

## **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 5<sup>th</sup> February 2020 at 7:30pm.

**Present:** Cllr S Phillips (In the Chair), Councillors; BE Annis, RP Darnell, JE Lea, MG Norris, M O'Shea, M Ost, J Reardon and X Stansfield.

### **Apologies for Absence:**

Cllr I Mason – Holiday

Cllr M Spurling – Working

Suffolk County Councillor Kay Oakes (attending Somersham Parish Council)

**In Attendance:** Mid Suffolk District Councillors Mike Norris and Steve Phillips, one member of public and the Town Clerk.

### **C010/20 To confirm the Minutes of the Town Council Meeting held 15<sup>th</sup> January 2020.**

The Minutes of the Town Council Meeting held Wednesday 15<sup>th</sup> January 2020 were confirmed and signed by the Chairman.

### **C011/20 To receive Councillors' Declarations of Interest for Matters on the Agenda.**

Cllr BE Annis - Accounts for Payment (Community Centre)

Cllr MG Norris – Planning Matters

Cllr X Stansfield – Accounts for Payment (Community Centre)

### **C012/20 To receive reports from the County Councillor, District Councillors and to take questions from members of the public**

County Councillor Kay Oakes had provided a report, which was tabled and a copy of which will be appended to the Minute Book. The report headlines were:

- A Statement from Councillor Matthew Hicks, Leader of Suffolk County Council, on the Ipswich Northern Route
- New permit scheme aims to address roadwork disruption
- Don't let your waste be fly tipped
- Date agreed for plans to tackle Suffolk's parking problems

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

- A new Joint Area Parking Management Plan (JAPMP) which sets out the blueprint policies for parking across Babergh and Mid Suffolk – is set to be considered by councillors next month.
- A £2.2m development and refurbishment at Mid Suffolk Leisure Centre in Stowmarket – including an extension to the existing building – is set to be considered by councillors next month.

The member of public present had no question to raise.

### **C013/20 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.**

None to report.

### **C014/20 To receive a report from the Needham Market Neighbourhood Plan Steering Group.**

Cllr Stansfield reported the public responses to the REG14 Pre-submission consultation had tailed off and new posters will be going on the town's notice boards plus information would be added to social media to encourage further public responses.

**C015/20 To confirm the Annual Budget and agree the Council Tax Precept for 2020/21.**

Cllr Annis referred Councillors to the Annual Budget for 2020/21, which had been agreed at the same amount as for 2019/20 £123,500 and, a spreadsheet produced by the Clerk, previously circulated, that set out a range of options regarding the setting of the Council Tax Precept for 2020/21. He pointed to the impact of each option on Council's reserve funds and advised it is not sustainable to constantly support budgets by drawing from reserve funds. The reserve funds had diminished by £7,660 over the previous five fiscal periods and therefore he recommended a Council Tax Precept that will start to reverse that position.

Cllr Annis proposed a Council Tax Precept for 2020/21 of £125,029 which would increase the Town Council's Council Tax (Band D) by 3.9% and allow for a transfer to reserve funds of £1,529. Cllr Lea seconded the proposal. Council agreed the proposal.

**C016/20 To consider co-option to the Casual Vacancies on the Town Council.**

Cllr Phillips referred Councillors to an Expression of Interest received from Mr Paul Wright. A summarised copy of the Expression of Interest had been circulated to Councillors prior to the meeting.

Cllr Norris proposed Paul Wright be co-opted to fill one of the Casual Vacancies on the Town Council. Cllr Darnell seconded the proposal. Council agreed the proposal.

**C017/20 To receive and confirm the Council's Risk Assessment 2020.**

Cllr Annis referred Councillors to item 6 on the Notes of the Finance & General Purposes Section meeting held on 4<sup>th</sup> February. The Finance & General Purposes Section had received a report from the Clerk confirming the Risk Assessment had been concluded and mandatory matters such as proof of public indemnity cover had been obtained from relevant bodies. It is anticipated the scope of the Risk Assessment will expand during 2020 to include Council's new public toilet facility plus proposed changes due to take place on Crowley Park.

Cllr Lea proposed Council adopt the Council's Risk Assessment 2020. Cllr Stansfield seconded the proposal. Council agreed the proposal.

**C018/20 Clerk's Report and Correspondence to be noted.**

*1. Actions from Town Council Meeting 15.01.20*

- C003/20 – Badley Bridge railings referred to F& GP 4.02.20

*2. Issues:*

- Bosmere Primary School – is to change to an Academy on 1<sup>st</sup> May 2000 (convert to Academy status and join the Children's Endeavour Trust – a large multi-academy Trust). Consultation has been taking place at 4 other Junior Education schools in Stowmarket/Stowupland to the same end.

*3. Correspondence to be noted:*

- Email dated 17<sup>th</sup> January from the 'Yellow Fish Project along the River Gipping' looking for meetings/events to attend.

The yellow fish scheme is an Environment Agency project that builds on an international approach to protecting the environment. It involves stenciling a yellow fish symbol beside drains to remind people that any waste entering them may go directly to the nearest stream, river, lake, canal, beach or bathing water - causing pollution and killing wildlife.

## **C019/20 SECTIONS**

### **C019/20/1 Finance/General Purposes**

#### **C019/20/1a 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. Cllr Ost seconded the proposal. Council agreed the proposal.

#### **C019/20/1b To receive a report from the Section Leader**

Cllr Annis presented the following Notes from the meeting of the Finance & General Purposes Section held on Tuesday 4<sup>th</sup> February 2020, which were tabled and a copy of which will be appended to the Minute Book:

1. **Apologies for Absence** Councillor M. Norris.
2. **The Minutes** of the meeting of the F and G P Section held on the 12<sup>th</sup> November 2019 were adopted by the Town Council meeting held on the 20<sup>th</sup> November 2019
3. **Consideration of the Council Tax Precept and the Council Tax setting for the financial year 2020 / 2021.**

After a full discussion it was agreed to recommend to the next Town Council meeting that the Council Tax for Needham Market be raised by 3.9 %. This would have the estimated effect of covering the agreed budget of £ 123,500 and transferring £ 1,529.03 to the reserves.

4. **Consideration of the allocation of grants and donations for the current financial year.**

Of the agreed budget of £5000 it was agreed to raise the core grant to the CAB to £2500 and to raise the grant for the minibus drivers to £1150. The Mayor's discretionary grant would remain at £2000 and would be available to cover miscellaneous grant applications throughout the year.

5. **Review of the Town Council's Financial Management**

The current expenditure is within the agreed budget. The Town Clerk is continuing to investigate ways of making savings wherever possible. No matters of concern were raised concerning Town Council finances.

6. **Review of the Town Council Risk Assessment**

The Town Clerk is continuing to keep the Risk Assessment up to date in view of the changing situation in respect of the new public toilets and the projected developments on Crowley Park. The necessary revisions to the document are in hand. The Council's Insurance Policy is up to date and covers all aspects of the Risk Assessment. A copy of the current Risk Assessment is available in the office.

Thanks were expressed to the Clerk for maintaining the Risk Assessment.

7. **To review the Equal Opportunities Policy and Workplace Safeguarding Policy**

The Town Clerk is undertaking a review of these policies together with other policies relevant to the work of the Council by comparing those published documents which are available and used by other councils. He will report back, giving details of his recommendations and the details of those policies which are applicable, and which should be adopted by this Council

**8. To receive a report on the progress of updating the Council's Standing Orders and Policies.**

The latest model of Standing Orders for local councils is being used as the basis of the revision of the Needham Market Town Council's document. Work is in hand, and when the document is published and adopted, all councillors will be asked to sign their agreement to abide by these new Standing Orders. The document will outline the governance under which the Council operates.

It was proposed and agreed that the title of Finance and General Purposes Section of the Town Council should be changed to the Finance and Governance Section.

**9. Employment Committee Report.**

It was agreed that the terms of reference of the Employment Committee should be made clear to all councillors. The Employment Committee exists to monitor and look after the welfare of the council's employees. It is possible for the work of this committee to be incorporated within the framework of the Finance and Governance Section.

There were no other matters raised regarding employment.

**10. To consider implementing an induction process for new councillors.**

It was considered important that new councillors were made aware of the governance under which the Town Council operates. To this end it was vital that the revised Standing Orders are in place. Until such time as the revised document is in place, the introduction should be based upon the existing Standing Orders.

**11. Consideration of the financial matters raised by Section Leaders.**

**Town Property.** Councillor Lea reported the Section had money in hand but pointed out the many projects upon which the section had embarked. viz. Public toilets, Barretts Lane Corner refurbishment, War Memorial and Lych gate, Cycle racks, Town signs, Electric car charging points. It was hoped to progress all these at some stage during the year. A report on the state of the church clock tower had been received and the grey area as to the responsibility between the clock and the fabric of the building surrounding it was discussed. It was agreed to await the cost of the improved access to the clock and bell-chamber before any decision was made. Currently the clock chiming was in need of repair, and only the quarter hours were functioning.

An inventory of town property was required at some stage.

**Recreation and Sport.** Councillor Phillips reported a meeting was arranged with the skateboard committee to discuss finance and siting. The location of the outdoor gym and its cost would also be considered. The fencing adjacent to Barretts Lane was still the subject of S106 agreement with the District Council. Further work on the potholes in the car park was necessary, but the current users of the car park for driving instruction could help with this.

**Highways and Lighting** Councillor Norris had submitted a written report to Council for Wednesday's meeting.

**Newsletter and Communications** Councillor Phillips reported that the publication of the Newsletter was being managed successfully with the cooperation of Gipping Press. The Section budget had been exceeded, mainly because of the high cost of the new web site. Currently the web site was not being used. Savings had been introduced by modifying the amount of colour used in Newsletter production.

**Planning** Councillor Stansfield reported that the Neighbourhood Plan was going ahead with costs which included planning consultant, advertising and public consultation costs were within the approved budget. The feasibility study had been shelved for the time being.

**12 Report from the Civic Events Working Group**

Councillor Phillips will organise a meeting in the near future, when the Group will detail a calendar of regular civic events, and the responsibilities of councillors in those events. The list will include the Civic Service, The Remembrance Service and the Operation London Bridge.

### **13 Any Other Business**

None

### **14 Date Location and timing of the next meeting**

The Finance and Governance Section will meet on Tuesday 19<sup>th</sup> May 2020 in the Town Council Office at 10.00.am.

Cllr Darnell asked what arrangements would be in place should an employee/employer grievance issue affect the Town Council. Cllr Phillips replied any grievance issue would be looked into by the Finance and General Purposes Section in its role of having an overview in such matters but it is anticipated matters that could not be resolved within the Council would be referred to an external body such as the Suffolk Association of Local Council's or Mid Suffolk District Council.

Cllr Annis proposed Council adopt the Notes, inclusive of recommendations and proposed changes, from the Section meeting. Cllr Ost seconded the proposal. Council agreed the proposal.

### **C019/20/2 Recreation & Sport**

#### **C019/20/2a To receive a report from the Section Leader.**

Cllr Phillips reported he had attended a briefing on progress being made by the Skatepark Committee with an update on their current position, design and planning of the skatepark plus, potential funding sources for the estimated £350,000-£400,000 cost of the project.

Cllr Phillips suggested play equipment to be replaced at Crowley Park could be relocated to elsewhere in the town.

### **C019/20/3 Town Property and Services**

#### **C019/20/3a To receive a report from the Section Leader**

Cllr Lea presented the following Notes from the Section meeting held on 4<sup>th</sup> February, which were tabled and a copy of which will be appended to the Minute Book:

**FINANCIAL UPDATE:** Cllr Lea reported that the Section was still within budget but there were still some issues to resolve with regard to the public toilets.

**UPDATE ON THE NEW PUBLIC TOILETS:** The water and power supplies are now in place. There is some work to be completed inside the toilet facility. The £15,000 from S106 has been received. The section considered options for improving the building and there will be a further meeting in the near future when the Clerk and the Town Warden will be able to attend to consider the details of the project. The Clerk has had no expressions of interest for the post of Deputy Town Warden and toilet caretaker. It was suggested that the Needham Lake Warden be approached to ascertain whether the cleaner of the toilets at the Needham Lake may wish to take on the caretaking of the town toilets.

**TOWN SIGNS:** The erection of these signs is in the hands of SCC.

#### **FUTURE WORKS:**

- a. **Cycle racks.** After some discussion it was agreed to **recommend** that three simple cycle racks be installed along the front of the public toilets and three to be installed at the public realm area in the High Street in the area close to the seats and notice board.
- b. **Notice Boards at the Hopkins Homes at the Chalk Quarry site:** It was agreed to **recommend** that this be progressed with Hopkins Homes.
- c. **Installation of a Vehicle Charging Point at Barretts Lane:** After discussion it was agreed to **recommend** that Plug-N-Go be approached with the aim of installing one point at

Barretts Lane. It was also agreed that Cllr Phillips, in his capacity of District Councillor, approach MSDC to request that charging points are placed in the car park at the development on the old Council Offices site at Hurstlea Road.

- d. **Refurbishment of the VJ Memorial at Barretts Lane Corner:** This was discussed at some length and it was agreed to **recommend** that the lettering be deepened and repainted and that consideration be given to then covering with Perspex or similar and sealed. It was agreed that Cllr Lea approach Andrew Bingham for advice on the matter. Barretts lane Corner will be steam cleaned in late Spring.

**DATE OF NEXT MEETING:** To be decided.

Cllr Lea proposed Council adopt the Notes, inclusive of recommendations, from the Section meeting. Cllr O'Shea seconded the proposal. Council agreed the proposal.

#### **C019/20/4 Newsletter and Communications**

##### **C019/20/4a To receive a report from the Section Leader**

Cllr Phillips reported Cllr Reardon is to meet with the Clerk and Deputy Clerk to discuss Council's website and social media presence.

#### **C019/20/5 Planning**

Cllr Stansfield reported the Section Meeting scheduled to take place on 3<sup>rd</sup> February had been cancelled due to lack of relevant business.

##### **C019/20/5a Planning Decisions and other Notices received**

Cllr Stansfield reported the following Planning Decisions or Notices had been received.

#### **Discharge of Conditions.**

**DC/19/05433.** Location of Development. 121 High Street, Needham Market. IP6 8DQ. Details of the 17 Conditions and the Discharge of items 4,5,6,7,8,10,11,12,13,14,15,16 and 17 can be found in documentation on public display at the Town Council meeting or on the Mid Suffolk District Council planning website.

**DC/19/05524.** Location of Development. Land Off, Luff Meadow, Needham Market. Discharge of Conditions Application DC/18/02050 - Condition 23 (Fire Hydrant). Details of the Conditions and Discharge of item can be found in documentation on Public display at the Town Council meeting or on the Mid Suffolk District Council planning website.

#### **Listed Building Consent Granted.**

**DC/19/05353.** Proposal and Location of Development. Listed Building Consent - New Scalloped Edged Bargeboard. 137 High Street, Needham Market, IP6 8DH.

Listed Building Consent has been Granted.

#### **Planning Permission Granted**

**DC/19/04690** - Construction of four new parking bays. Drift Court, School Street.

Planning Permission has been Granted.

#### **C019/20/5b Planning Applications Received**

Cllr Stansfield reported the following Planning Applications had been received.

**DC/20/00187.** Proposal and Location of Development. Listed Building Consent - Replacement of 1 No gable end first floor window. 17 Hawks Mill Street, Needham Market, IP6 8AA

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

**DC/20/00262.** Proposal and Location of Development. Householder Planning Application - Erection of a single storey rear and first floor side extension. 2 Uvedale Gardens, Needham Market, IP6 8BA

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

**DC/20/00354.** Proposal and Location of Development. Planning Application - Redevelopment of Existing Petrol Station; Removal of Existing Sales Building, Canopy, Tanks, Pump and Jet Wash. Provision of New Sales Building, Forecourt, Canopy and Underground Tanks. Repositioning of HGV Forecourt, New Car and HGV Parking and Associated Works. Shell Needham Market, Norwich Road, Coddendam, IP6 8LP

Cllr Stansfield proposed Council support approval of the application. Cllr O'Shea seconded the proposal. Council agreed the proposal.

### **C019/20/5c Planning Report**

Cllr Stansfield reported the Planning Section will next meet on Monday 17<sup>th</sup> February 2020 in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

### **C019/20/6 Highways, Lighting and Footpaths**

#### **C019/20/6a To receive a report from the Section Leader**

Cllr Norris presented the following report, which was tabled and a copy of which will be appended to the Minute Book:

#### **Ipswich Northern Bypass project set to be axed.**

As you may have seen in the local media, Suffolk County Council's leader has said that, despite a strong business case, the project lacked widespread political support, without which central government is unlikely to even support the next phase when £3million is needed to complete the full business case. The result of the public consultation found that around 70% were against the existing proposal, and since then it is reported that Babergh, Mid Suffolk and East Suffolk councils have all withdrawn their support. Without the agreement of the councils to build the necessary houses to secure government funding, it is not believed that the project can proceed with any degree of success.

The final decision will be made at the County Council's forthcoming Cabinet Meeting on 25<sup>th</sup> February, when it has been confirmed that the recommendation to Cabinet will be to not pursue any further work on the project.

#### **Parking on the High Street.**

An email has been received from a High Street resident who recently witnessed one of our local PCSO's issuing tickets for parking offences in the High Street, and has concerns regarding parking facilities for High Street residents, particularly in regard to the forthcoming implementation of Civil Parking Enforcement (CPE). This is scheduled for April of this year, when CPE powers will transfer to Mid Suffolk and Babergh District Councils.

MSDC & Babergh's forthcoming Cabinet Meetings next week will consider their Joint Area Parking Plan, aimed at setting out the key policies to support sustainable parking across the districts. Further details have already been mentioned in the District Councillors' Report.

As several Councillors may be aware, parking on the High Street has been discussed on previous occasions, and is a balance between considering the needs of residents, and preserving the viability of shops and businesses on the High Street by deterring all-day parking. We are fortunate in that we have been able to retain free parking and will strive to continue this facility.

The plans for the redevelopment of the former MSDC Offices site, following representations at the early Member & Officer Working Group Meetings by former District Cllr. Wendy Marchant and myself, now include an increased allocation of 20 public parking spaces, which will be located adjacent to the marked parking bay on the righthand side of Barretts Lane. This is in addition to parking spaces to be provided for future residents and their visitors, and to a large parking area for the retail unit proposed within the development.

**Proposed Section Meeting.**

I would like to call a section meeting to discuss the following:

- Badley Bridge railings.
- Ipswich Road pedestrian crossing.
- Suggested Lorrywatch Scheme.

Cllr Darnell reported the A14 towards Ipswich still had signage referring to the Bury Road Park & Ride facility, which has been shut for a considerable time. Cllr Norris agreed to follow up the anomaly with Suffolk County Council.

Cllr Darnell referred to the unsafe stepped accesses at new dwellings developed on Ipswich Road. Cllr Norris and Cllr Phillips agreed to raise the safety concerns with the Mid Suffolk District Council Planning Service.

Cllr Annis reported the bollard 'islands' in the town on the B1113 are in a dreadful state and so poorly lit as to be dangerous. Cllr Norris agreed to take the issue up with Suffolk County Council.

**C020/20 Questions under Standing Order 40.**

There were no questions.

**The Meeting closed at 8:27pm.**

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