

NEEDHAM MARKET TOWN COUNCIL

MINUTES of the Annual Meeting of NEEDHAM MARKET TOWN COUNCIL held in the Burton Room, Needham Market Community Centre, School Street, Needham Market, on Wednesday 19th May 2021 at 7:30pm.

Present: Cllr S Phillips (In the Chair), Councillors: BE Annis, R Darnell, Julie Kett, JE Lea, MG Norris, M O'Shea, M Ost, J Reardon, L Rix, X Stansfield and P Wright.

In Attendance: Suffolk County Councillor Kay Oakes and Town Clerk Kevin Hunter.

C046/21 To confirm the Town Mayor/Chairperson of Council for 2021/2022.

Cllr Phillips proposed Town Mayor/Chairperson of Council Elect Cllr Lea. Cllr Stansfield seconded the proposal. Council agreed the proposal.

Cllr Lea took the Chair, thanking Councillors for electing her and thanked Cllr Phillips for his 2-year term of office served as Town Mayor and Chairperson of Council.

C047/21 To witness the Town Mayor/Chairperson's Declaration of Acceptance of Office.

Cllr Lea made her Declaration of Acceptance of Office as Mayor and Chairperson of Council and signed it, the Declaration being witnessed by the Town Clerk, as the Proper Officer.

C048/21 To receive Councillor's Apologies for Absence:

Cllr I Mason – COVID-19.

C049/21 To elect the Deputy Town Mayor/Deputy Chairperson of Council for 2021/2022.

Cllr Phillips proposed Cllr O'Shea. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C050/21 To witness The Deputy Town Mayor/Deputy Chairperson's Declaration of Acceptance of Office.

Cllr O'Shea made his Declaration of Acceptance of Office as Deputy Mayor/Deputy Chairperson of Council and signed it. The Declaration was countersigned by the Town Clerk, as the Proper Officer.

C051/21 To confirm the Minutes of the Town Council meeting held on 26th April 2021.

The Minutes of the meeting of 26th April 2021 were accepted as a true and correct record and signed by the Chairperson.

C052/21 To receive Councillors' Declarations of Interest for matters on the Agenda.

The following Declarations of Interest were received and recorded in the Declaration of Interest Register:

Cllr BE Annis - Accounts for Payment (Reimbursement of Expenses)

C053/21 To receive reports from The County Councillor, District Councillors and to take any questions from members of the public present.

County Councillor's Report.

Cllr Lea congratulated County Councillor Kay Oakes on her re-election to Ward County Councillor. County Councillor Oakes had no report.

District Councillors' Report.

District Councillor Mike Norris presented the following District Councillors report, that was tabled and a copy of which will be appended to the Minute Book:

Government Grants for Businesses available via Mid Suffolk District Council (MSDC).

There are still a number of business support grants available and open for applications. The most recent grants are for a significant amount of funding and could provide a real boost to businesses as they get back on their feet as lockdown restrictions are lifted. All businesses must apply for these grants as there are currently no automatic payments and applications must be received by Sunday 13 June 2021 – as all current schemes close at the end of July 2021.

An outline of the business support grants is below:

Government Restart Grant

The Restart Grant scheme replaces the Local Restrictions Support Grant scheme and aims to support businesses registered for Business Rates that offer in-person services, where the main service and activity takes place in a fixed rate-paying premises, such as: Non-essential retail, Hospitality, Accommodation, Leisure, Personal care, Gym & Sport.

Discretionary Restart Grant

The Discretionary Restart Grant is open to businesses unable to access the Government Restart Grant, but who may have costs associated with reopening their business or to resume trading at pre-Covid levels following the lifting of lockdown restrictions.

Back to Business Grant

This grant is for businesses to support their recovery post covid by expanding or diversifying. There is a particular focus on businesses that will deliver a wider economic benefit to their local economy. The Back to Business Grant is up to £25,000 and MSDC are asking businesses to submit their expression of interest in receiving this grant.

The Local Restriction Support Grant (closed) Addendum and Additional Restriction Grants are still open for businesses significantly financially impacted by the lockdown period from 16 February – 31 March, but applications must be submitted by 31 May 2021.

Any businesses who believe that they might be eligible, can find out more by visiting the website: <https://www.babergh.gov.uk/business/business-rates/grant-funding-schemes/> or by contacting the Economic Development team on discretionarybusinessgrant@babermidsuffolk.gov.uk or 01473 296444.

MSDC/Babergh Tree, Hedgerow and Wildflower planting scheme application deadline extended.

This scheme offers free trees and hedgerow plants to all parishes regardless of whether the planting is on council, parish, church, or private land. It is preferred that applications are submitted by Parish councils so that Parish local knowledge ensures that the right trees are planted in the right place.

The major change to the scheme is that it is now a rolling programme of tree and hedge planting with no deadline for application submission, or dates by which trees or hedgerow plants need to be in the ground. It is not expected that all trees will be planted this year and there will be funding for subsequent years to come. There is also an associated scheme for wildflower planting.

To find out more please contact biodiversity@babermidsuffolk.gov.uk

Cllr Darnell raised a question relating to the toilet facilities planned for the Needham Lake Visitor Centre. Cllr Norris said his would follow the question up and report back.

C054/21 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town and, if applicable, the final report from the outgoing Mayor.

The Mayor had no activity to report.

The Outgoing Mayor Cllr Phillips gave his final report:

First, may I take this opportunity to thank all my fellow councillors for their support and the trust they put in me over the last two years.

These have been unprecedented times and you all have still tried your best to continue the very best you can. The administration of the Council has been maintained despite staff absences and I am grateful to the Clerk for the time and effort which has been necessary to keep the Council on an even keel.

I would also like to wish my successor all the luck in the world as we hope to put this pandemic behind us and start to catch up with projects that have been put on hold and the restructure of the Sections to Committees.

C055/21 To adopt the Council's new Committees and Appoint Chairpersons of the Committees for 2021/2022.

Cllr Phillips proposed adoption of the Council's new Committees. Cllr Ost seconded the proposal. Council agreed the proposal. The following Committee Chairperson appointments were made:

Governance & Finance Committee: Cllr Annis

Community & Assets Committee: Cllr Phillips
Planning Committee: Cllr O'Shea

C056/21 To agree Members of the Employment Committee for 2021/2022.

Cllr Phillips proposed Cllr Annis remain as Chairperson along with Cllr Lea, Cllr Stansfield and himself. Cllr Kett seconded the proposal. Council agreed the proposal.

C057/21 To appoint SALC representatives for 2021/2022.

Cllr Lea proposed Cllr Kett and Cllr Rix represent the Council at SALC. Cllr Annis seconded the proposal. Council agreed the proposal.

Cllr Lea confirmed any Town Councillor is welcome to attend SALC meetings if they so wish.

C058/21 To confirm the appointment of the Internal Auditor.

Cllr Stansfield proposed the continued engagement of Suffolk Association of Local Councils for internal audit purposes. Cllr Ost seconded the proposal. Council agreed the proposal.

C059/21 To appoint representatives on the Community Centre Management Committee.

Following advice from Cllr Annis regarding the current membership of the Community Centre Management Committee, on which the Town Council is strongly represented, Council decided to make no appointment.

C060/21 To appoint representatives on the Needham Market Neighbourhood Watch Committee.

Cllr Ost proposed Cllr Norris continue his appointment. Cllr O'Shea seconded the proposal. Council agreed the proposal.

C061/21 To appoint Emergency Contacts.

Cllr Phillips proposed the appointment of the following, Cllrs Annis, Norris, Phillips, and Reardon. Cllr O'Shea seconded the proposal. Council agreed the proposal.

C062/21 To appoint to the Civic Events Management Committee.

Council agreed to defer appointments as Civic Events are now incorporated within the remit of the new Community & Assets Committee.

C063/21 To confirm arrangements for Council's insurance cover for all insurable risks.

The Clerk explained how insurance cover was arranged, with whom and when, referring to documents to hand. Cllr Lea proposed Council reflect its satisfaction regarding its insurance arrangements. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C064/21 To review Council's subscriptions to other bodies.

The Clerk confirmed annual subscriptions are paid to Suffolk Association of Local Councils, Suffolk Local History Council, Suffolk Wildlife Trust and The River Gipping Trust. Cllr Phillips proposed those annual subscriptions be maintained. Cllr Darnell seconded the proposal. Council agreed the proposal. Cllr Annis abstained from the vote.

C065/21 To adopt Council's Complaints Procedure.

Council agreed to refer this item to the new Governance & Finance Committee.

C066/21 To review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation.

Council agreed to refer this item to the new Governance & Finance Committee.

C067/21 To adopt the Council's Policy for dealing with the Press/Media.

The Clerk had circulated a policy for Councillors to consider adopting. Cllr Ost proposed Council adopt the policy. Cllr Norris seconded the proposal. Cllr Lea, as Chairperson, duly signed the adopted Policy Document.

C068/21 To review the Council's Employment Policies and procedures.

Council agreed to refer this item to Council's Employment Committee.

C069/21 To review Council's expenditure incurred under s.137 of the Local Government Act 1972.

Cllr Lea explained how this expenditure differed from Council's main expenditure.

The Clerk confirmed expenditure incurred under s.137 of the Local Government Act 1972, during the period 1st April 2020 to 13th May 2021 amounted to £25.00.

Council acknowledged the expenditure.

C070/21 To determine the time and place of Council and Council Committee Meetings up to and including the next annual meeting of the Council.

The clerk had prepared a schedule of meetings which had been provided to Councillors.

Cllr Lea proposed the schedule be adopted. Cllr Ost seconded the proposal. Council agreed the proposal.

Cllr Phillips proposed all Committee Meetings start at 7pm. Cllr Annis seconded the proposal. Council agreed the proposal.

C071/21 Clerk's Report and Correspondence to be noted.

1. *Actions from Town Council Meeting 26th April 2021*

None

2. *Issues:*

- Town Council to review the need for continuing to consider requirement of s.85 Local Government Act 1972 (6-month Rule for Councillors attendance at Council Meetings).

Councillors agreed an agenda item remained relevant.

3. *Correspondence to be noted:*

- Email 19.05.21 from the The Mix Detached Project Co-ordinator regarding their involvement in Needham Market and the reference to a 'youth hub'.

Councillors welcomed the interest expressed and requested the Clerk to respond accordingly.

C072/21 SECTIONS

C072/21/1a Finance and Governance.

C072/21/1a/i 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 Council adopt the accounts for payment. Cllr Kett seconded the proposal. Council agreed the proposal.

C072/21/1a/ii To adopt the accounts for the year ending 31st March 2021.

Cllr Annis proposed Council adopt the accounts for the year ending 31st March 2021. Cllr Rix seconded the proposal. Council agreed the proposal.

C072/21/1a/iii Confirmation and signing of the Annual Governance Statement (Section 1) for year ending 31st March 2021.

Cllr Lea introduced the Annual Governance Statement, which was tabled and a copy of which will be appended to the Minute Book and put the relevant questions to Councillors and completed the Statement accordingly.

Cllr Annis proposed Council adopt the completed Statement. Cllr Rix seconded the proposal. Council agreed the proposal.

Cllr Lea signed the Statement. The Clerk, as Proper Officer, also signed the Document.

C072/21/1a/iv Confirmation and signing of the Annual Accounting Statements (Section 2) for year ending 31st March 2021.

Cllr Lea introduced the Annual Accounting Statements, which were tabled and a copy of which will be appended to the Minute Book. Cllr Annis proposed Council adopt the completed Statement. Cllr Ost seconded the proposal. Council agreed the proposal.

Cllr Lea signed the Statement.

C072/21/1a/v To adopt the Town Council Asset Register (31st March 2021).

Cllr Annis proposed Council adopt the Asset Register, which was tabled and a copy of which will be appended to the Minute Book. Cllr Rix seconded the proposal. Council agreed the proposal.

C072/21/1a/vi To receive a report from the Finance & Governance Section meeting held 11th May 2021.

Cllr Annis presented Minutes from the Section Meeting, which were tabled and a copy of which will be appended to the Minute Book.

Cllr Annis proposed Council adopt the Minutes. Cllr Ost seconded the proposal. Council agreed the proposal.

C072/21/1a/vii To confirm arrangements for the first meeting of the Governance & Finance Committee.

Cllr Annis confirmed the first meeting of the new Governance & Finance Committee will take place on Tuesday 10th August at 7pm in the Community Centre.

C072/21/b Community & Assets Committee.

C072/21/b/i To confirm arrangements for the first meeting of the Committee.

Cllr Phillips confirmed the first meeting of the new Community & Assets Committee will take place on Wednesday 16th June at 7pm in the Community Centre.

C072/21/c Planning Committee

C072/21/c/i To confirm arrangements for the first meeting of the Committee.

Cllr O'Shea confirmed the first meeting of the new Planning Committee will take place on Monday 21st June at 7pm in the Community Centre.

Cllr O'Shea presented Notes from the meeting of the Planning Section held on 17th May 2021, which were tabled and a copy of which will be appended to the Minute Book.

Planning Decisions and other Notices received.

Cllr O'Shea reported the following Decision Notice had been received:

DC/21/01592 - 2 High Street - Change of use from office to residential.

Planning Permission Granted.

Planning Applications Received

DC/21/02756 - 2 Lilac Walk – Erection of single storey front and rear extensions and replacement cladding to front elevation.

Cllr O'Shea proposed Council support the application on condition the proposed front extension to 3 Lilac Walk takes place. Cllr Ost seconded the proposal. Council agreed the proposal.

DC/21/02750 - 3 Lilac Walk – Erection of a single storey front extension and replacement cladding to the front elevation.

Cllr O'Shea proposed Council support the application on condition the proposed front extension to 2 Lilac Walk takes place. Cllr Ost seconded the proposal. Council agreed the proposal.

DC/21/02571 - 25 Barking Road – Erection of single storey front and side extensions.

The Section had agreed to support approval. A submission will be made to Mid Suffolk District Council accordingly.

DC/21/02644 - 12 Gilbert Close – Erection of first floor extension.

The Section had agreed to support approval. A submission will be made to Mid Suffolk District Council accordingly.

DC/21/02435 - 35 Chainhouse Road - Erection of first floor side extension.

The Section had agreed to support approval. A submission had been made to Mid Suffolk District Council accordingly.

DC/21/02444 - 14 Crowley Road – Erection of first floor side extension.

The Section had agreed to support approval. A submission had been made to Mid Suffolk District Council accordingly.

DC/21/02471/2(LB) - The Coach House, The Causeway - Replacement of 2No windows to the southern elevation.

The Section had agreed to support approval. A submission had been made to Mid Suffolk District Council accordingly.

DC/21/02099 - Riverside Barn, Kettle Lane, Creting St Mary – Erection of agricultural storage building (part retention of).

The Section had agreed to object to the application. A submission had been made to Mid Suffolk District Council accordingly.

C073/21 Questions under Standing Order 40.

There were no questions.

C074/21 To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information. The presenters of the reports proposed to be considered are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Cllr O’Shea proposed Council discuss the following agenda item under the provisions contained in Part 1 of the Local Government Act 1972. Cllr Phillips seconded the proposal. Council agreed the proposal.

i. To receive a report from the Employment Committee meeting held 10th May.

Cllr Annis presented Minutes from the Employment Committee held on 10th May 2021.

Cllr O’Shea proposed Council adopt the Minutes from the Employment Committee and request the Clerk to seek professional advice on the issues contained therein. Cllr Phillips seconded the proposal. Council agreed the proposal.

The Meeting closed at 9:08 pm

Chairman **Date**