

## **NEEDHAM MARKET TOWN COUNCIL**

**MINUTES** of the meeting of the NEEDHAM MARKET TOWN COUNCIL held in Needham Market Community Centre on Wednesday 28<sup>th</sup> September 2022 at 7:30pm.

**Present:** Cllr J Lea (In the Chair), Councillors: BE Annis, G Cave, I Mason, M Norris, M O'Shea, S Phillips, A Reardon, J Reardon, and X Stansfield.

### **Apologies for Absence:**

R Darnell – Family Commitment

M Ost – Ill-Health

Suffolk County Councillor Kay Oakes

**In Attendance:** Two members of public and the Town Clerk.

### **C055/22 To confirm the Minutes of the Town Council Meeting held 20<sup>th</sup> July 2022.**

Cllr Lea proposed the draft Minutes of the Town Council meeting held 20<sup>th</sup> July 2022 be confirmed.

Cllr Mason raised a query regarding draft Minute C054/22/2a

Cllr Phillips proposed draft Minute C054/22/2a be amended to join two paragraphs within it.

Cllr J Reardon proposed an amendment augmenting text in addition to the joining of the two paragraphs. Cllr A Reardon seconded the amendment. Council agreed the amendment.

The amended draft Minutes of the Town Council Meeting held Wednesday 20<sup>th</sup> July 2022 were confirmed and signed by the Chairman.

### **C056/22 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr B Annis – Accounts for Payment (Community Centre)

Cllr J Lea – Accounts for Payment (Reimbursement of Expenses)

Cllr I Mason – Agenda item 7

Cllr M Norris – Planning Matters

Cllr X Stansfield - Accounts for Payment (Community Centre)

### **C057/22 To receive reports from the County Councillor, District Councillors and, to take questions from members of the public.**

Suffolk County Councillor Kay Oakes had provided a report, which had been circulated to Councillors, and a copy of which will be appended to the Minute Book. Below are the report headlines:

- Suffolk supports you with cost of living
- Bus charter to deliver higher standards for passengers
- Simple scheme to buy solar panels returns for Suffolk residents
- Council to boost electric vehicle charging across Suffolk

There was no District Councillors report.

The members of public present had no questions to raise.

### **C058/22 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Saturday 10 <sup>th</sup> September:	With County Councillor Oakes, presented certificates and medals to the children who had completed the Summer Reading Challenge in conjunction with the library.
Sunday 11 <sup>th</sup> September	Attended the reading of the Proclamation, paying tribute to our late Queen Elizabeth II and formally announcing the accession to the throne of King Charles III.
Sunday 11 <sup>th</sup> September	At 3.30pm read the Proclamation collected from Ipswich to the community of Needham Market at Barretts Lane Corner.
Saturday 17 <sup>th</sup> September	Attended the County Service of Commemoration and Thanksgiving for the life of our late Sovereign Lady Queen Elizabeth II at Bury St Edmunds Cathedral.
Sunday 18 <sup>th</sup> September	Attended the Community Centre car park at 8pm to observe, with members of the community, the one-minute silence in remembrance of Her Late Majesty Queen Elizabeth II
Monday 19 <sup>th</sup> September	Attended the large screen viewing of her Late Majesty, Queen Elizabeth II's funeral in the Community Centre.

The Mayor also introduced a Vote of Thanks:

I would like to take this opportunity to thank our Town Clerk for his support and advice following the death of Her Majesty the Queen thus fulfilling the requirements of Operation London Bridge. I also wish to thank Councillors John and Amanda Reardon, and their son Joshua, for ensuring that our flags were properly hoisted at all times throughout the period. I further wish to thank Mr Andrew Farrow, Community Centre Manager, and Mr Brian Crompton for making it possible to show the funeral on the large screen in the Community Centre. Finally, my thanks to my husband Frank who accompanied me to all the events throughout this sad period.

The Deputy Mayor reported attending all the local events following the death of Her Majesty the Queen.

#### **C059/22 To consider expressions of interest in co-option onto Council.**

The Clerk referred Councillors to the three expressions of interest received, from Andrew Farrow, Terry Lawrence and Antony Price, details of which had been circulated.

Cllr Stansfield proposed all three expressions of interest be accepted and the expressers be co-opted to the three vacant Council seats. Cllr J Reardon seconded the proposal. Council agreed the proposal.

#### **C060/22 To consider the provision of healthcare in Needham Market.**

Cllr Phillips referred Councillors to his briefing note which had been circulated. He added a further verbal report.

Following debate, Cllr Phillips proposed:

That a number (no more than three) of Needham Market Town Councillors meet with representatives of the Needham Market Country Practice to ascertain how we as a Town Council can help to try and improve the service to the community of Needham Market.

Cllr Annis seconded the proposal. Council agreed the proposal.

It was agreed Cllrs Cave, Ost and J Reardon will be the Council's representatives.

#### **C061/22 To receive a report from Council's Civic Events Working Group.**

Cllr Lea reported a meeting had been hosted by the Town Council on 20<sup>th</sup> September attended by representatives of the numerous organisations involved in the planning for and operation of the Needham Market Annual Remembrance Service. Notes from the meeting were referred to, which will be circulated to Councillors.

#### **C062/22 Clerk's Report and Correspondence to be noted.**

The Clerk confirmed the notice previously circulated to Councillors, from Sport England, that their grant offer relating to the proposal for a skatepark on Crowley Park, has been withdrawn. The Needham Market Skatepark Committee had been informed of that position.

The Clerk reported, following works undertaken earlier in the year to cut back overgrowth emanating from Council's land located adjacent to the road at the bottom end of Crown Street, adjoining property owners have raised concerns regarding the potential damage to their garages which are situated on the opposite boundary of the Council's land. The contractor engaged to carry out the initial works has provided a work schedule and quotation to take out all the ragged tree and hedge growth from the restricted area of land, thereby providing a long-term solution to overgrowth and mitigating potential damage to adjoining property.

Cllr Phillips proposed the quotation for £4,675 be accepted. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr O'Shea requested the impact of any 'heave' that may result from the removal of vegetation be expressly raised with the contractor.

The Clerk reported on a Licence negotiated with and granted to Cadent Gas Limited allowing temporary occupation of an area of Crowley Park car park, in connection with their upgrading of gas pipes in the town. The term of the licence is from 22<sup>nd</sup> July 2022 to 16<sup>th</sup> December 2022. The fee payable by Cadent is £3,150. If the works overrun, additional occupation on the car park will be charged at £150 per week. Cllr A Reardon commented the new, larger pipes being installed are in part forward preparation for transporting hydrogen gas.

#### **C063/22 Committees**

##### **Governance & Finance Committee.**

##### **C063/22/1a 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 Phillips proposed adoption of the accounts for payment. Cllr A Reardon seconded the proposal. Council agreed the proposal.

##### **C063/22/1b To receive Council's External Audit Report 2021/22.**

The Clerk referred Councillors to the External Audit Report which had been circulated in advance of the meeting. The single matter referring to risk review, raised in the report, has been acknowledged and will not reoccur in the 2022/23 audit period, there having been a full review of assessment of risk across Council's business since 1<sup>st</sup> April 2022.

Cllr Annis proposed Council adopt the External Audit Report 2021/22. Cllr Phillips seconded the proposal. Council agreed the proposal.

##### **C063/22/1c To receive a report on progress on matters raised in Council's Internal Audit Report 2021/22.**

The Clerk reported he has registered the Town Council with the Information Commissioners Office, as recommended in the Internal Audit Report. This leaves a single recommendation, not yet completed, which relates to Contracts of Employment.

Cllr A Reardon proposed Council acknowledge satisfactory progress is being made on the recommendations included in the Internal Audit Report 2021/22. Cllr Cave seconded the proposal. Council agreed the proposal.

**C063/22/1d To receive a report from the Committee Chairperson.**

Cllr Annis referred to the Draft Minutes from the Governance & Finance Committee meeting held on 9<sup>th</sup> August 2022, which had been circulated and a copy of which will be appended to the Minute Book.

Cllr Annis proposed the Draft Minutes be adopted. Cllr Stansfield seconded the proposal. Council agreed the proposal.

Cllr Annis confirmed the next meeting of the Governance & Finance Committee will be held on Tuesday 8<sup>th</sup> November at 7pm in Needham Market Community Centre.

**C063/22/2 Community & Assets Committee.**

**C063/22/2a To receive a report from the Committee Chairperson.**

Cllr A Reardon reported on the following:

- Arrangements following the death of Her Majesty Queen Elizabeth II – the protocols set out in the instructions received had been observed in full. There was an issue raised regarding the reading of the proclamation on Barretts Lane corner and a suitable sound system will be sought for any future such occasions.
- Crowley Park Pavilion – works are progressing in line with the schedule and liaison with The Mix regarding finish details continues.
- MUGA – work has recommenced following a delay in supply of the construction kit.
- Younger Children's Play Area - onsite meeting to be held with a representative from Kompan Play Equipment on 3<sup>rd</sup> October.
- Skatepark – formal notice received from Sport England confirming the grant award offer has been withdrawn. Skatepark Committee accordingly informed on 16<sup>th</sup> September. No response to questions raised with Mid Suffolk District Council, however, the due diligence exercise has been paused.

A meeting of the newly formed Climate Action Group had taken place on 13<sup>th</sup> September at which a number of items were agreed as relevant to be explored. The Group contains a welcome mix of knowledge, experience and enthusiasm. The Group will work up a request for an expenditure budget to be recommended to the Community & Assets Committee.

Cllr Phillips commented that whilst Mid Suffolk District Council has undertaken some improvement works at the Barretts Lane pond site, the pond water remains horribly stagnant and further improvements are required. He agreed to contact the District Council to request further improvements.

A member of public asked whether there will be adult gym equipment installed on Crowley Park. Cllr Lea said adult gym equipment is in scope of the Council's plans for the future of equipment on Crowley Park however, the current priority is the reinstatement of a younger children's play area.

Cllr Annis reported he had received positive responses to the proposition he sent out to Councillors regarding the locating of Speed Indicator Devices (SIDs) on street lighting columns with power sourced from the street lighting electrical supply. Accordingly, he proposed the scheme now be applied for. Cllr Cave seconded the proposal. Council agreed the proposal.

**C063/22/3 Planning Committee.**

**C063/22/3a To receive a report from the Committee Chairperson.**

Cllr O'Shea reported the change of approach the Planning Committee has taken in relation to the planning application for a solar array on farmland at Badley explaining it was the outcome of considering the potential impact of the development against the Council's commitment on global warming. The submission to support approval of the amended planning application included conditions.

Cllr O'Shea reported the Planning Committee had submitted an objection to the planning application seeking development of land behind The Lion public house, for new housing, it being contrary to the Needham Market Neighbourhood Plan.

**C063/22/3b To receive a report on the review of the Needham Market Neighbourhood Plan.**

Cllr O'Shea reported the newly established Needham Market Neighbourhood Plan Review Group has 13 members. Representatives from the Town Council led Climate Action Group are to join. The Group will meet immediately after the conclusion of the next Planning Committee meeting on Monday 17<sup>th</sup> October.

**The Meeting closed at 8.57pm.**

**Chairperson ..... Date .....**