

NEEDHAM MARKET TOWN COUNCIL

MINUTES of the meeting of NEEDHAM MARKET TOWN COUNCIL held in the Lounge, Needham Market Community Centre, School Street, Needham Market, on Wednesday 17th February 2016 at 7:30pm.

Present: Cllr JE Lea (In the Chair), Councillors BE Annis, D Campbell, R Campbell, RP Darnell, KMN Oakes, S Phillips, D Spurling and X Stansfield

Apologies for Absence:

Cllr TS Carter – Pantomime Rehearsal

Cllr I Mason – Abroad

Cllr MG Norris – Family Commitment

Cllr M Spurling - Pantomime Rehearsal

Cllr AL Ward - Unwell

In Attendance: Suffolk County Councillor Julia Truelove, Mid Suffolk District Councillor Wendy Marchant, one member of public and Town Clerk Kevin Hunter.

C023/16 To confirm the Minutes of the Town Council Meeting held 3rd February 2016.

The Minutes of the Town Council Meeting held Wednesday 3rd February 2016 were accepted as a true and correct record and signed by the Chairman.

C024/16 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis – Grants and Donations

Cllr KLM Oakes – Grants and Donations

Cllr X Stansfield – Grants and Donations

C025/16 To receive reports from The County Councillor, District Councillors and to take questions from members of the public

County Councillor presented her report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- Forthcoming Cabinet Meeting 23rd February – agenda items for the meeting
- Fire in Station Yard 11th February – question raised regarding the non-attendance of the Needham Market Fire engine
- Gipsy Lane Rail Crossing – visit to view the option E proposed alternative route via Stowmarket Road
- Community Transport New Delivery Model – new rural transport arrangements to commence June 16th 2016

Cllr Lea referred County Councillor Truelove to the news the Needham Market pre-school facility is due to reopen and concerns raised within the community regarding use of the building and equipment which was provided originally (in part) from locally raised funds. Cllr D Spurling explained how local fund raising had been carried out plus the input from local people involved in operating the pre-school as a charitable function. Cllr Lea added concerns are that a business may be set to benefit from the original local input which included grant funding from the Town Council. County Councillor Truelove acknowledged the concerns and recalled the demise of the previous pre-school operation and, expressed her happiness in knowing the facility is now due to reopen.

Cllr Annis asked how the new pre-school operator is going to remedy the deterioration in the condition of the pre-school building which has taken place whilst empty over the past two years. County Councillor Truelove said she is aware County Council Officers had met with the new operator and a business plan inclusive of bringing the building back to an operational condition had been approved.

District Councillor Wendy Marchant presented the District Councillors report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- MSDC & Babergh Financial Budgets 2016/17 – information on changes to Central Government funding received and current estimate of a need to save a further £1.7m (or increase revenue accordingly) over the next 3 years
- Devolution – events to be held to increase Councillors' knowledge of the devolution issue
- MSDC Local Plan Review – Councillors received a briefing on the Growth Agenda
- Network Rail, Gipsy Lane Crossing – update on the latest position
- District Councillors' One-Off Locality Awards – applications received totalled £27,750 and the £10,000 (joint) award has been allocated after careful consideration

C026/16 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor reported attending:

Friday 5th February – Needham Market Internet Cafe meeting

The Deputy Mayor had nothing to report.

C027/16 To receive a report from the Strategic Planning Working Group.

In the absence of Cllr Norris, the Clerk read out an email received 16th February from the Corporate Manager, Community Planning, Heritage and Design, Mid Suffolk District Council which suggested a meeting be arranged to discuss the District Council's emerging spatial strategy.

C028/16 To receive grant/donation applications for 2016/17.

Cllr Annis referred to the relevant item included in the Minutes from the Finance and General Purposes Section meeting held on 9th February, which were tabled and which reported on those grants and donations recommended for approval by that Section. He added the consideration of applications was undertaken in accordance with Council policy.

Cllrs Oakes and Stansfield, having declared an interest, left the meeting room. Having also declared an interest, Cllr Annis did not take part in the following business.

Cllr Phillips proposed the recommended grants and donations, as recommended for payment by the Finance and General Purposes Section, be approved en-bloc. Cllr D Spurling seconded the proposal which Council unanimously agreed.

The following grants/donations for 2016/17 will therefore be made as follows:

The Parish Church of St John the Baptist (for upkeep of the Burial Ground	£900
Mid Suffolk C A B (Stowmarket)	£550
Needham Market Community Centre (towards Community Minibus Drivers wages)	£850
Needham Market Internet Café	£1000
Needham Market Neighbourhood Watch	£100

There remains, in the grants/donations budget for 2016/17, £100 unallocated.

Cllr Darnell asked Cllr Annis, who had rejoined the meeting, whether there were further grant applications beyond those recommended for approval. Cllr Annis confirmed one further grant application had been received from a national charity.

Cllrs Oakes and Stansfield rejoined the meeting.

C029/16 To consider compiling and arrangements for production of the Town Council's Annual Report 2015-2016.

Cllr Oakes volunteered, as in previous years, to collate material and arrange for the production of Council's Annual Report and asked that Section Leaders provide their Section reports by Friday 18th March.

C030/16 Clerk's Report and Correspondence to be noted.

1. Actions from Town Council Meeting 03.02.16:

C017/16 – Response to the Suffolk Fire and Rescue Service's consultation submitted 4th February

C018/16 – Needham Market Institute Trustees notified of Council's nomination 4th February

C019/16 – Numerous community organisations emailed regarding the 'Clean for the Queen' campaign on 4th February

C019/16 – Consideration of sending Her Majesty the Queen a 90th birthday congratulatory message to be included on Council's 2nd March meeting agenda

C020/16 – Council's entry to the Suffolk's Most Active Community competition copied to Councillors 4th February.

2. Issues:

- Needham Market Internet Cafe – the Directors have produced a 3-year Business plan, which indicates the operation of the Cafe should be sustainable based on anticipated financial support.

Cllr Lea gave a brief verbal report on the meeting she attended, with the Clerk, at the Internet Cafe on 5th February, held between the Directors of the Internet Cafe, County Councillor Julia Truelove, District Councillor Wendy Marchant and representatives from the County Council's Community Support Service and Community Action Suffolk. The expressions of support received at the public meeting held on 17th December have so far realised donations of furniture and computer equipment plus, the external front wall of the Internet Cafe building is to be re-clad free of charge by a local business.

The Clerk added the meeting had touched on the future governance arrangements of the Internet Cafe and, it was agreed the representative from Suffolk County Council's Community Support Service would follow this up, by investigating what governance options may be suitable and beneficial for the future operation of the Internet Cafe.

3. Correspondence to be noted:

- Letter received 15th February from Jo Lea inviting Council to send a representative to a meeting to be held at 12 noon on Wednesday 2nd March, at Christchurch Halls. The meeting is to consider the possibility of making Needham Market a Dementia Aware Community

Following Cllr Lea reading out her letter, Cllrs D Spurling and Stansfield volunteered to represent Council at the meeting to be held 2nd March.

C031/16 SECTIONS.

C031/16/1 Finance/General Purposes

C031/16/1a Accounts for Payment and Confirmation.

Cllr Annis presented the accounts for payment, which were tabled and a copy of which will be appended to the Minute Book.

Cllr Annis proposed the accounts for payment be adopted. Cllr D Campbell seconded the proposal. Council agreed the proposal.

C031/16/1b Adoption of 9 months accounts to 31st December 2015

Cllr Annis referred Councillors to the Council's 9 month accounts to 31st December 2015, which were tabled its 17th February meeting.

Cllr Annis reported neither he nor the Responsible Finance Officer had received an enquiry regarding the accounts and therefore proposed they be adopted. Cllr Darnell seconded the proposal which Council agreed.

C031/16/1c To receive a report from the Section Leader

Cllr Annis presented the Minutes from the Finance and General Purposes Section meeting held on Tuesday 9th February, which were tabled and a copy of which will be appended to the Minute Book. The Minutes included:

- Financial Management – processes and investments reviewed
- Grants and Donations – consideration of applications and recommendation made
- Employment Committee Report – Appraisals to take place and update on national pay award
- Section Leaders Reports – updates from Council's other 5 Section Leaders
- AOB – updates on the Needham Market Institute and Needham Market Internet Cafe plus forthcoming changes to Council's Internal Audit arrangements

Councillor Annis proposed the Minutes be adopted. Council agreed the proposal.

C031/16/2 Recreation & Sport

C031/16/2a To receive a report from the Section Leader.

Cllr Phillips reported his intention to call a Section meeting as soon as practicable.

C031/16/3 Town Property and Services

C031/16/3a To receive a report from the Section Leader

Cllr Oakes had no report.

C031/16/4 Newsletter and Communications

C031/16/4a To receive a report from the Section Leader

Cllr Lea had no report.

C031/16/5 Planning.

Cllr Stansfield reported that, due to insufficient business, the Planning Section meeting scheduled for Monday 15th February had not taken place.

C031/16/5a To receive Planning Decisions.

Cllr Stansfield reported the following planning decision had been received.

4476/15 - New Shop at 16–30, Barking Road - New corporate signage to front of the building.
Planning Consent has been granted.

C031/16/5b To consider Planning Applications

Cllr Stansfield reported that the following planning application had been received:

0412/16 – 38 Burton Drive – Remove existing rough cast render and replace with Grey Hardie-Plank.

Cllr Stansfield described the detail of the application and proposed Council recommend its approval.
Cllr Phillips seconded the proposal. Council agreed the proposal.

C031/16/5c To receive a report from the Section Leader.

Cllr Stansfield reported an apparent lack of planning notifications received from Mid Suffolk District Council over the past few weeks, which has resulted in the Planning Section not meeting. He said this may indicate notifications are waiting in the pipeline and expressed concern this may lead to the Section having restricted opportunity to appraise each application should there be a 'catching up' by the District Council.

Cllr Stansfield reported the Planning Section will next meet on Monday 29th February in the Town Council Office at 7.00pm.

C031/16/6 Highways, Lighting and Footpaths

C031/16/6a To receive a report from the Section Leader

Cllr Norris had provided a report, which was tabled and a copy of which will be appended to the Minute Book. It included reference to:

- National Highways and Transport Satisfaction Survey – a Section meeting had been held on 8th February specifically to complete and submit the survey on behalf of the Town Council
- Network Rail, Gipsy Lane Crossing – details from the site visit attended 13th February
- Barking Road Closure – confirmation the B1078 has reopened

Cllr Lea said she has heard Barking Road (B1078) is to be subject to further closure.

C032/16 Questions under Standing Order 40.

Cllr Phillips asked if Councillors were aware of advertising of land which appears to be that off Hill House Lane which is the subject of a development proposal. Cllr R Campbell said he is aware of the advert in question and confirmed it looks similar to, but is not, the Hill House Lane proposed development site.

Cllr Lea asked if Councillors were aware our local Member of Parliament may be joining the 'Clean for the Queen' initiative, in Needham Market, taking place over the weekend of 4th to 6th March (it is anticipated activity will take place from 10am on Saturday 5th March).

The Meeting closed at 8:12 p.m.

Chairman **Date**