

## **NEEDHAM MARKET TOWN COUNCIL**

**MINUTES** of the Annual Meeting of NEEDHAM MARKET TOWN COUNCIL held in the Green Room, Needham Market Community Centre, School Street, Needham Market, on Wednesday 3<sup>rd</sup> May 2017 at 7:30pm.

**Present:** Cllr X Stansfield (In the Chair), Councillors: BE Annis, D Campbell, R Campbell, TS Carter, RP Darnell, JE Lea, I Mason, MG Norris, D Spurling, M Spurling and AL Ward.

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

### **C069/17 To confirm the Town Mayor/Chairman of Council for 2017/2018.**

Cllr Lea proposed Town Mayor/Chairman of Council Elect Cllr Stansfield. Cllr Ward seconded the proposal.

There being no other proposal and on being put to the vote, Council unanimously confirmed the election of Cllr Stansfield to Town Mayor and Chairman of Council for 2017/18.

### **C070/17 To witness the Town Mayor's Declaration of Acceptance of Office.**

Cllr Stansfield made his Declaration of Acceptance of Office as Mayor and Chairman of Council and signed it, the Declaration being witnessed by the Town Clerk as the Proper Officer.

Cllr Stansfield thanked his fellow Councillors for electing him to serve as Chairman of Council and Town Mayor for the coming year. He thanked specifically Cllr R Campbell for serving in the role of Deputy Mayor/Chairman of Council for the past year.

Cllr Stansfield will continue to fundraise throughout the year for two charities. Firstly, the Needham Market First Responders and secondly, the East Anglian Air Ambulance.

### **C071/17 To receive Councillor's Apologies for Absence:**

Cllr A Morris – Holiday  
Cllr KMN Oakes – Attending Charity Event  
Cllr S Phillips – Work Commitment

### **C072/17 To elect the Deputy Town Mayor/Deputy Chairman of Council for 2017/2018.**

Council had resolved at its meeting held 19<sup>th</sup> April 2017, Cllr D Campbell as Deputy Mayor/Deputy Chairman of Council Elect for 2017/2018.

On being put to the vote, Council unanimously confirmed the election of Cllr D Campbell to Deputy Town Mayor/Deputy Chairman of Council for 2017/18.

### **C073/17 To witness The Deputy Town Mayor's Declaration of Acceptance of Office.**

Cllr D Campbell made his Declaration of Acceptance of Office as Deputy Mayor/Deputy Chairman of Council and signed it, the declaration being witnessed by the Town Clerk as the Proper Officer.

### **C074/17 To confirm the Minutes of the meeting held on Wednesday 19<sup>th</sup> April 2017.**

The Minutes of the meeting of Wednesday 19<sup>th</sup> April 2017 were accepted as a true and correct record and signed by the Chairman.

### **C075/17 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 MG Norris – Planning Matters  
Cllr X Stansfield - Accounts for Payment (Mayoral Expenses)

### **C076/17 To receive reports from County Councillor Truelove, District Councillors Marchant and Norris, The Police and to take any questions from members of the public present**

### **County Councillor's Report.**

With County Council elections imminent, there was no County Councillor's report.

### **District Councillors' Report.**

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

- Hurstlea Road Car Park – further to a question raised by Town Councillor Ward at the 19<sup>th</sup> April Town Council meeting regarding the future of the Hurstlea Road Public Car Park, the District Council's Assistant Director, Investment & Commercial Delivery had replied "at this stage we are not able to provide details about the redevelopment of the Council's Headquarters site".
- Mid Suffolk's Full Council Meeting 27<sup>th</sup> April – the main item on the agenda was "Capital Investment Company (CIFCO) Business Plan 2017/18, which was a confidential report.

Cllr Darnell asked how Mid Suffolk District Council is able to continue to merge with Babergh District Council to the extent it now proposes to, when a public referendum voted against such a merger. District Councillor Marchant said she believes the Councils are relying on a clause in the Devolution Bill to provide them with the necessary legal power. Cllr Stansfield said the forthcoming attendance of the Mid Suffolk District Council's Chief Executive, at the 21<sup>st</sup> June Town Council meeting, will allow the opportunity for Councillors to raise questions directly with him on such matters. District Councillor Marchant added there had been debate on the merging of the two District Councils following the public referendum but since that time, the ruling group has adopted an autocratic approach to decisions and the process being undertaken.

Cllr Annis said the District Council's recent adoption of a Cabinet model of governance provided the means of applying autocratic rule and avoidance of democratic process.

There was no Police report.

The member of public had no question to raise.

### **C077/17 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.**

Cllr Stansfield reported he had attended:

Sunday 30<sup>th</sup> April – Haverhill Mayor's Civic Service

The Deputy Mayor had nothing to report.

### **C078/17 To agree Section Leaders for 2017/2018**

Councillor Stansfield referred to the following nominations:

Leader of Planning Section – Cllr R Campbell

Leader of Town Property Section – Cllr Oakes

Leader of Newsletter and Communications Section – Cllr M Spurling

Leader of Highways, Lighting and Footpaths Section – Cllr Norris

Leader of Needham Market Neighbourhood Plan Working Group – Cllr Norris

All the above nominations were accepted and agreed.

A decision on the following nomination was deferred pending the nominee's attendance at Council:

Leader of Recreation and Sport Section – Cllr Phillips

### **C079/17 To elect the Chair of the Finance and General Purposes Section**

Cllr Stansfield informed Council that Cllr Morris has been nominated but is currently abroad on holiday and proposed a decision be deferred until Cllr Morris is in attendance at a Council meeting. Cllr D Spurling seconded the proposal. Council agreed the proposal.

**C080/17 To confirm the Members of the Employment Committee**

Cllr Ward proposed Cllr Annis remain as Chairman, Cllr Lea to remain as member of the Committee, to be joined by Cllr Stansfield as member of the Committee in his capacity as Chairman of Council. Cllr Darnell seconded the proposal. Council agreed the proposal.

**C081/17 To appoint SALC representatives for 2017/2018**

Cllr Stansfield proposed Cllr Lea and Cllr R Campbell represent the Council at SALC. Cllr Ward seconded the proposal. Council agreed the proposal.

**C082/17 To confirm the appointment of the Internal Auditor**

The Clerk recommended the continued engagement of Suffolk Association of Local Councils for internal audit purposes. Cllr Stansfield proposed the continued engagement of Suffolk Association of Local Councils for internal audit purposes. Cllr M Spurling seconded the proposal. On being put to the vote, Council agreed the proposal. Cllr Lea abstained from the vote.

**C083/17 To appoint representatives on the Community Centre Management Committee**

Cllr Stansfield proposed Cllr Ward be re-appointed. Cllr M Spurling seconded the proposal. Council agreed the proposal.

**C084/17 To appoint representatives on the Needham Market Neighbourhood Watch Committee**

Cllr Stansfield proposed Cllr Norris and Cllr Oakes be appointed. Cllr M Spurling seconded the proposal. Council agreed the proposal.

**C085/17 To appoint Emergency Contacts**

Council agreed to reappoint the following Emergency Contacts: Cllrs Annis, Lea, Norris, Oakes and Phillips.

**C086/17 To consider any matters raised at the Annual Town Meeting held on 24<sup>th</sup> April 2017.**

The Clerk reported that there were no matters raised.

**C087/17 Clerk's Report and Correspondence to be noted**

*1. Actions from Town Council Meeting 19.04.17:*

**C066/17** – Request sent 27<sup>th</sup> April to Suffolk Constabulary regarding representation at a Town Council meeting

*2. Issues:*

- Needham Market Fireworks Display – request received for use of Crowley Park to host the event

Cllr Annis advised that whilst Crowley Park had been unsuitable for the type of display which has been taking place at Needham Market Football Club's premises for several years, the sort of fireworks used in the event now negated that position. He added the brazier which is alight during the display will be transferred from the football club to Crowley Park.

Cllr Stansfield proposed the use of Crowley Park be granted for the annual firework display, as requested, pending Needham Market Community Council complying with

any relevant conditions, particularly for insurance purposes. Cllr Ward seconded the proposal. Council agreed the proposal.

- Internet Café – concerns regarding its future
- Community Centre – outside sports facility closed

Cllr Annis reported, following ongoing vandalism and being declared unsafe, the sports courts at the Community Centre are to be closed until their refurbishment is possible.

- Police Presence in Needham Market – information received from Suffolk Constabulary

The Clerk referred to the information which set out the basic terms under which a community could fund a more direct Police presence and some options that may be available to achieve that. Otherwise a policing presence may be able to be put in place via the Constabulary volunteers scheme.

Cllr Annis reminded Council the investigation into this issue results from a perceived lack of Police presence in Needham Market.

Cllr Lea referred to the approach being taken in the Claydon area but suggested stretching that approach to include Needham Market would spread the resource too thinly to make a difference. Cllr Darnell suggested any dedicated Police presence in the town should be full-time.

Cllr M Spurling questioned the need for funding of additional resource when it is clear from recent experience the Police are there, or thereabouts, when called upon in the event of crime taking place in the town.

Cllr Stansfield said he remains in two minds and whilst aware of how public perception is generated, the thought of funding a dedicated resource at £32,000 per annum doesn't appear appropriate.

Cllr Annis proposed further investigation be made into the Constabulary volunteers scheme. Cllr Lea seconded the proposal. Council agreed the proposal.

- Parking Enforcement – parent vehicle parking for drop off/pick-up at Bosmere Primary School – when will Parking Enforcement be in place?

The Clerk reported complaints received regarding the impact of cars being parked on Quinton Road at the Bosmere Primary School drop off/pick up times. The complainants had contacted the Police and been told it is not an issue the Police now deal with. The school has increased its pupil numbers resulting from the closure of Needham Market Middle School with no commensurate solution being put in place to manage the long-standing parking problems. The transfer of Parking Enforcement powers to local councils is anticipated will take around two years.

Cllr Stansfield suggested the Headteacher at Bosmere Primary School be notified of the complaints also the issue be referred to the relevant County Councillor following the imminent County Council elections. Council agreed.

Cllr D Spurling said the impact of school related car parking lasts only for around 25 minutes each school day morning and afternoon.

3. *Correspondence to be noted:*

- Letter dated 27<sup>th</sup> April from Needham Market Community Centre thanking the Town Council for the recent grant supporting payment of the local mini-bus drivers wages
- Email dated 2<sup>nd</sup> May from River Gipping Trust introducing its revised and updated website: <https://rivergippingtrust.org.uk/>

Cllr Annis confirmed the Trust's Annual General Meeting is to take place on Friday 12<sup>th</sup> May, starting at 7:30pm at Stowmarket Community Centre (Hillside).

**C088/17 SECTIONS**

**C088/17/1 Finance/General Purposes**

**C088/17/1a 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 Council adopt the accounts for payment. Cllr D Campbell seconded the proposal which Council agreed.

**C088/17/1b To receive a report from the Section Leader.**

There was no report.

**C088/17/2 Recreation & Sport**

**C088/17/2a To confirm arrangements for the first meeting of the Section**

No arrangements were proposed.

**C088/17/3 Town Property and Services**

**C088/17/3a To confirm arrangements for the first meeting of the Section**

Cllr Oakes was not present.

**C088/17/4 Newsletter and Communications**

**C088/17/4a To confirm arrangements for the first meeting of the Section.**

Cllr M Spurling said he will email Councillors with details of the first meeting arrangements.

**C088/17/5 Planning**

**C088/17/5a To confirm arrangements for the first meeting of the Section.**

Cllr R Campbell confirmed that a meeting of the Planning Section will be held on Monday 15<sup>th</sup> May at 7pm in the Town Council Office.

Cllr R Campbell reported the Section meeting scheduled for Tuesday 2<sup>nd</sup> May had not taken place due to the lack of relevant business.

**C088/17/5b To receive Planning Decisions**

Cllr R Campbell reported the following planning decision had been received:

**0326/17 – Needham Market Football Club, Quinton Rd - Erection of additional spectator facilities and changing rooms including reprofiling of second pitch, installation of floodlighting and increased area of car parking with all associated fencing**

Planning permission has been granted.

**C088/17/5c To consider Planning Applications**

Cllr R Campbell reported the following planning application had been received:

**1618/17 – 43 Jubilee Crescent – Erection of a single storey rear extension**

Cllr R Campbell proposed Council support approval of the application. Cllr M Spurling seconded the proposal. Council agreed the proposal.

**C088/17/6 Highways, Lighting and Footpaths**

**C088/17/6a To confirm arrangements for the first meeting of the Section.**

Cllr Norris confirmed a meeting of the Section will take place at 10am on Thursday 11<sup>th</sup> May in the Town Council Office.

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

- B1078 Coddensham Road – details of the proposed overnight closures from 5<sup>th</sup> May to 9<sup>th</sup> May.
- B1113 Road Closures – details of the proposed closures to allow carriageway resurfacing, overnight from 5<sup>th</sup> May to 16<sup>th</sup> May. Also includes the suspension of the 7.5 tonne vehicle weight limit where applicable.

Cllr M Spurling said he understands all carriageway resurfacing works now require road closure due to Health & Safety rules. Cllr Norris undertook to ask Suffolk County Council Highways if that is correct.

**C089/17 Questions under Standing Order 40.**

There were no questions.

**The Meeting closed at 8:40 pm**

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