sup> September and that she would be hosting a charity dinner on Wednesday 27<sup>th</sup> September 2023.
- e) Public Forum – The one members of the public who had been attended the meeting left after the police report so there were no questions from the public. The Mayor welcomed the university student who was attending the meeting as part of her summer work experience with the Town Council.

#### **8 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES:**

**Planning, Development & Highways on 19<sup>th</sup> June** - The Chairman advised that the committee had echoed the comments by the Sudbury Society that additional work was required to restore the façade of the Barclays Bank building after the cashpoint machine had been removed.

**It was RESOLVED to note the minutes.**

**Planning and Development on 3<sup>rd</sup> July** - The Chairman recommended noting the minutes.  
**It was RESOLVED to note the minutes.**

**Leisure and Environment on the 27<sup>th</sup> June** – The Chairman advised that members had considered what would be the most appropriate type of traffic regulation order (TRO) for the proposed changes to Market Hill and had recommended a temporary TRO. This could run for a maximum of 18 months, so it was proposed to start the trial in spring 2024 and run it until autumn 2025. It was important that data from the businesses affected be gathered in the period before the trial and this could be discussed in detail at the next meeting of the committee.

**It was RESOLVED to note the minutes.**

**Finance on 4<sup>th</sup> July** – The Chairman advised that there were two items that would need to be discussed in the private and confidential section at the end of the meeting.

**It was RESOLVED to note the minutes.**

**Human Resources on 26<sup>th</sup> June** – The Chairman advised that any discussion of the contents of the minutes would need to have the public excluded due to their confidential nature. It was agreed to postpone discussion until the private and confidential section at the end of the meeting. When considered at the end of the meeting no points were raised.

**It was RESOLVED to note the minutes.**

**Human Resources on 5<sup>th</sup> July** – The Chairman advised that any discussion of the contents of the minutes would need to have the public excluded due to their confidential nature. It was agreed to postpone discussion until the private and confidential section at the end of the meeting. When considered at the end of the meeting no points were raised.

**It was RESOLVED to note the minutes.**

9. SWAP OF COMMITTEE PLACES

Members were asked to approve the swap of Councillor Peter Beer from the Planning Committee to the Policy Committee and Councillor Jacqueline Rawlinson from the Policy Committee to the Planning Committee.

**RESOLVED**

**That Councillor Peter Beer be removed from the Planning Committee and appointed to the Policy Committee.**

**That Councillor Jacqueline Rawlinson be removed from the Policy Committee and appointed to the Planning Committee.**

10. MEMBER TRAINING

The Town Clerk highlighted the importance of members undertaking training for their role as councillors. He explained that the Suffolk Association of Local Councils (SALC) ran a series of online courses designed specifically for new councillors. In addition, there were courses designed to help members who had been appointed to particular committees, such as finance, planning, personnel, etc. Although face-to-face training by SALC had effectively ceased since COVID, he would encourage SALC to consider restarting these courses and would offer Sudbury Town Hall as a possible venue.

The Town Clerk also proposed that he run training for members on the Town Council's own procedures, such as the standing orders, finance regulations and committee responsibilities. These could be in the form of workshops, where he could take members through realistic scenarios to show the way the system was intended to operate.

The Town Clerk was asked to produce a list of common abbreviations and acronyms used in local council business and agreed to do so. It should be normal practice to write the text in full the first time that it was used in a document or email, with the abbreviation in parentheses. After this the abbreviation or acronym should be used in the rest of the document.

**RESOLVED**

**That all members be encouraged to take up the training offered.**

11. STANDING ORDER 5(J) (xix)

The Human Resources Committee reported that they had reviewed the council's employment policies and procedures in accordance with Standing Order 5(J) (xix) as deferred at an earlier meeting. Four policies had been selected as the highest priorities for revision and re-adoption and the others would follow in due course. The full list is shown at minute page 446.

**RESOLVED**

**That the council's employment policies and procedures had been reviewed in accordance with Standing Orders.**

**RESOLVED**

**EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)**

**That pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public be excluded from the meeting for the business specified in items 12 to 15 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

12. TO APPROVE THE PROCUREMENT PROCESS FOR THE NEW FLORAL CONTRACT

The Town Clerk explained that the Town Centre Manager had produced the draft 'Floral Supply and Maintenance of Flowerbeds, Planters, Hanging Baskets and Shrubs and Perennial Beds – October 2023 to October 2026' tender document which had been circulated to members. In order to get competitive bids from potential contractors, the details of the discussion would remain confidential.

**RESOLVED**

**That the procurement process set out in the draft 'Floral Supply and Maintenance of Flowerbeds, Planters, Hanging Baskets and Shrubs and Perennial Beds - October 2023 to October 2026' tender document be approved.**

13. TO ADOPT THE EELGA ORGANISATIONAL CHANGE MANAGEMENT POLICY

The HR Committee had recommended that the Council adopt the Organisational Change Management Policy attached at pages 448 to 455 which had been recommended by the East of England Local Government Association (EELGA)

**RESOLVED**

**That the Organisational Change Management Policy be adopted.**

14. TO CONSIDER THE EELGA PROPOSAL FOR A STRUCTURAL REVIEW

**See CONFIDENTIAL Annex A at minute page 456.**

15. TO APPROVE EXPENDITURE OF UP TO £14,000 ON A STRUCTURAL REVIEW

**See CONFIDENTIAL Annex A at minute page 456.**

The business of the meeting was concluded at 8:50 pm

Chairman.....

**Report for July 2023 to Sudbury Town Council - From Jessie Carter (SCC Councillor)**

Date: 09/07/2023

Email: jessie.carter@suffolk.gov.uk

Phone: 07955 434411

**Highways:**

After speaking with SCC officers regarding new signage for HGV's and lorries ( as discussed at planning & highways ) after many sites proposed for new signage, the priority for us would be aligned to our findings relating to Great Eastern Road (6 to 10), East Street (12), signage along Girling Street approaching East Street (4) and the roundabout to the north linking the A134 and A131 (22). The question is now where the funding would come from as we look to our locality budgets and adding on the signs to other schemes.

**Bus Services:**

The 91 Bus changes have been reversed, Sudbury to Hadleigh has been reinstated. The 91a and 91b are separate services again

**Street Lighting:**

SCC have successfully awarded J McCann the new Street Lighting Services Contract which is due to commence on 1 October 2023. This is for an initial term of 7 years, with the option to extend for a further 3 years. The new contract will provide a general maintenance and fault repair service, as well as providing a capital replacement service under one contract.

**Missing Child Reports (Suffolk ) :**

The recent reports in the press that nearly 3000 missing child reports were received by Suffolk Constabulary between April 2022 and March 2023 deeply shocked our group. The reports involved 719 children across the county with some going missing several times during the period. Most of the children reported missing are in care settings such as children's homes and foster care. GLI asked the administration at SCC to do more to support children in care, who are among the most vulnerable in Suffolk.

**Concern over SCC budget position**

At Cabinet on 13 June, GLI raised concerns about the significant extra expenditure announced by the Conservative administration since the 2023-24 budget was set in February. Cabinet were reviewing the 2022-23 finances against the budget that was set, including an overspend of £27.7m and a significant £57.2m taken out of Council reserves – the council's 'safety net' funds to be used when needed.

## Suffolk County Council Library Service Procurement

- Today, the Cabinet set the ball rolling as to plans for library services post-May 2025. The current provider, Suffolk Libraries, has had a contract with us since the service moved from being provided in house in 2012.
- The procurement process will be open to all bids, and the value of the contract is anticipated to be £6.4 million per annum.
- I have voiced to the Cabinet Member for Communities, the importance, in particular, of Sudbury Library and also mobile libraries to our rural parishes and the value they bring to our communities. I have also proposed that capital investment be considered for alternative fuel sources, such as bio fuel or batteries be considered for the fleet, which is now beginning to show its age. These will be considered in due course once clarity is known as to the future contract.

## Reporting back on matters raised at the June meeting:

- Drainage: Following Cllr Hall's concerns raised over drainage on Girling Street, I was able to secure prioritisation for works to be undertaken, which Cllr Hall reported. This was undertaken earlier today.
- Weeding: Works have been requested for Ashmere Rise, Park Road and Windermere Road to stem the overgrowth of weeds and grass, following Cllr Murphy's concerns. I am awaiting a date as to when this will take place during the summer.
- Pothole Prevention: In response to Cllr Murphy's question regarding artificial intelligence, I obtained the following: **"Suffolk County Council currently utilise AI technology to extrapolate from video data, road condition data. This technology is being developed in partnership with Suffolk County Council and the AI provider and will therefore continue post October 2023. The use of this technology is not determined by who the County Council's highway services contractor is."**

I am grateful for the continued working relationship between Town Councillors Murphy and Hall, and I within my division, in getting things done together for our residents.

Kind regards

Philip

**Philip Faircloth-Mutton**

Suffolk County Councillor - Sudbury East & Waldingfield Division

Deputy Cabinet Member for Transformation

Mob : 07494 758000

E-mail : [philip.faircloth-mutton@suffolk.gov.uk](mailto:philip.faircloth-mutton@suffolk.gov.uk)



**Babergh District Council report for Sudbury Town Council Full Council meeting Tuesday 11<sup>th</sup> July 2023****By Councillor Tim Regester****Babergh Cabinet Priorities**

This is still yet to be finalised (it is mainly a matter of wording rather than principles) If these are finalised by the time of this meeting I will provide a verbal update.

**Electric Vehicle Chargers in Car Parks.**

New electric vehicle chargers will be installed in North Street and Girling Street Car parks with installation already started.

Starting this week, works are getting underway to install 28 new 22kW EV charging points in several council car parks in Babergh and Mid Suffolk.

They are thanks to a £300K grant from the Office for Zero Emission Vehicles (OZEV).

Each charging point will be able to charge two vehicles at the same time, significantly improving access to chargers for local residents and visitors.

Locations have been chosen specifically to provide an off-street EV charging option for residents living nearby, who currently use on-street parking spaces.

However, they will also be available for all other car park users.

Their aim is to help cut carbon emissions, reduce air pollution, and encourage greater numbers of people to shift to more environmentally sustainable modes of transport across the district.

Works, being carried out by Suffolk-based firm Anglia Car Charging, have been phased to ensure as minimal disruption as possible. They will start from the end of June and continue throughout this year.

Visitors are advised to refer to specific signage in each car park for information about when works will be taking place.

**Activities to support families over the summer holidays**

A mixture of activities are available over the summer holidays to provide entertainment and support to families in Babergh and Mid Suffolk as part of the councils' commitment to health and wellbeing.

A series of Family Fun Days will be also taking place across the districts during July offering everything from climbing walls to archery, face-painting to sports and are free to attend for everyone.

These are taking place between 10am and 2pm on:

Monday 24 July at Eye Community Centre

Tuesday 25 July at Stowmarket Recreation Ground

Thursday 27 July at Shotley Community Centre

Friday 28 July at East House Park, Hadleigh

and Monday 31 July at Belle Vue Park, Sudbury

**Ending of Partnership working grant to Sudbury Town Council.**

The removal of the £3000 grant that used to be given to Sudbury Town Council which paid for ad-hoc work by Sudbury Town Wardens has been raised with the Executive Director to see if it can be reinstated, given it's impact on Springlands First Avenue alongside other sites.

**Tour of Britain visiting Babergh in September.**

Although not passing through Sudbury the 2023 Tour of Britain Stage 5 starts and ends in Felixstowe and passes through Bildeston on Friday September 7<sup>th</sup>.

This is the first time since 2017 that the Tour of Britain has visited Suffolk.

## Mayors Announcements June/July 23

On the 15<sup>th</sup> June I had a one-to-one meeting with the new Police Inspector Ben Holland. This was to set the scene for the meeting on the 20<sup>th</sup> June with Steve, Adrian and Ciaran. Feedback from this meeting has been distributed to all members.

On the 16<sup>th</sup> June I attended the Open Day at the West Suffolk College, Cornard Road. Great event with many very young people in attendance and they loved and were fascinated with the Mayors Chain of Office.

On the 18<sup>th</sup> June I attended a fund raising event in the library for the library.

On the 21<sup>st</sup> Of June I was privileged to launch the 20<sup>th</sup> Anniversary of the Kernos Centre. It was a great evening including entertainment by some Thomas Gainsborough School students.

Also on the 21<sup>st</sup> June, the Deputy Mayor, Alison Owen, attended the Suffolk Day Proclamation Ceremony in Ipswich.

On the 24<sup>th</sup> June I made an informal visit to the Rowing Club. As I am their President of the duration of my mayorship, I felt it would be nice to visit them and chat to their members. Great morning and a great facility.

The following day I attended the Sudbury Choral Society's A Midsummer Medley. A very hot but most enjoyable way to spend a Sunday evening.

On the 29<sup>th</sup> June I attended the Thomas Gainsborough Graduation Ceremony. It was a privilege to see so many young people collect their certificates and to hear of their aspirations for the future.

In the afternoon of the same day, I attended Mellish House, a home for people with Dementia. The home had been accredited for the outstanding care and approach to people suffering with this dreadful illness. It was an honour to unveil a plaque, together with our MP.

On the 4<sup>th</sup> July I attended American Day Independence.

On the 6<sup>th</sup> July I informally attended the Town Council's Bingo Session. Had a most enjoyable time.

Last but not least after a few very busy weeks on the 9th July I attended the Aldeburgh Civic Service. Met some great people and spread the good word about Sudbury.