

## **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 3<sup>rd</sup> October 2018 at 7:30pm.

**Present:** Cllr S Phillips (In the Chair), Councillors; N Andrews, BE Annis, D Campbell, JE Lea, MG Norris, P Potter, M Spurling, X Stansfield and AL Ward.

### **Apologies for Absence:**

Cllr TS Carter – Holiday  
Cllr RP Darnell – Holiday  
Cllr I Mason – Otherwise Engaged  
Cllr D Spurling – Family Commitment

**In Attendance:** District Councillor Wendy Marchant, one member of public and the Town Clerk.

The Clerk informed Council a letter of resignation had been received from Cllr A Morris following his house move away from Needham Market. Councillors recorded their appreciation of Cllr Morris's time and effort whilst undertaking his Town Councillor role. The Clerk confirmed the resignation caused a casual vacancy on the Town Council.

### **C177/18 To confirm the Minutes of the Town Council Meeting held 19<sup>th</sup> September 2018.**

The Minutes of the Town Council Meeting held Wednesday 19<sup>th</sup> September 2018 were accepted as a true and correct record and signed by the Chairman.

### **C178/18 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr P Potter - Planning

### **C179/18 To receive a presentation from the Headteacher, Bosmere Community Primary School, a report from District Councillors and, to take questions from members of the public.**

Elizabeth Green, Headteacher, Bosmere Community Primary School accompanied by the school's Chairman of Governors and a further Parent Governor, were in attendance

Elizabeth Green provided copies of a visual presentation to Councillors and spoke to it informing Councillors of details on how the school is expanding, school funding, proposals for the forthcoming phase one of physical expansion of the school premises, current issues, how phase two expansion will be approached, measures aimed at future proofing the school and how the school and Town Council might work together through the expansion process.

Cllrs asked questions relating to the school's ability to fund expansion and whether the expansion was in line with population growth. In conclusion it was agreed the Town Council shares the school's concerns regarding much needed improvement to the current school access arrangements, including the children drop off/pick up problem that impacts on the area around the school plus, the Town Council wishes to work with the school in relation to the future use of the former Needham Market Middle School playing field.

The Clerk confirmed a meeting has been arranged with the school to take the matters discussed forward.

The Chairman thanked Elizabeth Green and the School Governors for their very welcome attendance.

District Councillor Wendy Marchant presented the District Councillors report, which was tabled and a copy of which will be appended to the Minute Book. The report referred to:

**GRANTS FOR SHOPS IN NEEDHAM MARKET HIGH STREET.** At the moment 5 shops in Needham Market High Street have applied for a grant from Mid Suffolk's "Shop Front Grant Scheme". This is to make the High Street more attractive, improve quality and accessibility of the buildings and generally improve the overall user experience. Any businesses who are interested

please contact the Economic Development Team, MSDC, Endeavour House, 8 Russell Road, Ipswich, IP1 2EX, 0300 123 4000 option 7

Wendy attended the 'Growing Businesses' presentations at the John Peel Centre, Thursday 20.9.18

#### **JOINT MSDC/BABERGH SCRUTINY REVIEW OF WESTERN SUFFOLK COMMUNITY SAFETY PARTNERSHIP (WSCSP)**

Mike attended this last Thursday 20.9.18 in the Council Chamber, Endeavour House, and it was attended by representatives from Suffolk County Council's Health, Wellbeing & Children's Services, Suffolk Constabulary, Suffolk Fire Service, and the Clinical Commissioning Group. Aspects included: reducing crime and disorder; Drug abuse and possession with intent to supply; Violence against women and girls (which includes men and boys); Hate Crime; Radicalisation and extremism and Safeguarding. However, it was not a review of Policing in general, but rather to review progress to date and formulate future strategies for working together to tackle issues in the areas mentioned.

**RECYCLING** The good news is that the stuff that's produced from the incinerator is now actually recyclable and this can also be used as part of our recycling target percentage - bottom ash from the incinerator for roads, and fly ash for building blocks.

**SHARED LEGAL SERVICES** Officers from all of the sections in the Shared Legal Services, were introduced, and gave a short resume of the work which they do: Planning Team; Property Team; Licensing and Litigation Team; and The Commercial Team.

Originally Mid Suffolk had its own Legal Services, and then it was planned that the legal services of all 7 councils in Suffolk would join together, but Suffolk County Council dropped out, so Suffolk Coastal and Waveney followed them. The Shared Legal Services now consists of Mid Suffolk, Babergh, Ipswich and St. Eds. The principle place of work is West Suffolk House, but officers work across all sites in Ipswich, Babergh, Mid Suffolk, BSE and Mildenhall.

District Councillor Marchant referred Councillors to recent media reports regarding the District Council's purchase of the former NatWest bank premises in Stowmarket and confirmed the proposal for its use is to form an entrance to the John Peel Centre plus inclusion of a restaurant.

Cllr M Spurling said he is disgusted by the continued spending by the District Council focussed on Stowmarket and he questioned whether a conflict of interest existed involving a member of senior management of the District Council and who is also Chairman of the John Peel Centre.

Cllr Lea referred to recent media articles on reductions in recyclable waste being collected and suggested information on what can and can't be recycled should be made clearer than it currently is. Cllr Lea asked whether the recyclable bin material was sorted to prevent any non-recyclable material within it spoiling its reuse. District Councillor Marchant confirmed there is a manual sorting process for that purpose.

The member of public had no question to raise.

#### **C180/18 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

The Mayor had provided a report on her attending:

Sunday 23<sup>rd</sup> September – Hadleigh Civic Service

Sunday 30<sup>th</sup> September – Sudbury Civic Service

Friday 28<sup>th</sup> September - Mayor's Quiz, Needham Market Community Centre, which had the highest ever number of quizzers and raised £620. With thanks to Cllr Lea and her husband Frank for doing all the hard work and Cllr Phillips and his grand-daughter who did a roaring trade on raffle tickets.

The Deputy Mayor reported attending:

Sunday 30<sup>th</sup> September – St Johns Ambulance Presentation, Ipswich

#### **C181/18 To receive a report from the Needham Market Neighbourhood Plan Working Group.**

Cllr Norris reported on the arrangements for the Community Engagement Event on the AECOM Feasibility Study which is being held on Friday evening 5<sup>th</sup> October 6.30pm – 9.00pm and Saturday morning 6<sup>th</sup> October 10.00am – 1.00pm in the main hall of the Community Centre and, asked for as much support and involvement as possible from Councillors towards the event.

**C182/18 To consider the nomination of a Town Council Trustee on the Needham Market & Barking Welfare Charities.**

The Clerk read from a letter received from the Clerk to the Trustees notifying the Town Council the current Town Council Trustee's 4-year term is coming to an end and therefore a nomination is required. The letter stated the current Town Council nominated Trustee, Graham Oxenham, is willing to continue his role.

Cllr Lea proposal Graham Oxenham be nominated for a further 4-year term. Cllr Annis seconded the proposal. Council agreed the proposal.

**C183/18 Clerk's Report and Correspondence to be noted.**

1. *Actions from Town Council Meeting 19.09.18*

**C176/18** – Letter sent to Cllr Mason 20<sup>th</sup> September

2. *Issues:*

- Town Council Casual Vacancy – Formal Notice of Vacancy dated 3<sup>rd</sup> October (if no election called, date for co-option suggested 21<sup>st</sup> November)
- Finance & General Purposes Section – election of chairperson
- Mid Suffolk District Council – Town & Parish Liaison Meeting 10am, Tuesday 9<sup>th</sup> October at Needham Market Community Centre

3. *Correspondence to be noted:*

- Email dated 2<sup>nd</sup> October from Suffolk Accident Rescue Service providing an update on their activities and requesting financial support

Councillors agreed the request for financial support be referred to the Town Mayor who has a discretionary fund for such purposes.

**C184/18 SECTIONS.**

**C184/18/1 Finance/General Purposes**

**C184/18/1a Accounts for Payment and Confirmation.**

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

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

**C184/18/1b To Approve and Accept Council's Annual Return and External Auditors' Notice of Conclusion of Audit for the year ended 31<sup>st</sup> March 2018.**

Councillors recorded thanks to Council's Responsible Finance Officer for managing the Council's accounts leading to a clear audit.

Cllr Lea proposed Council approve and accept Council's Annual Return and External Auditors' Notice of Conclusion of Audit for the year ended 31<sup>st</sup> March 2018. Cllr Ward seconded the proposal. Council agreed the proposal.

**C184/18/1c To receive a report from the Section Leader.**

There was no report.

**C184/18/2 Recreation & Sport**

**C184/18/2a To receive a report from the Section Leader.**

There was no report.

**C184/18/3 Town Property and Services**

**C184/18/3a To receive a report from the Section Leader**

Cllr Lea reported an email had been received from Suffolk County Council Highways, sent to Town Councils, informing them a licence, at a cost, will now be required for the operation of mobile platforms on roads, the County Council being aware of typical pre and post-Christmas arrangements by Town Councils for erecting Christmas decorations.

Cllr Lea reported a Section meeting will be held Tuesday 16<sup>th</sup> October at 7:30pm in the Town Council Office (subsequently postponed until Wednesday 24<sup>th</sup> October).

**C184/18/4 Newsletter and Communications**

**C184/18/4a To receive a report from the Section Leader**

The Clerk reported the Council employee who each month collects the Town Council Newsletter from the printer and distributes to the army of deliverers has, after seven and a half years, resigned her job role and a replacement will need to be found as soon as possible.

**C184/18/5 Planning.**

Cllr Stansfield presented his report from the Planning Section Meeting held Monday 1<sup>st</sup> October.

**C184/18/5a To receive Planning Decisions.**

Cllr Stansfield reported the following Planning Decision Notices had been received:

**DC/18/03892 – 109 High Street - Notification of works to Trees in a Conservation Area - Magnolia (T1) Reduce by 25%. Eucalyptus (T2) Re-pollard.**

Mid Suffolk District Council Does Not Wish To Object.

**DC/18/03459 - 5 Steggall Close - Erection of single storey rear extension.**

Planning Permission has been Granted.

**DC/18/03372 - 25 Barking Road - Creation of pitched roof over existing conservatory, erection of extension to front porch, conversion of garage and part cladding of conservatory, kitchen and garage.**

Planning Permission has been Granted.

**DC/18/03419 - The Willow Hall, The Causeway - Change of use from kindergarden to form 1.no. dwelling and 1.no. artist studio/gallery.**

Planning Permission has been Granted.

**C184/18/5b To consider Planning Applications**

Cllr Stansfield reported the following Planning Applications had been received:

Having expressed an interest in the following item, Cllr Potter temporarily left the meeting.

**DC/18/04230 - Notification of works to trees in a Conservation Area - 143 High Street - Fell 1.no. large conifer tree.**

Cllr Stansfield proposed Council support approval of the application on condition it is satisfactory to the District Council's Conservation Officer and Tree Officer. Cllr Annis seconded the proposal. Council agreed the proposal.

Cllr Potter returned to the meeting.

**DC/18/03965 - Land Adjacent To 96 Stowmarket Road - Submission of details under Outline Planning Permission DC/17/03201- Appearance, Landscaping, Layout and Scale for the erection of 9 dwellings with garages; Construction of vehicular access; and Provision of pedestrian link to rail underpass.**

The Section considered this application by discussing the plans and reading the other consultees responses, reports and submissions (eg. East Suffolk Drainage Board, G H Bullard & Associates LLP etc.). All were considered appropriate. A concern raised was no apparent or clear indication where the provision of a pedestrian link to the rail underpass is to be routed.

Cllr Stansfield proposed Council support approval of the application. Cllr Lea seconded the proposal. Council agreed the proposal.

**C184/18/5c To receive a report from the Section Leader.**

Cllr Stansfield reported the Planning Section recommended a letter be sent by the Town Council to Mid Suffolk District Council's Growth and Sustainable Planning Service concerning the Town Council's planning application for refurbishment of the All-Weather Sports Courts at Needham Market Community Centre. Mid Suffolk District Council's response to this application is considerably overdue and, the Section recommended the Town Council seek an explanation.

Cllr Annis said he is speaking to the Clerk about the District Council's failure to determine the planning application within the established deadline and read out a draft letter to be sent to the District Council should non-determination persist.

Cllr Stansfield proposed, in the event of continued non-determination of the planning application, a letter be sent as drafted by Cllr Annis. Cllr Ward seconded the proposal. Council agreed the proposal.

Cllr Stansfield reported the Section will next meet on Monday 15<sup>th</sup> October in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

**C184/18/6 Highways, Lighting and Footpaths**

**C184/18/6a To receive a report from the Section Leader**

Cllr Norris had nothing to report further to his latest updates to Councillors.

**C185/18 Questions under Standing Order 40.**

There were no questions.

**The Meeting closed at 8:43pm.**

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