

NEEDHAM MARKET TOWN COUNCIL

MINUTES of the meeting of the NEEDHAM MARKET TOWN COUNCIL held in Needham Market Community Centre on Wednesday 20th July 2022 at 7:30pm.

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

Apologies for Absence:

R Darnell – Family Commitment

M Ost – Ill-Health

S Phillips – Ill-Health

In Attendance: Suffolk County Councillor Kay Oakes, two members of public and the Town Clerk.

Cllr Lea referred to the Council receiving a Proclamation from The Select Board on behalf of the town of Needham, Massachusetts. Councillors expressed their delight at receiving the Proclamation, which recognised the Platinum Jubilee of Her Majesty Queen Elizabeth II.

C044/22 To confirm the Minutes of the Annual Town Council Meeting held 18th May 2022.

The Minutes of the Annual Town Council Meeting held Wednesday 18th May 2022 were confirmed and signed by the Chairman.

C045/22 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr B Annis – Accounts for Payment

Cllr J Lea – Accounts for Payment

Cllr A Reardon - Accounts for Payment

Cllr J Reardon – Accounts for Payment

Cllr X Stansfield - Accounts for Payment

C046/22 To receive reports from the County Councillor, District Councillors and, to take questions from members of the public.

Suffolk County Councillor Kay Oakes presented her report, which had been received and circulated to Councillors, and a copy of which will be appended to the Minute Book. Below are the report headlines:

- Council objects to Norwich to Tilbury pylon proposals
- Successful Communities awarded £6.4m to 'Reclaim the Rain' and tackle flooding
- Suffolk leading the way in UK's water conservation
- Extra funding agreed by Cabinet to fund new SEND places

Cllr Norris raised a question regarding the approach to identifying locations for the installation of Speed Indicator Devices (SIDs) on the main road approaches into the town. County Councillor Oakes described the information required by the Highways Authority (Suffolk County Council) and the costs attached to the siting of SIDs

Cllr Norris presented the District Councillors report, which had been circulated to Councillors, and a copy of which will be appended to the Minute Book. Below are the report headlines:

- Shaping social housing for the future
- Councils' commercial property arm makes £6m profit in 2021/22
- First occupier confirmed at Gateway 14
- Stowmarket wellbeing and leisure hub to be taken to the next stage
- A rural fleet transformed

- Helping local communities to tackle the climate emergency
- Chance to help shape councils' final parking strategy
- Councils urge 'joined-up thinking' over energy infrastructure in the east
- Changes to Building Regulations
- Mid Suffolk Chairman shows support for children and teenagers with ASD (Autism Spectrum Disorder)

Cllr Norris referred to another closure of the A14 which is imminent, but which should not impact on Needham Market as other closures have in the recent past.

Cllr Mason raised a question regarding road works and road closure notices affecting the town. Cllr Norris undertook to follow them up and advise accordingly.

The members of public present had no questions to raise.

C047/22 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

The Mayor reported attending:

Period 2 nd to 5 th June:	Attended all Platinum Jubilee celebratory events in the town with several Town Councillors and the Platinum Jubilee working group.
Thursday 9 th June	Attended Suffolk Library Awards evening.
Saturday 11 th June	Attended and opened Tom Coomber's Art Studio.
Sunday 12 th June	Attended the Service to celebrate the Queen's Platinum Jubilee in the cathedral in Bury St Edmunds.
Wednesday 6 th July	Attended the monthly Chinwag event in the Community Centre and presented the group with last year's charity money, £1,000.
Friday 8 th July	Attended the Mayor of Ipswich Borough's "At Home" held in the Ipswich Transport Museum.
Sunday 17 th July	Attended the Stowmarket Civic Service and Reception in Stowmarket parish church.

The Deputy Mayor reported attending the Raft Race, held at Needham Lake on Sunday 5th June as part of the Queen's Platinum Jubilee celebrations, where he presented prizes to the participants.

C048/22 To receive a report from Council's Civic Events Working Group.

Cllr Lea reported a meeting with the relevant parties has taken place to start discussion on arrangements for the town's Remembrance Service 2022. The Service will be held in Needham Market Community Centre on Sunday 13th November.

Cllr Mason proposed up to £250 be made available to Needham Market Community Centre in respect of food costs relating to the Remembrance Service and its uniformed attenders. Cllr J Reardon seconded the proposal. Council agreed the proposal.

Cllr Mason asked whether the Remembrance would be, as has been traditional, incorporated into a Church Service. Cllr Lea confirmed the usual approach would be taken regarding the Service with the aim it should be open and inclusive as possible.

Cllr Lea, referring to the Annual Civic Service, reported the 2022/23 Service will take place on Sunday 16th April 2023, further towards the end of the Mayoral Year than in the past.

Councillor Mason said he observed that Needham Market Scouts had sought payment for food they were dispensing at the Queen's Platinum Jubilee fun day event, held on the Camping Land on Saturday 4th June, when Council had agreed to cover all food purchase costs. Cllr Lea said

she was aware the Scouts had, in some cases, sought a donation from those attenders who received food. This should not have happened, and in the future, firmer instructions will need to be given in such circumstances.

C049/22 To adopt Council's Internal Control Document.

The Clerk referred to the Council's Internal Control Document that had been circulated prior to the meeting.

Cllr A Reardon proposed Council acknowledge the importance of its Internal Audit process and adopt the Internal Control Document. Cllr Annis seconded the proposal. Council agreed the proposal.

C050/22 To adopt Council's Risk Management Policy and Risk Assessment 2022/23.

The Clerk referred to the Council's Risk Management Policy and Risk Assessment 2022/23 document that had been circulated prior to the meeting.

Cllr Stansfield proposed Council adopt the Risk Management Policy and Risk Assessment 2022/23. Cllr Norris seconded the proposal. Council agreed the proposal.

C051/22 To consider an application for a donation/grant.

The Clerk referred Councillors to a request received from Needham Market Chinwag for financial support relating to its third-party liability insurance, the cost of which, for annual cover renewal is £126.67.

Cllr Mason proposed a grant be given to Needham Market Chinwag of £126.67. Cllr J Reardon seconded the proposal. Council agreed the proposal.

County Councillor Oakes and District Councillor Norris both confirmed they supported Needham Market Chinwag from their respective Locality Budgets.

The Clerk reminded Council of the presentation, received from the 1st Needham Market Scout Group (Rangers), made to the June meeting of the Community & Assets Committee. At that time, the Committee agreed, in principle, to provide some financial support to the Rangers in respect of their proposal to establish a 'Needham Market Nature Trail' at Needham Lake. The amount of contribution being sought was then uncertain. District Councillor Norris has since agreed to provide most of the amount required to set up the Trail, leaving a balance of £153.60.

Cllr Stansfield proposed a grant be given to the 1st Needham Market Scout Group (Rangers) in the sum of £153.60. Cllr Cave seconded the proposal. Council agreed the proposal.

C052/22 To consider replacement of the Town Council website.

Cllr J Reardon reported he has held a dialogue with a local IT provider and is actively seeking clarification of costs involved in moving and re-establishing the Council's website to another platform. He did not anticipate there would be more than modest costs involved.

Cllr J Reardon proposed Council set aside up to £200 to be used for the purpose of migrating its website to an alternative platform. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C053/22 Clerk's Report and Correspondence to be noted.

The Clerk reported formal 'Notice of a Casual Vacancy' on Council is currently being advertised.

C054/22 Committees

Governance & Finance Committee.

C054/22/1a 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.

The Clerk advised, in view of the interests declared by Councillors, there were insufficient Councillors present to form a quorum. Two accounts for payment were excluded from the list which enabled a quorum to exist, and a proposal/vote taken accordingly.

Cllr Mason proposed adoption of the accounts for payment. Cllr Cave seconded the proposal. Council agreed the proposal.

C054/22/1b To receive Council's Internal Audit Report 2021/22.

The Clerk referred Councillors to the Internal Audit Report which had been circulated well in advance of the meeting. Numerous recommendations made by the Internal Auditor were already being actioned.

Cllr Annis proposed Council receive the Internal Audit Report 2021/22. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C054/22/1c To agree and adopt Council's Financial Regulations.

The Clerk referred Councillors to the Financial Regulations document which had been circulated well in advance of the meeting.

Cllr Annis proposed Council adopt the Financial Regulations. Cllr Stansfield seconded the proposal. Council agreed the proposal.

C054/22/1d To receive a report from the Committee Chairperson.

Cllr Annis referred to Council's Income & Expenditure Statement, to 30th June 2022, which was circulated to all Councillors prior to the meeting and a copy of which will be appended to the Minute Book.

Cllr Annis confirmed the next meeting of the Governance & Finance Committee will be held on Tuesday 9th August at 7pm in Needham Market Community Centre.

C054/22/2 Community & Assets Committee.

C054/22/2a To receive a report from the Committee Chairperson.

Cllr A Reardon reported a new clothes bank will be located on the Town Council's Barretts Lane car park. The purpose of the clothes bank is to raise funds for the East Anglian Air Ambulance Charity.

The Clerk referred Councillors to the financial situation relating to the Skate Park Committee proposal to create a skate park on Crowley Park. A significant shortfall in funding was present. The timescale in which the Council can draw down funding from its grant agreed by Sport England is not achievable and the Council remains in the position it will not place an order for the skate park until all the funding required is in place. That requirement is not accepted by the Skate Park Committee despite the numerous occasions on which it has reiterated to them.

The Council agreed a resolution which acknowledged the position between the Council and the Skatepark Committee reported by the Clerk. The Clerk has subsequently advised the proposal on which the resolution was made was sufficiently unexpected that it did not comply with the Council's Standing Orders and, in agreement with the Council's Chairperson, the resolution will not be recorded.

Cllr Annis reported the verge on Barretts Lane parallel to Crowley Park and the hedge boundary of the Burial Ground with Barretts Lane will both require cutting back.

Cllr Lea said she is aware of a call for a vehicle Speed Indicator Device (SID) to be located on the B1078 Coddensham Road. County Councillor Oakes advised the siting of any SID requires a straight road approach of 100m. The provision of SIDs and their locating is to be discussed at Council's next Community & Assets Committee meeting (17th August).

C054/22/3 Planning Committee.

C054/22/3a To receive a report from the Committee Chairperson.

Cllr O'Shea reported the monitor on which Planning Applications can be viewed by all at Planning Committee meetings has improved its decision-making process.

C054/22/3b To receive a report on the review of the Needham Market Neighbourhood Plan.

Cllr O'Shea referred to a dialogue which is due to take place with the Mid Suffolk District Council Planning Service in which agreement will be sought on how the NMNP is to be interpreted and used in both Councils approach to decisions. It is considered any opportunity to engage with developers, prior to submission of planning applications, will be desirable.

The Meeting closed at 8.50pm.

Chairperson Date