

## **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 18<sup>th</sup> May 2016 at 7:30pm.

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

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

### **C083/16 To confirm the Town Mayor/Chairman of Council for 2016/2017.**

Cllr M Spurling proposed Cllr Stansfield. Cllr D Campbell 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 2016/17.

Cllr Lea passed the Chair and Chain of Office to Cllr Stansfield.

### **C084/16 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 Chair of Council and Town Mayor for the coming year.

Cllr Stansfield said he will be fundraising throughout the year for two charities. Firstly, the Needham Market First Responders and secondly, the East Anglian Air Ambulance.

Cllr Stansfield concluded by thanking Cllr Lea for her amazing energy, vibrancy and conduct throughout her successful past year in Office.

### **C085/16 To receive Councillor's Apologies for Absence:**

Cllr RP Darnell - Holiday

Cllr D Spurling - Unwell

### **C086/16 To witness Councillors Declarations of Acceptance of Office.**

There were no declarations necessary.

### **C087/16 To elect the Deputy Town Mayor/Deputy Chairman of Council for 2016/2017.**

Cllr Oakes proposed Cllr R Campbell. Cllr Phillips seconded the proposal.

There being no other proposal and on being put to the vote, Council unanimously elected Cllr R Campbell to Deputy Town Mayor and Deputy Chairman of Council for 2016/17.

### **C088/16 To witness The Deputy Town Mayor's Declaration of Acceptance of Office.**

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

### **C089/16 To confirm the Minutes of the meeting held on Wednesday 4<sup>th</sup> May 2016.**

The Minutes of the meeting of Wednesday 4<sup>th</sup> May 2016 were accepted as a true and correct record and signed by the Chairman.

### **C090/16 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

Cllr R Campbell – Planning Matters

Cllr JE Lea – Accounts for Payment  
Cllr MG Norris – Accounts for Payment and Planning Matters  
Cllr KMN Oakes – Accounts for Payment (Community Centre)  
Cllr M Spurling – Accounts for Payment  
Cllr X Stansfield - Accounts for Payment (Community Centre)

**C091/16 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.**

County Councillor Truelove had provided her Annual Report, which was tabled and a copy of which will be attached to the Minute Book. It included reference to:

- Budget Setting – level of savings targeted over the next two years totals £73m
- Devolution Proposals – joint plan proposed for Suffolk, Norfolk, Cambridgeshire and Cambridge rejected by the latter two authorities
- New Model of Policing Launched – changes introduced from 1<sup>st</sup> April including staff reductions and envisaged benefits
- County Council Debates – recent motions subject of debate
- Road Closures – projects which caused prolonged periods of concern and the need for more effective communication and better timing
- Education Issues – increase in qualification achievement across Suffolk of 2.08% over previous year and Suffolk now sits in 106<sup>th</sup> place out of 151 local authorities
- Locality Grant Budget - £2,000 awarded to most parishes in the County Council Division for procurement of a defibrillator 'package'
- Conclusion – thank you to the Town Council and the Town Clerk for their support over the past year

Cllr Phillips asked if there is any news on the future use of the Needham Market Middle School site. County Councillor Truelove replied that whilst she is not in a position to provide specific details, she is pleased to be able to confirm the 'Community Hub' which it is proposed should be an outcome of future use, will form part of the future plan for the site.

**District Councillors' Report.**

District Councillor Marchant congratulated Cllr Stansfield on his appointment to Mayor and Chairman of Town Council and Cllr R Campbell to Deputy Mayor and Deputy Chairman, for 2016/17.

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:

- Commercial Waste Service – details of who qualifies for and, the cost of the new glass collection service
- Joint Strategic Plan 2016-2020 – refreshed Joint Strategic Plan approved by Mid Suffolk and Babergh Councils
- Chief Executive – Charlie Adan is taking up a new post at Kingston upon Thames
- Developer Contributions to Town Council – guidance document to be produced
- Tourism Development – Action Groups being organised to develop tourism
- Composting – bins available at a special price
- New Leader – Cllr Nick Gowrley is Mid Suffolk's new Leader
- First New Council House for 20 Years – first of 65 Council homes to be built by Mid Suffolk tenanted on 26<sup>th</sup> April

There was no Police report.

The member of public had no question to raise.

**C092/16 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 Lea reported she had attended:

Wednesday 4 <sup>th</sup> May	Chairman of Suffolk County Council Reception at Haughley Park.
Thursday 12 <sup>th</sup> May	Farewell party for Eric and Ann Cross in the Community Centre and presented the Town Council's gifts to them.
Sunday 15 <sup>th</sup> May	Mayor's Sunday at Aldeburgh
Monday 16 <sup>th</sup> May	Presided at the unveiling of the History Plaques on the Monolith on Jubilee Crescent

Cllr Lea added:

**RETIRING MAYOR'S ADDRESS TO COUNCIL**

It has been a great honour for me to serve Council as its Chairman and the Town as its Mayor throughout the past year. The year has been a particularly busy one both with issues in the town and the many events throughout the county.

I held several successful events during the year to raise funds for my charities and these events enabled me to raise just under £3,000. I shall be granting £1,200 to the Food Bank, £600 to the Needham Family Carers and £600 to the Community Centre to cover some of the room rental for the local Alzheimer's Group. The residue will be used to launch the Dementia Awareness project in the town. I would like to thank all those who assisted me in raising this sum of money. I would also like to record my thanks to my husband who has driven me round the county to many events and who has sampled a vast variety of orange juice available at these functions. I would also like to record my thanks to our clerks and particularly Kevin, our Town Clerk, for the support and guidance he has given me throughout the year.

All that is left is for me to wish my successor, Councillor Stansfield, a very happy and successful year of office.

The Deputy Mayor reported attending:

Monday 16 <sup>th</sup> May	Unveiling of the History Plaques on the Monolith on Jubilee Crescent
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**C093/16 To agree Section Responsibilities for 2016/2017**

The Clerk asked Council to consider the postponement of allocation of section responsibilities whilst a prompt review of Sections is undertaken, to be led by the Finance and General Purposes Section.

Council agreed to the Town Clerk's request.

**C094/16 To elect the Chair of the Finance and General Purposes Section**

Cllr Phillips proposed Cllr Annis. The proposal was seconded by Cllr M Spurling. There were no other nominations. Council agreed the proposal.

**C095/16 To confirm the Members of the Employment Committee**

Cllr Phillips 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 Ward seconded the proposal. Council agreed the proposal.

**C096/16 To appoint SALC representatives for 2016/2017**

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

**C097/16 To confirm the appointment of the Internal Auditor**

The Clerk informed Council the appointment of an Internal Auditor is being negotiated and confirmation will be added to a future Council agenda.

**C098/16 To appoint representatives on the Community Centre Management Committee**

Cllr Lea proposed Cllr Ward be re-appointed. Cllr Oakes seconded the proposal. Council agreed the proposal.

**C099/16 To appoint representatives on the Needham Market Neighbourhood Watch Committee**

Cllr Ward proposed Cllr Norris and Cllr Oakes be appointed. Cllr Lea seconded the proposal. Council agreed the proposal.

**C100/16 To appoint Emergency Contacts**

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

**C101/16 To consider any matters raised at the Annual Town Meeting held on 25<sup>th</sup> April 2016.**

The Clerk reported that there were no matters raised.

**C102/16 Clerk's Report and Correspondence to be noted**

1. *Actions from Town Council Meetings 06.04.16 and 04.05.16:*

**C060/16** – Write to the Suffolk PCC – (Outstanding)

**C080/16** – Details of EC leaving event sent to Councillors 5<sup>th</sup> May

2. *Issues:*

- Network Rail Level Crossing Reduction Strategy – letter received 13<sup>th</sup> May

3. *Correspondence to be noted:*

- Letter received 12<sup>th</sup> May from Citizens Advice Mid Suffolk (Stowmarket) thanking the Town Council for its grant of financial assistance towards their running costs.
- Letter received 17<sup>th</sup> May from Needham Market Neighbourhood Watch thanking the Town Council for its grant of financial assistance towards their meeting room hire costs.

The Clerk reported on an update paper on the Needham Market Neighbourhood Plan, which had been worked up between Council's Planning Consultant, Cllr Stansfield and he, in response to a request received from Suffolk Association of Local Councils (SALC). SALC is preparing a statement to be submitted to the National Association of Local Councils, on the plight of local councils located in the Mid Suffolk District and including Needham Market, who are unable to conclude their Neighbourhood Plans in the absence of a District Council Local Plan and a District Council 5-year Housing Land Supply Policy. The objective is to bring the issue to the attention of Central Government.

The Clerk added the update paper includes conclusions on what could be done pending finalisation of the town's Neighbourhood Plan. In particular, the conclusions suggest a memorandum of understanding should be sought with the District Council on what approach should be taken towards Planning Applications for residential development in Needham Market prior to finalisation of the Neighbourhood Plan plus, clarity on the administration and distribution of the Community Infrastructure Levy (CIL).

Cllr Lea proposed Council's position on the Needham Market Neighbourhood Plan be taken forward according to the update papers conclusions. Cllr Ward seconded the proposal. Council agreed the proposal.

Cllr Norris said the District Council does not have the information needed by the Town Council and therefore no answers to the Town Council's questions would be forthcoming. Cllr Stansfield responded by clarifying the information long-awaited from the District Council and now known will not be available for some time, is not the issue on which contact and agreement with the District Council will be sought. Contact is necessary to try and establish a 'holding position' in the meantime, which will be preferable to the Town Council having to continue to sit on its hands and simply wait. Cllr Ward, agreeing with Cllr Stansfield, added the Town Council must put down a marker to try and ensure the respective Council's work together to strive to make the best of an otherwise unfortunate standpoint.

### **C103/16 SECTIONS**

#### **C103/16/1 Finance/General Purposes**

##### **C103/16/1a 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 Phillips proposed Council adopt the accounts for payment. Cllr Ward seconded the proposal which Council agreed.

##### **C103/16/1b To receive a report from the Section Leader.**

Cllr Annis pointed Councillors to the Council's Annual Audit Statement and End of Year Accounts for 2015/16, copies of which were tabled and are for adoption at Council's next meeting (1<sup>st</sup> June). Any questions, in the meantime, to be directed to either Cllr Annis or the Town Council Office.

Cllr Annis reported a meeting of the Finance and General Purposes Section will be held at 10am on Tuesday 7<sup>th</sup> June, in the Town Council Office with all Section Leaders and/or Deputy Section Leaders welcome to attend.

Cllr Phillips referred Councillors to a meeting, held on 10<sup>th</sup> May, of the Trustees of Needham Market Institute on which he is Council's nominated Trustee and, Minutes from that meeting copies of which were tabled.

#### **C103/16/2 Recreation & Sport**

##### **C103/16/2a To confirm arrangements for the first meeting of the Section**

Cllr Phillips said he would shortly be sending notice of a Section meeting to Section members.

Cllr Phillips reported a new mat has been procured and will be installed at the front entrance to Crowley Park Pavilion. It will be sunk into the existing entrance surface to avoid creating a trip hazard.

Cllr Phillips also advised a skip is to be hired to dispose of items currently held in the Crowley Park former football clubhouse which will result in further secure storage space being available at the park.

#### **C103/16/3 Town Property and Services**

##### **C103/16/3a To confirm arrangements for the first meeting of the Section**

Cllr Oakes confirmed a meeting of the Section will take place at 7pm on Tuesday 31<sup>st</sup> May in the Town Council Office.

#### **C103/16/4 Newsletter and Communications**

##### **C103/16/4a To confirm arrangements for the first meeting of the Section.**

Cllr Lea confirmed a meeting of the Section will take place on Wednesday 25<sup>th</sup> May at 7pm in the Town Council Office and asked if Section members would have a look at Council's website in the meantime and report any items which need updating at the Section meeting.

**C103/16/5 Planning**

**C103/16/5a To confirm arrangements for the first meeting of the Section.**

Cllr Stansfield confirmed that a meeting of the Planning Section will be held on Tuesday 31<sup>st</sup> May at 7:15pm in the Town Council Office.

**C103/16/5b To receive Planning Decisions**

Cllr Stansfield reported no following planning decisions had been received.

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

**C103/16/5c To consider Planning Applications**

Cllr Stansfield reported the following planning application had been received:

**1185/16 – Hill House, Hill House Lane – Alteration, conversion and extension of existing single storey outbuilding presently used in association with a dwelling to provide 1 no separate dwelling.**

Cllr Stansfield informed Council the application is for Listed Building Consent and complimented Planning Application no. 1183/16, which Council has resolved to support albeit on the condition the District Council’s Heritage Officer is involved in the decision on the application. In the event, the now received Listed Building Consent application includes a Heritage Statement. On that basis Cllr Stansfield proposed Council support the application. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr R Campbell returned to the meeting.

**C103/16/6 Highways, Lighting and Footpaths**

**C103/16/6a To confirm arrangements for the first meeting of the Section.**

Cllr Norris confirmed a meeting of the Section will take place at 10am on Monday 23<sup>rd</sup> May in the Town Council Office.

Cllr Norris also confirmed a meeting of the Strategic Planning Working Group will take place on Friday 20<sup>th</sup> May at 10am in the Town Council Office.

**C104/16 Questions under Standing Order 40.**

Cllr Mason asked if Councillors were aware of the heavy goods vehicle traffic which persists along Quinton Road/Foxglove Avenue. Councillors agreed the matter should be discussed as an agenda item at Council’s next meeting (1<sup>st</sup> June).

**The Meeting closed at 8:46 pm**

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