

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 20th November 2019 at 7:30pm.

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

Apologies for Absence:

Cllr I Mason – Holiday

Cllr S Phillips – Alternative Engagement

In Attendance: Suffolk County Councillor Kay Oakes, Mid Suffolk District Councillor Mike Norris, two Officers from the Connect for Health Scheme, one member of public and the Town Clerk.

C196/19 To confirm the Minutes of the Town Council Meeting held 6th November 2019.

The Minutes of the Town Council Meeting held Wednesday 6th November 2019 were confirmed and signed by the Chairman.

C197/19 To receive Councillors' Declarations of Interest for Matters on the Agenda.

Cllr BE Annis - Accounts for Payment and Agenda item 8 (Needham Market Community Council)

Cllr JE Lea – Accounts for Payment

Cllr MG Norris – Planning Matters

Cllr M Spurling – Accounts for Payment

Cllr X Stansfield – Accounts for Payment (Community Centre)

C198/19 To receive a presentation on the Connect for Health Scheme, reports from the County Councillor, District Councillors and to take questions from members of the public

The two Officers from the Connect for Health Scheme gave a presentation on the purpose of the scheme, who can benefit from the scheme, the roles of those involved in the scheme and the timeline from launch earlier in 2019.

Numerous questions were raised by Councillors and the information from the presentation and the Officers answers to questions were well received. Councillors gained a sound understanding of the scheme the primary purpose of which is to decrease the demand on GP's from non-clinical patient cases e.g. those patients where a 'social' remedy may be appropriate, such as combating symptoms caused by elderly person isolation.

Cllr Lea thanked the two Officers who then departed from the meeting.

County Councillor Kay Oakes gave a verbal report including reference to the County Council's current review of recent changes to their approach to School's Transport, explaining the review is looking at the implementation of those changes, not a review of the policy under which the implementation is taking place (although the current review may lead to policy review).

County Councillor Oakes also made reference to the Electoral Review of Suffolk County Council, being undertaken by the Local Government Boundary Commission for England.

Cllr M Spurling commented, examples of Suffolk County Council's implementation of its changes to Schools Transport, suggests inconsistency in approach.

Cllr Darnell asked why the County Council does not explain the reason for highways works remaining outstanding for so long. County Councillor Oakes said she would follow the question up with the County Council Highways Service.

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 included reference to:

2020/21 Parish/Town Council Precepts and Tax bases.

These have now been circulated to Parish Clerks and Chairmen.

The Council Tax Base for Needham Market for 2020/21 is 1,595.35, a slight reduction from the Tax Base for 2019/20 of 1,606.14. I have requested an explanation for this and am awaiting a response.

Annual PCC Update to Mid Suffolk District Council.

Police & Crime Commissioner Tim Passmore will be giving his Annual PCC Update to elected members on Thursday 23rd January prior to the Full Council Meeting in the King Edmund Chamber at Endeavour House.

Innovation Lab Launch.

A new innovation and business hub in Stowmarket was launched on Thursday 14th November. Supported by Mid Suffolk District Council, it is hoped that The Innovation Lab at Wharfside House, Prentice Road, Stowmarket, will form the focal point for a cluster of technology and manufacturing companies. At the launch, which was attended by councillors and business leaders from across the region, the founders paid tribute to the support they had received from MSDC.

MSDC/Babergh Building Control.

MSDC/Babergh Building Control department have gained accreditation under quality management standard ISO 9001 and have taken over several projects where private building control companies were unable to get the necessary insurance to continue delivering their services. In Mid Suffolk and Babergh this equated to 150 projects, from small single storey extensions and new homes to school extensions and teaching blocks.

Revised closing date for Mid Suffolk District Council Locality Awards.

The original closing date for applications was 31st December 2019, however with the date of the General Election now confirmed as 12th December this has been extended to 31st January 2020. Any applications received up to the date of the General Election will not be processed by MSDC until after 12th December because of restrictions currently operating during the pre-election period.

Cllr O'Shea asked whether the MSDC/Babergh Building Control Service had sufficient capacity to take on the additional projects reported. District Councillor Norris said the workload increase of approximately 10% was being managed and absorbed successfully.

C199/19 To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town.

Cllr Phillips and Cllr Lea had both attended the Needham Market Remembrance and Commemoration Services held on Sunday 10th November as well as the Remembrance Service held at Barretts Lane Corner the following day.

Cllr Phillips attended the Annual General Meeting of Mid Suffolk Citizens Advice held on Friday 15th November in Stowmarket.

C200/19 To receive a report from the Needham Market Neighbourhood Plan Steering Group.

Cllr Stansfield provided a verbal update on the Steering Group meeting held on Friday 15th November. The meeting had made good progress on the draft policies document prepared by Council's Neighbourhood Plan consultant.

Cllr Stansfield confirmed the next meeting of the Steering Group will be held on Friday 6th December, 11am in the Green Room at the Community Centre. All Councillors are invited to attend.

Cllr Stansfield also announced a Needham Market Neighbourhood Plan Public Consultation Event will take place on Friday 17th January, 6pm to 9pm and Saturday 18th January, 10am to 3pm in Needham Market Community Centre.

C201/19 To consider co-option to the Casual Vacancies on the Town Council.

Councillors had been provided with the details of an expression of interest received from John Reardon.

Cllr Darnell proposed John Reardon be co-opted to a vacant seat on the Town Council. Cllr O'Shea seconded the proposal. Councillors agreed the proposal unanimously.

Cllr Annis declared an interest in the next item.

C202/19 To consider making a donation to Needham Market Community Council in respect of their loss incurred in staging the Needham Market Fireworks Display 2019.

Following discussion on and clarification of the circumstances under which the loss occurred and its impact on the broader benefits the Community Council delivers to the local community, Cllr Darnell proposed Council grant £920.40 to the Community Council. Cllr Stansfield seconded the proposal. Council agreed the proposal.

The Clerk advised the Town Mayor, Cllr Phillips, had already committed to grant £100 from his Mayor's Discretionary grant fund, to bring the total the Community Council will receive to £1002.40, which is the full amount of the loss incurred in staging the Needham Market Fireworks Event 2019.

C203/19 Christmas Arrangements 2019.

Cllr Lea reported the High Street Christmas Tree Lights were ready for switch on Tuesday 26th November.

The Clerk advised Council of the intentions of the Town Mayor, Cllr Phillips regarding his judging and awarding of the Christmas 'best dressed' (properties) competitions 2019.

Cllr Lea said the traditional carol singing and charity collection around local hostelrys will take place on the evening of Friday 20th December starting from Barretts Lane Corner at 8pm. All Councillors are welcome to join in.

C204/19 Clerk's Report and Correspondence to be noted.

1. *Actions from Town Council Meeting 06.11.19*

None.

2. *Issues:*

None.

3. *Correspondence to be noted:*

- Letter from Citizen's Advice Bureau 8th November thanking the Town Council for the £2,000 grant for 2019/20
- Email from Needham Market Library 15th November thanking the Town Mayor for the £100 discretionary grant award (toys ordered and supplied for the Baby Bounce and Tot Rock sessions)
- Letter from Suffolk Accident Rescue Service 16th November thanking the Town Mayor for the £100 discretionary grant award.

The Clerk added a letter had been received on 20th November from the Chairman of the Minibus Sub-Committee, Needham Market Community Council thanking the Town Council for the grant of £900 which goes towards community mini-bus drivers' wages.

C205/19 SECTIONS

C205/19/1 Finance/General Purposes

C205/19/1a 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 Darnell proposed adoption of the accounts, excluding that for Needham Market Community Centre, for payment. Cllr Ost seconded the proposal. Council agreed the proposal.

C205/19/1b Accounts for the period 1st April 2019 to 30th September 2019 (Tabling – for adoption at the 4th December Town Council meeting)

Cllr Annis referred to the accounts document, which was tabled. He requested Councillors contact either he or the Deputy Town Clerk should there be any questions on the accounts.

C205/19/1c To receive a report from the Section Leader

Cllr Annis presented the following Notes from the Finance & General Purposes Section meeting held on 12th November:

1. **Apologies for absence.** None.
2. **The minutes of the meeting of the F and G P Section** held on the 27th August 2019 were adopted by the Town Council at their meeting on 4th September 2019.

3. Review of the Financial Management.

Internal Audit arrangements. An internal audit by SALC was currently being undertaken with a view to producing the 6 monthly accounts of the Town Council. The 6 monthly accounts will be tabled at the next Town Council meeting to be subsequently adopted at their meeting on the 4th December.

Investments There was no change.

4. **Town Council Risk Assessment** The Risk Assessment is currently under review. The review will take into consideration the report from ROSPA regarding the Crowley Park assessment, and the civic events with particular reference to the Remembrance Service and the Civic Service.

5. **Employment Committee Report.** The exact function of the Employment Committee should be made clear to all councillors. The Employment Committee is not the employer. It exists to establish the suitability, the conditions of employment and the welfare of the Town Council employees. The employer is the Town Council.

6. **2020/2021 Budget** The Section considered the anticipated budget requirements of the various Town Council Sections. In previous years the budget had been augmented by drawing down on the Town Council financial reserves. It was agreed that where possible, this should be avoided when considering the 2020/2021 budget.

It was suggested that the following budget for 2020/2021 should be proposed (2019/20 in brackets):-

Administration	£45,000	(£45,000)
Newsletter	£3,000	(£5,000)
Highways and Lighting	£15,500	(£13,500)
Recreation and Sport	£13,000	(£15,000)
Neighbourhood Plan	£7,000	(£7,000)
Town Property and Warden	£30,000	(£30,000)
Town Burial Ground	£3,000	(£3,000)
Grants and Donations	£5,000	(£4,000)
Mayors discretionary	£2,000	(£1,000)
TOTAL	£123,500	(£123,500)

The total budget proposed is therefore, year-on-year, been frozen. When considering this, no account has been taken of any increase arising from the potential growth in the Council Tax Base nor the Town Council's decision on any increase in precept. Not having to use those options to meet the demand of the proposed budget will allow a decision on the increased funds from those options to contribute to the Town

Council's Reserve fund. In 2019/20, it has been necessary to draw £3,565 from the Council's Reserve Funds to support the total budget requirement.

The F and G P Section recommends a 2020/2021 budget of £ 123,500 to the Town Council.

7. To consider creating a Town Council Member Allowance Scheme

The matter was fully discussed. It was pointed out that there existed at present a Reimbursement for Expenses Scheme for out of pocket expenses to be claimed by Town Councillors plus the Clerk/Assistant Clerk. The Scheme is based on nationally agreed Local Government Allowances and is appropriately well used. It was recommended that no further action be taken, but Councillors be issued with a sample of the claim form which may be used.

8. Financial matters raised by Section Leaders

Section Leaders considered that this subject had been adequately covered by the budget discussions.

9. Any Other Business

No matters were raised

10. Date, location and timing of the next F and G P meeting.

It was agreed to meet again on Tuesday 4th February 2020 at 10.00.am. in the Town Council Office when the main agenda item would be to consider the setting of the Council Tax Precept for 2020/21 in relation to the proposed budget.

Cllr Annis proposed Council adopt the Notes. Cllr Stansfield seconded the proposal. Council agreed the proposal.

The Clerk was requested to forward a copy of the form for reimbursement of expenses to all Councillors.

C205/19/2 Recreation & Sport

C205/19/2a To receive a report from the Section Leader.

There was no report.

C205/19/3 Town Property and Services

C205/19/3a To receive a report from the Section Leader

There was no report.

C205/19/4 Newsletter and Communications

C205/19/4a To receive a report from the Section Leader

Cllr Lea suggested information on the Connect for Health Scheme (see C198/19 above) should be included in the next edition (February 2020) of the Needham Market Newsletter.

C205/19/5 Planning

Cllr Stansfield presented Notes from the Planning Section meeting held on Monday 18th November, which were tabled and a copy of which will be appended to the Minute Book.

C205/19/5a Planning Decisions and other Notices received

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

WORKS TO TREES IN A CONSERVATION AREA

DC/19/04893 Notification of Works to Trees in a Conservation Area - G1 (6No. Lime Trees) - Crown reduce by 4-5m and sides by 2m, lift over road. 10% thin and crown clean. G2 (Mature Oak, Beech, Ash) - Remove deadwood and lift canopy away from buildings. thin Woodland by up to 15% by selectively removing less healthy trees. Valley House, 35 Hawks Mill Street, Needham Market.

Mid Suffolk District Council gives notice that it Does Not Wish to Object.

DC/19/04904 Notification of Works to Trees in a Conservation area (2No. Lime) - Re pollard. 1 King William Street, Needham Market.

Mid Suffolk District Council gives notice that it Does Not Wish to Object.

APPROVAL OF RESERVED MATTERS

DC/19/02363 Submission of Details for Outline Planning Application 3679/13 and appeal ref APP/W3520/W/15/300479 - Access, Appearance, Landscaping, Layout and Scale for a residential development of 38 dwellings. Land, Hill House Lane, Needham Market.

Reserved Matters have been Approved.

PLANNING AND LISTED BUILDING CONSENT APPROVAL

DC/19/04474 Householder Planning Application - Change 2No. Windows on SW Elevation from wood to grey aluminium powder coated frames. The Coach House, The Causeway, Needham Market.

Planning Permission has Been Granted.

DC/19/04475 Application for Listed Building Consent. Details as above application (DC/19/04474).

Listed Building Consent Has Been Granted.

NEW PLANNING APPLICATIONS.

DC/19/05353 Householder Planning Application - Erection of two storey rear extension with juliet balcony (following demolition of conservatory). 1 Brick Kiln Cottage, Barretts Lane, Needham Market.

The Section considered this application as appropriate for the property and location.

The Section Recommends Approval of this Application.

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

DC/19/05179 Householder Planning Application - Erection of side/rear extension (following demolition of existing single storey extension and part of outbuilding). 29 Park Road, Needham Market.

The Section considered this application and concluded (considering the length of the garden) it was appropriate for the property.

The Section Recommends Approval of this Application.

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

DC/19/05261 Householder Planning Application - Two storey side extension to dwelling (following demolition of existing detached garage), single-storey front extension for porch. Formation of parking areas and all associated works. 34 Steggall Close, Needham Market.

The Section discussed this application to a considerable length. It noted that no pre-application advice had been sought from the planning authority. The Section was particularly concerned with inadequate car access for the proposed new development and loss of parking space in a particularly congested parking area. The size of the extension would indicate overdevelopment.

The Section therefore Recommends Refusal of this Application.

Cllr Stansfield proposed Council object to the application. Cllr Darnell seconded the proposal. Council agreed the proposal.

DC/19/05112 Full Planning Application - Erection of footbridge over the River Gipping over existing brick abutments, upstream of Baylham Mill. Land at Pippes Ford, A14 Slip off To A140, Coddendam, Suffolk.

The Section read the accompanying documentation concerning this application and concluded that the footbridge proposal by the River Gipping Trust which will connect an existing footpath with the Old Tow path was an enhancement of an already wonderful local amenity.

The Section has no hesitation in Recommending Approval of this Application.

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

DC/19/05166 Full Planning Application - change of use of land and Erection of Visitors Centre and Cafe, with outside decked seating area and bicycle racks. Needham Lake, Coddendam Road, Needham Market.

The Section welcomes in principle the addition of this proposed application which will add greatly to the amenities available at Needham Lake. Section members also had two minor concerns, these relate to:

1. The wall between the Flexible and Cafe areas, that it should be either sliding/folding (rather than fixed/solid) to facilitate one larger room at appropriate times, there seems to be no indication in the Design and Access Statement concerning this detail.
2. Although in general the Section approved of the unisex toilet facilities, it was considered that some females find using a WC which has previously been used by a male visitor unpleasant due to the unsocial behaviour of some men not lifting the lavatory seat. Perhaps one exclusive female WC might be considered.

The Section unanimously Recommends Approval of this Application.

Cllr Stansfield proposed Council support approval of the application, with comments 1 and 2 above, included in its consultation submission. Cllr Ost seconded the proposal. Council agreed the proposal.

APPLICATION FOR OUTLINE PLANNING PERMISSION.

DC/19/05154 Outline Planning Application (all matters reserved) - Erection of 1No. single story dwelling. Land rear of 3, Freehold Road, Needham Market.

The Section objects to this proposed Back Infill. The proximity of the site to other properties in the immediate locality would result in unacceptable deterioration of their localised amenities (MSDC Planning Policy H16). It represents overdevelopment (MSDC Planning Policy H13). The proposed access to the site is narrow and would require vehicles to pass so close to neighbouring properties to be potentially dangerous (MSDC Planning policy H16). Freehold Road is already congested by parked vehicles.

The Section Recommends Refusal of this Application.

Cllr Stansfield proposed Council object to the application. Cllr O'Shea seconded the proposal.
Council agreed the proposal.

C205/19/5c Planning Report

Cllr Stansfield reported the Planning Section will next meet on Monday 2nd December in the Town Council Office at 7pm. Unless Section Members are informed by email of a cancellation.

C205/19/6 Highways, Lighting and Footpaths

C205/19/6a To receive a report from the Section Leader

Cllr Norris reported the concerns regarding the placing of a commercial waste bin outside premises in the High Street, where a business trading as 'The Dog House' is situated, is to be resolved by the replacement of the waste bin service with the trader being provided with authorised waste sacks.

C206/19 Questions under Standing Order 40.

There were no questions.

The Meeting closed at 8:47pm.

Chairman Date