

NEEDHAM MARKET TOWN COUNCIL

MINUTES of the meeting of the NEEDHAM MARKET TOWN COUNCIL held in Needham Market Community Centre on Wednesday 19th July 2023 at 7:30pm.

Present: Cllr J Reardon (In the Chair), Councillors: BE Annis, G Cave, R Darnell, C Goodchild, I Mason, M Norris, M O'Shea, M Ost, A Reardon and X Stansfield.

Apologies for Absence:

Cllr A Farrow - Work

Cllr T Lawrence – MSDC Meeting

Cllr J Lea - Holiday

Cllr S Phillips – Hospital Treatment

District Councillor Ross Piper

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

C047/23 To confirm the Minutes of the Annual Town Council Meeting held 17th May 2023.

Cllr Darnell proposed the Minutes of the 17th May 2023 Annual Town Council meeting be adopted. Cllr Mason seconded the proposal. Council agreed the proposal.

C048/23 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr B Annis – Accounts for Payment (Community Centre)

Cllr X Stansfield – Accounts for Payment (Community Centre)

C049/23 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 was circulated to Councillors, and a copy of which will be appended to the Minute Book. Below are the report headlines:

- Suffolk Fire Service to bring control room back to the County
- Help for Suffolk Pre-payment Meter customers
- Ancestry appointed to digitise Suffolk's popular family and local history sources
- £100m broadband investment in Suffolk under government's Project Gigabit
- Council to consider new chapter for library services

Cllr Mason raised the issue of overgrowth on the roadside pathway along Barking Road.

District Councillor Terry Lawrence had provided a District Councillor's Report, which was circulated to Councillors, and a copy of which will be appended to the Minute Book. Below are the report headlines:

- Summer holiday activities and free family fun days
- Works get underway to install almost 30 new electric vehicle charge points in council car parks
- Districts welcome the Tour of Britain
- National Grid pylons consultation
- Gateway14: Latest plans submitted
- Locality award – Needham Market Boxing Club
- Case workload

Cllr O'Shea raised two questions: firstly regarding the District Council's decision not to defend its refusal of the planning application for a Solar Farm on land in Badley Parish? and secondly, why are the latest Gateway 14 plans described as speculative?



District Councillor Ross Piper had provided a District Councillor's Report, which was circulated to Councillors, and a copy of which will be appended to the Minute Book. Below are the report headlines:

- People and Place Plans update
- Electric Vehicle Charging Points
- Police and Crime Panel
- District Council Meetings in Mid Suffolk
- Community Grants available in Mid Suffolk

C050/23 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor reported attending:

22nd May – Chaired the Annual Town Meeting

1st June – Met a visiting family from Needham, Massachusetts, USA

23rd June – Sod Cutting event at Allison Homes site, Stowmarket Road

23rd June – Meeting with a resident to understand the issues around Horsepond Place

28th June – A virtual '20's plenty' meeting

The Deputy Mayor was not present.

C051/23 To receive a report from Council's Civic Events Working Group.

Cllr A Reardon reported a meeting had been held with relevant parties on 13th July to discuss arrangements for the Remembrance Service 2023. A further meeting is to be held in September.

C052/23 To consider grants/donations 2023/24.

The Clerk referred Councillors to a letter received from Suffolk Accident Rescue Services which set out their activities undertaken in the past year.

Cllr Darnell proposed a donation of £200 be given to SARS towards their equipment and fuel costs. Cllr A Reardon seconded the proposal. Council agreed the proposal.

C053/23 To consider and adopt a Freedom of Information Policy and Procedure and, Publication Scheme.

The Clerk referred Councillors to the Policy and Procedure, and the Publication Scheme documents, which had been circulated to them.

Cllr A Reardon proposed Council adopt the Policy and Procedure and the Publication Scheme documents. Cllr Darnell seconded the proposal. Council agreed the proposal.

C054/23 To consider the 20's Plenty for Suffolk campaign (Road Traffic Speed).

Cllr J Reardon referred to the campaign which encourages local council's to support the objective of implementing 20mph speed limits on a broader basis than currently is the case.

The Clerk referred Councillors to the Needham Market Neighbourhood Plan, Part 6 of which relates to Transport and includes a commitment to extending the 20mph speed limit between Barking Road and Stowmarket Road on the roads which serve the main residential areas of the town.

Cllr J Reardon suggested Council acknowledge the campaign and include consideration of its objectives in scope of the Needham Market Neighbourhood Plan review process. Council agreed.

C055/23 Clerk's Report and Correspondence to be noted.



The Clerk reported he has received a verbal request from the main organiser of the Needham Market Christmas Fayre 2023 which is to take place on Sunday 3rd December. The organiser has requested use of the Council's Jubilee Crescent car park for the duration of the event, to accommodate pitches for business stalls etc.

Cllr Darnell proposed Council accede to the request. Cllr A Reardon seconded the proposal. Council agreed the proposal.

C056/23 Committees

Governance & Finance Committee.

C056/23/1a Accounts for Payment and Confirmation.

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

Cllr Ost proposed adoption of the Accounts for Payment and Confirmation. Cllr Goodchild seconded the proposal. Council agreed the proposal.

C056/23/1b To receive the Income & Expenditure Accounts for QTR end 30th June 2023.

Cllr Annis presented the Income & Expenditure Accounts for QTR end 30th June 2023, which were tabled and a copy of which will be appended to the Minute Book.

Cllr Annis proposed adoption of the Income & Expenditure Accounts. Cllr Ost seconded the proposal. Council agreed the proposal.

C056/23/1c To receive the Council's Internal Audit Report 2022/23 and consider matters raised within it.

Cllr Annis explained the purpose and scope of the Internal Audit process which includes scrutiny of both the Council's Financial and Governance functions. The report confirms the Town Council overwhelmingly complies with its statutory obligations and has a minimal amount of matters raised within it. The report had been circulated to Councillors prior to the meeting.

Cllr Annis proposed Council adopt the Internal Audit Report 2022/23 with matters raised within it to be considered further by Council's Governance and Finance Committee. Cllr A Reardon seconded the proposal. Council agreed the proposal.

C056/23/2 Community & Assets Committee.

C056/23/2a To receive a report from the Committee Chairperson.

Cllr A Reardon referred to the recent installation of three Speed Indicator Devices (SIDs) in the town, for which the collection of data they capture, needs to be resolved. When resolved, it was agreed the data captured should be shared with County Councillor Oakes and also, an explanation of how the SIDs work and their output should be included in the Needham Market Newsletter.

Cllr A Reardon also referred to:

- Public concerns regarding the 'no mow' areas are reducing as information is relayed.
- A start on replacing the Younger Children's Play Area on Crowley Park is dependent on a positive decision by Mid Suffolk District Council on the grant funding application. A decision should be made early September.
- The proposal for new signage at Needham Lake, discussed with Mid Suffolk District Council, is acceptable. The signage will point visitors to the town's High Street and are to be funded by the District Council.

C056/23/2b To consider and adopt a Community Infrastructure Investment Plan (CIIP).



Cllr A Reardon referred Councillors to two documents, a statement explaining the Community Infrastructure Levy (CIL) scheme and its application within Needham Market, plus a Community Infrastructure Investment Plan (CIIP) which sets out priorities for CIL spend, which had been circulated prior to the meeting.

Cllr Cave proposed Council adopt the Community Infrastructure Investment Plan. Cllr O'Shea seconded the proposal. Council agreed the proposal.

C056/23/2c To consider procurement of an extended vision CCTV camera to cover the new play area off School Street.

The Clerk provided details of the CCTV equipment and its cost, which is needed for coverage of the new play area. An additional camera, linked into the system that operates for the Community Centre, including installation will cost £629.00 (net of VAT).

Cllr A Reardon proposed Council allocate £629.00 to provide CCTV coverage of the new play area. Cllr Norris seconded the proposal. Council agreed the proposal.

C056/23/3 Planning Committee.

C056/23/3a To receive a report from the Committee Chairperson.

Cllr O'Shea reported on planning applications received and decisions made by the Planning Committee,

C056/23/3b To receive a report on the review of the Needham Market Neighbourhood Plan.

Cllr O'Shea reported the Needham Market Neighbourhood Plan Review Group (NMNPRG) will convene towards the end of the year. The Group will consist of Cllr Ost leading, three or four Councillors, the Town Clerk, plus any local residents who express an interest in being involved. A notice will be included in the November 2023 Needham Market Newsletter encouraging public interest. The Group will engage the Council's Neighbourhood Plan Consultant, when appropriate, for which a budget is available.

The Meeting closed at 8:45pm.

Chairperson

Date 20th September 2023