

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 4th September 2019 at 7:30pm.

Present: Cllr D Campbell (In the Chair), Councillors; BE Annis, JE Lea, I Mason, MG Norris, M Ost, M O'Shea, P Potter, M Spurling and X Stansfield.

Apologies for Absence:

Cllr C Campbell – Work Commitment
Cllr RP Darnell – Family Commitment
Cllr S Phillips - Incapacitated

Suffolk County Councillor Kay Oakes (attending Somersham PC)

In Attendance: Mid Suffolk District Councillors Mike Norris and the Town Clerk.

The Chairman announced he had received notice of resignation from Cllr Dawn Spurling. Councillors expressed their gratitude for Dawn's contribution to the Town Council whilst a Member.

C150/19 To confirm the Minutes of the Town Council Meeting held 21st August 2019.

The Minutes of the Town Council Meeting held Wednesday 21st August 2019 were confirmed and signed by the Chairman.

C151/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis – Accounts for Payment (Community Centre)
Cllr D Campbell – Accounts for Payment
Cllr MG Norris – Planning Matters
Cllr M Spurling – Accounts for Payment
Cllr X Stansfield - Accounts for Payment (Community Centre)

C152/19 To receive reports from the County Councillor, District Councillors and to take questions from members of the public

There was no County Councillor report.

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

Draft Joint Local Plan Consultation Continues

Over the past month Mid Suffolk and Babergh have held 9 public events discussing the draft Joint Local Plan with residents, with 11 more planned this month before the consultation ends on 30 September.

The draft Joint Local Plan proposes a set of planning policies that will be used to inform decisions on planning applications and appeals over the next 18 years, up to 2036. Residents can take part online, or by visiting one of 18 public consultation events planned across the two districts. Find out more on the MSDC website.

Gateway 14 expansion set to deliver multi-million pound boost for region

Mid Suffolk District Council's subsidiary company Gateway 14 Ltd has completed the purchase of a key site at Stowmarket East, unlocking development plans and a potential multi-million-pound boost for the local economy. Read the full story online.

Crews bed-in to new collection routes

Thank you to all residents for their patience while the transition took place to the new collection rounds. This was a huge undertaking for the waste team, as well as an essential step to make the routes more fuel efficient, ensure MSDC has the capacity to meet future home growth and to reduce the environmental impact in line with MSDC's climate change ambitions. The crews are bedding into their new routes with the support of the team.

If you have any questions about the collection day changes please visit the FAQs on the MSDC website or alternatively, get in touch with the waste team via the website.

C153/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

There were no activities to report.

C154/19 To receive a report from the Needham Market Neighbourhood Plan Working Group.

Cllr D Campbell reported a meeting with the Town Council's Neighbourhood Plan Consultant is scheduled for Friday 6th September at 10am to discuss the way forward. All Councillors are welcome to attend the meeting.

C155/19 Clerk's Report and Correspondence to be noted.

1. Actions from Town Council Meeting 21.08.19

- **C144/19** – Withdrawal of 89/89a bus route – First Group Buses to be contacted

2. Issues:

- Town Council Casual Vacancy – Call for election period ends 20th September
- Ash Dieback – update

3. Correspondence to be noted:

None

C156/19 SECTIONS

C156/19/1 Finance/General Purposes

C156/19/1a 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 Lea proposed adoption of the accounts for payment. Cllr Mason seconded the proposal. Council agreed the proposal.

C156/19/1b To receive a report from the Section Leader

Cllr Annis presented the Notes below, from the meeting of the Finance & General Purposes Section held 27th August, which were tabled and a copy of which will be appended to the Minute Book.

Minutes The minutes of the Section meeting held on the 3rd June 2019 were adopted by the Town Council at the council meeting held on the 5th June 2019.

Review of the Town Council's Financial Management

The External Audit was currently being carried out and to date there were no matters which had given rise for concern.

The Internal Audit had been carried out by SALC. The Audit had highlighted some matters of concern relating to the overall governance of the Town Council, and it was noted that these matters would be addressed during the review of the Town Council Standing Orders. The review of the Standing Orders would be carried out in the autumn.

Investments. There had been no change to the Town Council's Investments. No questions were raised.

The Town Council Risk Assessment

The Town Clerk kept the Town Council Risk Assessment under constant review. This covered the 17 sections of Council activities. The question of the numbers of attendees at the Parish Church for the Annual Remembrance Service was discussed. What was considered safe and whose responsibility was it? It was agreed that this subject should be dealt with by the Civic Event Group of the Town Council.

Town Council Insurances

The Town Council insurances had been reviewed and brought up to date and it was agreed that adequate cover was in Place.

The Needham Market Institute and Club

A standard form of application for funding from the monies resulting from the sale of the premises was available. It was understood that the decisions regarding the distribution of funds would be considered in late October. It was noted with disappointment that the Trustees of the Institute appeared not to have followed the Charity Commission's guidelines which covered ALL charitable bodies, regardless of whether they were registered charities or not.

Review of the Town Council's Priorities for Funding

The meeting discussed the various projects which were currently under consideration or are in the process of being delivered.

Barratts Lane Toilets £20,000

Christmas tree lights – alterations to the lamp standards electric supply £200 per column £3,600

Town Signs - County Council sponsorship plus some Town Council input. Say £1,500

Web site - £3,500 spent and £3500 still outstanding.

Crowley Park Fencing - £13,000 up to £28000 depending upon the design. The possible use of S106 money was being discussed with the MSDC and a decision was awaited.

Employment of a toilet cleaner / assistant to the Town Warden £10,000

Highways and Lighting – up to £3000 (already in the budget)

The meeting was appraised of the situation regarding the Community Café and the proposed extension to the Community Centre to accommodate it. It is hoped that the Town Council will appreciate the value of the Café and will support the project.

These financial matters would of necessity be included in the new budget for the year 2020/2021 and would be further discussed at the next F and G P meeting.

The meeting considered the current policy for the consideration of Town Council grants and donations and agreed no change was necessary at this stage.

Strategic Planning and the Neighbourhood Plan

The effect of the resignation of the Leader of the Neighbourhood Plan Section was considered. Because there was to be a meeting later that evening, this meeting agreed to recommend that it was a job which was too demanding for a single person and that there should be a collective group approach to the problem. There was no Town Council officially signed document appointing the Planning Consultant at present. The Town Clerk would contact the Consultant to obtain a copy of the agreed terms of contract and arrange for an officially signed agreement to be produced. It was noted that only the Town Clerk in his capacity as the official officer of the Council is able to sign an official Town Council agreement. The financial implication of the appointment a consultant needs clarification. The meeting was given to understand that the cost of employing her was covered by a grant from AECOM, but this needs clarification, and the Town Clerk would investigate. The proposed employment of an administrative assistant for the Neighbourhood plan would be a subject for the Employment Committee. They would take into consideration the reduced workload of the Assistant Town Clerk following the very successful appointment of a Newsletter editor. It could be that the work of a proposed new administrative assistant could possibly be undertaken internally.

Section Leaders Issues

Town Property The F and G P Section wanted to see the Public Toilet project proceeded with as a priority. The work to erect the Town signs and to update the street lighting columns for the Christmas trees was in hand.

Highways and Lighting No specific report but the meeting was appreciative of Cllr. Norris's actions in keeping the Council appraised of road closure etc. Any proposed expenditure was within the current budget.

Newsletter and Communications The F and G P Section acknowledged the success of the revised format of the Newsletter and the work which Councillor C. Campbell had accomplished. Consideration was being given to increasing the advertising rates. Councillor Lea suggested the

Newsletter should be put forward for some form of award, and she would look into the possibility. The new website was nearing completion with a total cost of £7,000

Planning The Section had no current financial implications for the Council

Recreation and Sport. The Section was involved in the proposed improvements to Crowley Park. The skateboard facility was well advanced and awaiting funding. The new pavilion project was still in the planning stage. Quotations for the permanent fencing along Barretts Lane had been received, and the decision as to which design and how it would be funded has yet to be made.

Strategic Planning- Neighbourhood Plan. See the previous discussion.

Civic Events Management Group. The membership of the group was confirmed as Cllrs. Lea. Stansfield and Annis, together with the current Town Mayor. Cllr. Phillips had called a meeting of the group. They had discussed the Civic Service and the arrangements for the Remembrance Service. The Remembrance Service would be held in the Parish Church this year.

Any Other Business No matters were raised

Date, location and timing of the next meeting. It was agreed that the next meeting would be held on Tuesday 12th November 2019 at 10.00am in the Town Council office. The budget for the financial year 2020/2021 would be considered at that meeting. It was further agreed that the next meeting after that would be on Tuesday 13th February 2020, also in the Town Council office at 10.00 am.

Cllr Annis proposed Council adopt the Notes from the 27th August meeting. Cllr M Spurling seconded the proposal. Council agreed the proposal.

Cllr Annis proposed, in view of the Town Council's financial position as referred to in the Notes from the 27th August meeting, the Clerk be instructed to write to the Needham Market Railway Station Access for All Campaign to confirm their request for a financial contribution is to be discussed further at the next meeting of the Finance & General Purposes Section as part of Council's Budget Setting process for 2020/21. Cllr Mason seconded the proposal. Council agreed the proposal.

Cllr M Spurling thanked the Town Council for its support in dealings with Mid Suffolk District Council regarding the rebuilding/re-provision of the Community Café. He added former Town Councillor Dawn Spurling is following up Mid Suffolk District Council's offer to contribute up to £150,000 towards the project.

C156/19/2 Recreation & Sport

C156/19/2a To receive a report from the Section Leader.

Cllr D Campbell referred Council to the Notes below, produced by Cllr Phillips, from the Section meeting held on 27th August, which were tabled and a copy of which will be appended to the Minute Book.

The main purpose of the meeting was to gain the Section's permission to investigate the type of fencing and the ways to raise the necessary funds to complete the works.

It was agreed by the Section that it would be a one-off expenditure and therefore the best that could be purchased and the most durable would be the best option.

It was agreed that the Section Leader would make enquiries and report back to Council.

C156/19/3 Town Property and Services

C156/19/3a To receive a report from the Section Leader

Cllr Lea reported a large commercial waste bin has been placed outside a business premises on the High Street and described it as being inappropriate to be located there, particularly being within the Conservation Area and opposite St John the Baptist Church. Cllr Norris agreed to raise its location with the Mid Suffolk District Council Conservation Officer.

Councillors discussed abuse of the 2-hour maximum period allowed for vehicles to be parked on the High Street public car park. Cllr Lea agreed to refer the issues discussed to the next meeting of the Town Property and Services Section.

C156/19/4 Newsletter and Communications

C156/19/4a To receive a report from the Section Leader

Cllr D Campbell reported a Section meeting will be held on Monday 9th September at 6pm in the Town Council Office.

C156/19/5 Planning

Cllr Stansfield reported no Planning Section meeting had been held on Monday 2nd September due to lack of relevant business.

C156/19/5a Planning Decisions and other Notices received

Cllr Stansfield reported no Planning Decisions or Notices had been received.

C156/19/5b Planning Applications Received

Cllr Stansfield reported the following planning application had been received:

DC/19/03952 – 10 Crown Street - Erection of single storey rear extension following demolition of existing conservatory.

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

C156/19/5c Planning Report

Cllr Stansfield reported the Planning Section will next meet on Monday 16th September in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

C156/19/6 Highways, Lighting and Footpaths

C156/19/6a To receive a report from the Section Leader

Cllr Norris reported he has received advice from Suffolk County Council Highways regarding high-visibility pedestrian crossing beacons. An example showed how suggested enhanced beacons can include LED lighting and that they can be purchased at approximately £1,400 each plus fitting costs. An accurate costing of replacing existing beacons is awaited. Councillors expressed astonishment at the cost of such relatively simple lighting equipment.

The Clerk referred to existing high-visibility pedestrian crossing beacons located in other urbanised locations and agreed to forward examples to Cllr Norris.

C157/19 Questions under Standing Order 40.

Cllr Annis asked if Councillors were aware Council has yet to formally consider the recording of Town Council meetings and this issue should be included on a future Town Council agenda.

Cllr Annis asked if Councillors were aware of the forthcoming Murder Mystery melodrama to be performed at Needham Market Community Centre on Friday 6th and Saturday 7th of September.

The Meeting closed at 8:10pm.

Chairman **Date**