

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 2nd May 2018 at 7:30pm.

Present: Cllr X Stansfield (In the Chair), Councillors: BE Annis, TS Carter, JE Lea, I Mason, A Morris, MG Norris, S Phillips, D Spurling and M Spurling.

In Attendance: Suffolk County Councillor Anne Whybrow (part of the meeting), Mid Suffolk District Councillor Wendy Marchant, one member of public and Town Clerk Kevin Hunter.

C071/18 To confirm the Town Mayor/Chairman of Council for 2018/2019.

Cllr Phillips proposed Town Mayor/Chairman of Council Elect Cllr D Spurling. Cllr Lea seconded the proposal.

There was no other proposal.

C072/18 To witness the Town Mayor's Declaration of Acceptance of Office.

Cllr D Spurling made her 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 D Spurling will fundraise throughout the year for two charities; Needham First Responders and Stowmarket Food Bank.

C073/18 To receive Councillor's Apologies for Absence:

The Clerk informed Council a notice of resignation had been received by the Chairman from Cllr R Campbell. Councillors asked the Clerk to pass appreciation on to Cllr R Campbell for his time spent on the Council.

Cllr D Campbell – Holiday
Cllr RP Darnell – Holiday
Cllr KMN Oakes - Holiday
Cllr AL Ward – Family Commitment

C074/18 To elect the Deputy Town Mayor/Deputy Chairman of Council for 2018/2019.

Cllr Stansfield proposed Cllr Phillips. Cllr M Spurling seconded the proposal.

On being put to the vote, Council agreed the proposal

C075/18 To witness The Deputy Town Mayor/Deputy Chairman's Declaration of Acceptance of Office.

Cllr Phillips 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.

C076/18 To confirm the Minutes of the meeting held on Wednesday 18th April 2018.

The Minutes of the meeting of Wednesday 18th April 2018 were accepted as a true and correct record and signed by the Chairman.

C077/18 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 (Community Centre)
Cllr M Spurling - Accounts for Payment (Community Centre)
Cllr X Stansfield - Accounts for Payment (Community Centre)

C078/18 To receive reports from County Councillor Whybrow, District Councillors Marchant and Norris and to take any questions from members of the public present

County Councillor's Report.

County Councillor Whybrow gave a brief verbal report following her arrival at the meeting (having attended Somersham Parish Council) referring to future County Council funding constraints and the need for the County Council to look into what constituents wished for by way of services.

District Councillors' Report.

District Councillor Marchant gave a brief verbal report, referring to the District Councillors' report presented at the Annual Town Meeting held on Monday 30th April.

The member of public, speaking on behalf of the Needham Market Institute Trustees, confirmed funds from the sale of the Institute building were due to be received and requested the Town Council provide an invoice to the Trustee's solicitor for repayment of the loans made.

C079/18 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:

Monday 23rd April – St Georges Day Dinner, Stowmarket

Thursday 26th April – Suffolk County Council Chairman's Reception

Cllr Stansfield said it had been a privilege to serve as Town Mayor and Chairman of Council for the past two years and thanked Councillors for their support throughout.

The outgoing Deputy Mayor was not present.

C080/18 To agree Section Leaders for 2018/2019

Cllr M Spurling proposed Cllr Stansfield as Leader of the Planning Section. Cllr Lea seconded the proposal. Council agreed the proposal.

Cllr Phillips proposed Cllr Carter as Leader of the Newsletter and Communications Section. Cllr Lea seconded the proposal. Council agreed the proposal.

The remainder of the Section Leader positions are to continue until any in-year review:

Leader of Town Property Section – Cllr Oakes

Leader of Highways, Lighting and Footpaths Section – Cllr Norris

Leader of Needham Market Neighbourhood Plan Working Group – Cllr Norris

Leader of Recreation and Sport Section – Cllr Phillips

C081/18 To elect the Chair of the Finance and General Purposes Section

Cllr Lea proposed Cllr Morris. Cllr M Spurling seconded the proposal. Council agreed the proposal.

C082/18 To confirm the Members of the Employment Committee

Cllr M Spurling proposed Cllr Annis remain as Chairman along with Cllr Lea and Cllr Stansfield. Cllr Phillips seconded the proposal. Council agreed the proposal.

C083/18 To appoint SALC representatives for 2017/2018

Cllr Stansfield proposed Cllr Lea represent the Council at SALC. Cllr Morris seconded the proposal. Council agreed the proposal.

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

C084/18 To confirm the appointment of the Internal Auditor

The Clerk recommended the continued engagement of Suffolk Association of Local Councils for internal audit purposes. Council agreed.

C085/18 To appoint representatives on the Community Centre Management Committee

Cllr Annis proposed Cllr Ward continue his appointment. Cllr Phillips seconded the proposal. Council agreed the proposal.

C086/18 To appoint representatives on the Needham Market Neighbourhood Watch Committee

Cllr Morris proposed Cllr Norris and Cllr Oakes continue their appointment. Cllr Lea seconded the proposal. Council agreed the proposal.

C087/18 To appoint Emergency Contacts

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

C088/18 To consider any matters raised at the Annual Town Meeting held on 30th April 2018.

The Clerk reported the following matters were raised:

- The condition of the Lebanon Cedar trees located on farmland opposite the Town Burial Ground.
- Progress on the proposed closure of the Gipsy Lane over-rail crossing.

The Clerk is to follow up on the first matter raised by contacting the District Council's Arboriculture Officer for advice.

Advice on the second matter raised was provided to the meeting by Cllr Norris and a member of the Gipsy Lane Crossing Design Panel who was present.

C089/18 Clerk's Report and Correspondence to be noted

1. Actions from Town Council Meeting 18.04.18:

C066/18 – Response to the Suffolk County Council consultation on the Suffolk Parking Management Strategy sent 25th April

2. Issues:

- Bosmere Community Primary School - Meeting with Suffolk County Council Schools Infrastructure Officer held 30th April

The Clerk reported on the meeting which was prompted by the County Council's proposal to accommodate increased pupil numbers from September 2019. The school is being encouraged to expand its area onto the adjacent former Needham Market Middle School playing field but has no funds to make that viable. The Schools Infrastructure Officer had little information on the background to the current situation and time was spent explaining what has taken place since the impact of the Suffolk Schools Organisation Review including: the public consultation and its outcome which took place prior to the 2013/14 proposals for expansion of the Primary School; proposals for the entire schools site put forward by the Town Council in 2014; the Business Case for the Community Hub building (2015 and sponsored by the County Council) and the evolving Needham Market Neighbourhood Plan. Whilst there is some optimism, on this occasion, the proposals put forward by the Town Council for the future of the playing field are properly considered, it was also frustrating to learn the County Council's approach to providing for additional pupil numbers remains retroactive to growth, not in preparation of growth.

Cllr Lea commented the County Council's approach should be driven by the needs of children and not focussed entirely on money and, there should be public consultation on the proposal for accommodating additional pupil numbers at the Primary School with, proper consideration and action taken on the feedback from that consultation.

Cllr Annis referred to a potential lost opportunity should the area of the playing field, historically never used by the Middle School, not be considered for development. Development could generate income for reinvestment in the retained public use area of the playing field.

Councillors agreed the Clerk request an initial view from the County Council on issues and suggestions raised in the meeting and include it as an agenda item for the Town Council's next meeting (16th May).

- St Georges Park, Hopkins Homes Development – Supplementary Planning Obligation by Deed of Agreement dated 13th April 2018
- Community Infrastructure Levy – Lengthy report received from the District Council on the operation of the Scheme, including encouragement for Parish/Town Council's to draw up an Infrastructure Investment Plan plus notice given round one of the bid cycles commenced on the 1st May and runs until 31st May
- Town Council Annual Report 2017/18 – insertion to June Newsletter?

Cllr M Spurling proposed the Town Council's Annual Report 2017/18 should be available to view on the Town Council website, at the Town Council Office and the Town Library as the alternative to inclusion as an insert in the June Newsletter. Cllr Carter seconded the proposal. Council agreed the proposal.

- Proposed Amendment to GDPR – The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation
- Mid Suffolk/Babergh District Councils are suggesting a 'Flexible Visitor Information Service – initially gauging stakeholder interest

Councillors were concerned the information received from the District Council by email on 30th April, has a response date of 9th May and, concluded more time is required to consider what is being suggested.

- Women's Cycle Tour of Britain 2018 – Notice of the event received which will pass through Needham Market on ~~Tuesday~~ 13th June and, there is funding available for approved associated activities

3. *Correspondence to be noted:*

- Email dated 24th April confirming Town Council membership of Community Action Suffolk – membership is now free but a voluntary donation is requested

Cllr Stansfield proposed a donation of £35 be sent to Community Action Suffolk. Cllr Annis seconded the proposal. Council agreed the proposal.

- Letter received 26th April from Age UK (Suffolk) thanking Council for its recent £100 donation
- Letter received 27th April from Citizen's Advice (Stowmarket) thanking Council for its recent £1,000 grant

C090/18 SECTIONS

C090/18/1 Finance/General Purposes

C090/18/1a 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 Council adopt the accounts for payment. Cllr Mason seconded the proposal. Council agreed the proposal.

C090/18/1b To receive a report from the Section Leader.

Cllr Morris confirmed the Section will next meet on Tuesday 5th June at 10am in the Town Council Office.

C090/18/2 Recreation & Sport

C090/18/2a To confirm arrangements for the first meeting of the Section

Cllr Phillips confirmed a Section meeting will be held on Wednesday 9th May at 7pm in the Town Council Office.

C090/18/3 Town Property and Services

C090/18/3a To confirm arrangements for the first meeting of the Section

Cllr Oakes was not present.

C090/18/4 Newsletter and Communications

C090/18/4a To confirm arrangements for the first meeting of the Section.

Cllr Carter is to arrange a meeting on his return from holiday.

Cllr Lea thanked the Clerk and Deputy Clark for putting together the insert in the May edition of the Needham Market Newsletter which celebrated it being the 500th edition.

C090/18/5 Planning

C090/18/5a To confirm arrangements for the first meeting of the Section.

Cllr M Spurling confirmed a meeting of the Planning Section will be held on Monday 14th May at 7pm in the Town Council Office.

Cllr M Spurling presented Notes from the Planning Section meeting held on Tuesday 1st May.

C090/18/5b To receive Planning Decisions

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

DC/18/00842 – 24 Stowmarket Road - Erection of single storey rear extension (following demolition of existing Conservatory). Erection of a detached garden office. Application of render to exposed block work walls, removal of chimney, installation of new windows and doors, improved disabled access.

Planning permission has been granted.

C090/18/5c To consider Planning Applications

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

DC/18/01604 – 6 Chalkeith Road – Erection of a single storey side extensions and application of external insulation and cladding to elevations

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

DC/18/01423 – The Coach House, The Causeway – Erection of steel supported decking area; conversion of window to door; creation of break-through in ground floor garages

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

DC/18/01453 – Needham Market Car Boot Sale Site, Coddendam Road, Creeting St Mary – Use of land for the stationing of a fast food van/trailer

The Planning Section were concerned there is no toilet facility provision included with the application which will lead to customers resorting to use of land in the vicinity for toileting purposes.

Cllr Norris proposed Council object against the application. Cllr Lea seconded the proposal. Council agreed the proposal.

The Clerk added, following helpful intervention by District Councillor Wendy Marchant, a meeting has been arranged (9th May) between Mid Suffolk District Council and the Town Council to discuss the recent Discharge of Planning Conditions agreed by the District Council for the St Georges Park housing development (former Needham Chalk Quarry), on which the Town Council had not been consulted.

C090/18/6 Highways, Lighting and Footpaths

C090/18/6a To confirm arrangements for the first meeting of the Section.

Cllr Norris confirmed a meeting of the Section will take place at 7pm on Tuesday 8th May in the Town Council Office.

C091/18 Questions under Standing Order 40.

Cllr M Spurling asked if Councillors were aware of the large numbers of people congregating at Needham Lake to hold barbeques, in the area specified for that purpose, leaving considerable amounts of rubbish. District Councillor Marchant said she would raise the question of rubbish collection/disposal within the District Council.

Cllr Annis asked if Councillors were aware of publicity for the forthcoming Annual General Meeting of the River Gipping Trust (18th May at 7:30pm) and the screening of the Royal Wedding, both of which will take place at Needham Market Community Centre.

The Meeting closed at 8:47 pm

Chairman **Date**