

## **NEEDHAM MARKET TOWN COUNCIL**

**MINUTES** of the meeting of NEEDHAM MARKET TOWN COUNCIL held in the Green Room, Needham Market Community Centre, School Street, Needham Market, on Wednesday 7<sup>th</sup> June 2017 at 7:30pm.

**Present:** Cllr X Stansfield (In the Chair), Councillors; D Campbell, RP Darnell, JE Lea, I Mason, A Morris, MG Norris, KMN Oakes, S Phillips, D Spurling, M Spurling and AL Ward.

### **Apologies for Absence:**

Cllr BE Annis – Work Commitment

Cllr R Campbell – Studying

Cllr TS Carter - Holiday

**In Attendance:** Suffolk County Councillor Anne Whybrow, District Councillor Wendy Marchant, a representative from Mid Suffolk District Council's Community Support Team, one member of public and Town Clerk Kevin Hunter.

### **C098/17 To confirm the Minutes of the Annual Town Council Meeting held 17<sup>th</sup> May 2017.**

The Minutes of the Annual Town Council Meeting held Wednesday 17<sup>th</sup> May 2017 were accepted as a true and correct record and signed by the Chairman.

### **C099/17 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr D Campbell – Accounts for Payment (Deputy Mayoral Expenses)

Cllr KMN Oakes – Needham Market Neighbourhood Watch Grant Request

Cllr D Spurling – Needham Market Internet Cafe

Cllr M Spurling – Accounts for Payment and Needham Market Internet Cafe

Cllr X Stansfield – Accounts for Payment (Mayoral Expenses)

### **C100/17 To receive reports from The County Councillor, District Councillors and, to take questions from members of the public.**

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

- Avian Flu – details of the current outbreak and response by Defra
- School Trips following recent incidents in London and Manchester – local decisions to be made and points to be taken into consideration in making decisions

County Councillor Whybrow added she has contacted the Leader of Mid Suffolk District Council to request that she be given a seat on the 'Sounding Board' which is proposed will allow local input to the design of the redevelopment of the Mid Suffolk Suffolk District Council Headquarters site in Needham Market.

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:

- Briefing Update on MSDC/Babergh Joint Local Plan - details from update received by Members on 19<sup>th</sup> May
- Environment – details of income generated from solar panels installed on Council properties
- Safeguarding – details from a briefing received by Members on 24<sup>th</sup> May
- Strategic Housing Market Assessment – briefing received by Members on 23<sup>rd</sup> May which included a figure of 411 new dwellings needed, per annum, in the Mid Suffolk area up to 2036
- Limes Hotel Needham Market – suggestion it could be nominated as an 'Asset of Community Value'

- Access for All, Needham Market Railway Station – meeting arranged with Greater Anglia's Accessibility Manager for 8<sup>th</sup> June

Cllr M Spurling questioned the relevance of the suggested nomination of the Limes Hotel as an 'Asset of Community Value'. The representative present from the Mid Suffolk District Council Community Support Team said that his advice is, at this point, too little is known regarding the situation at The Limes to make that course of action a practical option. The Clerk advised that legislation which regulates the Assets of Community Value/Community Right to Bid Scheme, introduced in the Localism Act 2011, specifically precludes the Scheme applying to buildings where 'it, or part of it, is a hotel' and therefore the suggested nomination cannot be pursued.

The Member of Public present had no question to raise.

**C101/17 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor reported attending:

Sunday 21<sup>st</sup> May – Southwold Civic Service

Wednesday 24<sup>th</sup> May – Mid Suffolk Light Railway Exhibit Opening Event

Sunday 28<sup>th</sup> May – Eye Civic Service

Sunday 4<sup>th</sup> June – St Edmundsbury Civic Service

The Deputy Mayor report attending:

Thursday 18<sup>th</sup> May – Bury St Edmunds Mayor Making Ceremony

**C102/17 To receive a report from the Needham Market Neighbourhood Plan Working Group.**

Cllr Norris presented his report, which was tabled and a copy of which will be appended to the Minute Book. It included Notes from a Working Group meeting which took place on Thursday 18<sup>th</sup> May. The meeting had elected Cllr Stansfield to Deputy Leader of the Group, received an update on the potential for AeCom to provide support in the Neighbourhood Plan process and, confirmed the offer made by Mid Suffolk District Council to deliver its recent briefing update on the Mid Suffolk/Babergh Joint Local Plan, to the Town Council, is to be taken up.

Having declared an interest in the next item, Cllr Oakes left the meeting temporarily.

**C103/17 To consider a grant request received from Needham Market Neighbourhood Watch.**

Cllr Stansfield read out the request received from Needham Market Neighbourhood Watch.

Cllr Mason questioned the timing of the request. The Clerk said that whilst it is preferable for grant requests to be received during Council's budget setting cycle, this does not preclude Council from considering requests received at other times. Cllr Phillips added Council's approach to budgeting for grants and donations allowed for that purpose.

Cllr Lea proposed a grant of £100 be paid to Needham Market Neighbourhood Watch.

Cllr Mason proposed an amendment that no decision be made on granting £100 to Needham Market Neighbourhood Watch until accounts are provided by them evidencing their need. Cllr Darnell seconded the amendment. On being put to the vote, the amendment was carried by 5 votes to 4.

Cllr Oakes returned to the meeting.

**C104/17 To consider the future of the Mid Suffolk District Council Headquarters building and the Needham Market (former) Middle School site.**

Cllr Norris referred to an email received from the Leader of Mid Suffolk District Council regarding Town Council representation on the 'Sounding Board' which is to be set up to facilitate local input to the design of the proposed redevelopment of the Mid Suffolk District Council Headquarters site following that council relocating its offices to Ipswich later this year.

Cllr Mason proposed Cllr Stansfield as the Town Council representative to join the 'Sounding Board'. Cllr M Spurling seconded the proposal. Council agreed the proposal.

Cllr Phillips said it is vital the public car park and recycling facility situated off Hurstlea Road is retained in any redesign of the District Council's overall site. Cllr D Spurling said she agreed and hoped that the local community would be pro-active in seeking to ensure important amenities included in the current development are not lost.

Cllr Lea expressed her concern regarding the lack of consultation to date on the future of both the District Council Headquarters site and the former Needham Market Middle School site which she described as disgraceful. She added the Town Council is closest to the local community and the future of the town should be being taken forward by its people.

Cllr Phillips said that, in current circumstances where the District Council demonstrates no intention of coming to the local community to seek and understand its views, the Town Council must initiate getting across those views. Cllr Ward said he agreed and proposed, in the first instance, the District Council is informed of the importance of public car parking provision in the town and also retention of recycling facilities. Cllr Stansfield seconded the proposal. Council agreed the proposal.

Councillors supported a suggestion the Newsletter and Communications Section should draw up plans to maximise the Town Council's ability to inform the local community regarding the future of the Mid Suffolk District Council Headquarters building and the Needham Market (former) Middle School site and to promote direct community involvement as and when appropriate.

#### **C105/17 To consider future support for Needham Market Internet Café.**

Cllrs D and M Spurling outlined the voluntary roles they have taken to ensure the Internet Café continues to operate and, so far, the result has been positive. Opening hours have been extended and subsequently income has increased. The existing Directors of the Internet Café Community Interest Company currently remain in post but their roles are due to be transferred in line with the new operators.

Cllr Phillips said one of the main burdens on the effectiveness of the Internet Café in the past has been the cost of staffing it and, now Cllrs D and M Spurling are operating the facility on a voluntary basis, costs must have reduced dramatically.

Cllr Phillips suggested that the Town Council should receive further updates on the situation when appropriate which would allow consideration and decisions on support to be made as and when necessary. Cllrs D and M Spurling agreed.

#### **C106/17 Clerk's Report and Correspondence to be noted.**

1. *Actions from Town Council Meeting 17.05.17:*

None

2. *Issues:*

- Data Protection – Data Protection Law will significantly change on 25<sup>th</sup> May 2018 as the General Data Protection Regulation takes effect

- Town Council Insurance 2017/18 – cover extended to include new assets. Annual Premium £2,623.06 (2016/17 £2,550.51 +3%)

### 3. *Correspondence to be noted:*

- Letter received 22<sup>nd</sup> May from the Clerk to the Trustees of the Theobald's Foundation enclosing the Charity's audited accounts for the year ended 31<sup>st</sup> December 2016
- Email received 24<sup>th</sup> May from Suffolk Age UK providing a reminder it still operates a telephone befriending service across the county
- Letter received 27<sup>th</sup> May from Seafarers UK requesting the Red Ensign be flown for Merchant Navy Day on 3<sup>rd</sup> September

Cllr Phillips referred Councillors to the many Merchant Seaman who gave their lives during the Second World War and how important it is they should be commemorated.

Cllr Lea proposed Council agree to the Seafarers UK request. Cllr Norris seconded the proposal. Council agreed the purchase of a Red Ensign which is to be flown from the Town Council's Barretts Lane Corner flagpole on 3<sup>rd</sup> September.

- Email received 31<sup>st</sup> May (original sent to Network Rail and Greater Anglia) from a resident again raising a complaint about the noise nuisance from train hooters

Cllr Stansfield empathised with those that suffer the noise nuisance from hooting trains but said he is also aware railway operations are heavily regulated and Network Rail has recently been fined £5m for contravening safety rules.

## **C107/17 SECTIONS.**

### **C107/17/1 Finance/General Purposes**

#### **C107/17/1a Accounts for Payment and Confirmation.**

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

Cllr Morris proposed the accounts for payment be adopted. Cllr Ward seconded the proposal. Council agreed the proposal.

#### **C107/17/1b To receive a report from the Section Leader.**

Cllr Morris presented notes from the Finance and General Purposes Section meeting held 6<sup>th</sup> June, which were tabled and a copy of which will be appended to the Minute Book. The meeting had included:

- Confirmation of Section Membership
- Review of Financial Management
- Council Risk Assessment
- Council Insurance
- Employment Committee Report
- Needham Market Burial Ground – Future Support
- Section Leaders Reports

Cllr Stansfield proposed Council adopt the notes and recommendations within. Cllr Ward seconded the proposal. Council agreed the proposal.

Cllr Morris confirmed the next meeting of the Section will take place on Tuesday 5<sup>th</sup> September at 10am in the Town Council Office.

### **C107/17/2 Recreation & Sport**

#### **C107/17/2a To receive a report from the Section Leader.**

Cllr Phillips presented Minutes from the meetings of the Section and of Crowley Park Users Group, both of which were held on 24<sup>th</sup> May, which were tabled and copies of which will be appended to the Minute Book.

Cllr Phillips added he is seeking to confirm with Section Members if they wish to continue and will welcome interest from any other Councillors.

### **C107/17/3 Town Property and Services**

#### **C107/17/3a To receive a report from the Section Leader**

Cllr Oakes referred Councillors to the matters reported in the Notes from the Finance and General Purposes Section meeting held on 6<sup>th</sup> June.

### **C107/17/4 Newsletter and Communications**

#### **C107/17/4a To receive a report from the Section Leader**

Cllr M Spurling had nothing to report.

### **C107/17/5 Planning.**

Cllr M Spurling reported no Section meeting had taken place on Monday 5<sup>th</sup> June due to insufficient business.

#### **C107/17/5a To receive Planning Decisions.**

Cllr M Spurling reported the following planning decision had been received:

**1127/17 – 8 Freehold Road - Completion of building/dwelling commenced under previous planning approval 1093/99 including amendments and extension to form 2no. dwellings and associated parking.**

Planning Consent has been Refused.

#### **C107/17/5b To consider Planning Applications**

Cllr M Spurling reported no planning applications had been received.

#### **C107/17/5c To receive a report from the Section Leader.**

Cllr M Spurling reported the Planning Section will next meet on Monday 19<sup>th</sup> June 2017 in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

### **C107/17/6 Highways, Lighting and Footpaths**

#### **C107/17/6a To receive a report from the Section Leader**

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

- Fence Barking Road – Cllr Norris will attend the Suffolk County Council Rights of Way Committee on Wednesday 21<sup>st</sup> June
- Gas Main Replacement on the B1113 between Needham Market and Stowmarket – the contractor carrying out the work has stated it is likely to continue well into the summer and may well not be finished until November/December
- Flooding Barretts Lane – Cllr Norris is to meet with a Suffolk County Council Senior Highways Engineer on Friday 9<sup>th</sup> June to review the situation and discuss a longer-term action plan

- Review of Street Furniture and Signage – to shortly be carried out by Cllrs Norris and M Spurling

Cllr Mason asked if the relocation of the HGV weight limit signs on Barking Road was in hand. Cllr Norris said he is still chasing Suffolk County Council to carry out the necessary relocation.

**C108/17 Questions under Standing Order 40.**

Cllr D Spurling asked if Councillors are aware there will be schoolchildren who, during the school summer holiday period, may be going hungry and, she is working with support from the local foodbank and others to try and ensure youngsters avoid being subject to that deprivation.

**The Meeting closed at 8:49pm.**

**Chairman .....**      **Date .....**