



Needham Market Town Council

Town Council Meeting

Minutes – 08.07.2025

Present: J Reardon Chairman, Councillors: R Darnell, C Goodchild, I Mason, G Sinnerton, T Cooke, M Ost, M O'Shea, T Lawrence, A Reardon, K Hunter, G Blake and L Smith,

In Attendance: Locum Clerk Melanie Thurston.

NMTC/25/56 To receive Councillor's Apologies for Absence: None

The Chairman informed that Cllr Cornish has resigned from the Town Council, therefore there is now 2 vacancies for Councillors

NMTC/25/57 To receive Councillors' Declarations of Interest for matters on the Agenda:

The Chairman declared his interest in item 10 b. Needham Market Community Centre.

NMTC/25/58 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

The Chairman has not applied for a dispensation; he will not be included in discussions or decision relating to item 10 b.

NMTC/25/59 To receive and confirm the minutes of the Town Council Meeting held on Tuesday 8th July 2025:

The minutes of the town council meeting which took place on June 10th 2025 had not previously been approved as it had been necessary to expand upon them to show resolutions. Now happy for the minutes to be accepted as a true and correct record and signed by the Chairman. Proposed Cllr Ost, seconded Cllr Goodchild, all in favour.

It was **RESOLVED** to approve the minutes of the meeting held 10th June 2025

The minutes of the Town Council meeting held on 8th July 2025 were accepted as a true and correct record and signed by the Chairman. Proposed Cllr Ost, seconded Cllr Goodchild, all in favour.

It was **RESOLVED** to approve the minutes of the meeting held 8th July 2025

NMTC/25/60 Matters arising from the Minutes of the previous meeting:

The RFO has advised that some action points have not been completed from the July meeting, they are all a work in progress. Councillors have been so helpful and understanding with everything and she would like to pass on her thanks.

AP Action Plan spreadsheet is in progress and Cllr Smith is helping the RFO with this. Hope this will be ready to present to the town council at the next meeting.

AP It has been agreed to spend money on Crowley Park.

NMTC/25/61 To receive questions from any members of the public present: None present.

NMTC/25/62 To receive a report from the Town Clerk: No report.

NMTC/25/63 To receive an update on the Repairs to Barretts Lane Toilet Block and Crowley Park Play Area:

Crowley Park Play Area, the Chairman reminded that at the last meeting the Council had resolved to appoint Turners to carry out the repair work on the surfacing. However, the surfacing has deteriorated further and a specialist company has taken a look and quoted;

- Undertake repair to an exposed patch £150 plus VAT
- Repair a 5mtr diameter section of the patch £1200 plus VAT
- Undertake repairs to the whole patch/circle £2200 plus VAT

A resin crumb would be used to carry out the repair work, however the company will not give a guarantee to cover for the future.

Cllr Smith advised that the council must be aware of the current safety issue, bearing in mind that it is the school holidays, so lots of children are using the play area. Need to get repaired ASAP with the cheaper option.

The Chairman asked the council if they are still in agreement to go with the original Turners quote, plus £150 to repair the exposed patch. Proposed Cllr Smith seconded Cllr Darnell, majority in favour.

AP Assistant Clerk book in the repair work ASAP

It was **RESOLVED** to proceed with Clarkes for the repair work for the exposed patch

Barretts Lane Toilet Block, the Chairman reminded of the maintenance & vandalism issues relating to the toilet block. Turners have quoted £6700 to remove plasterboard, put up new ply board, replace broken toilets, broken door and the broken windows to be replaced with PVC. Will get more quotes.

NMTC/25/64 To review the provision of litter bins:

The district council has been asked to empty the bin at the School Street play area as it gets filled up very quickly, this will cost an additional £67.00 every week. The Community & Assets Committee has endorsed this.

A resident has requested a dog waste bin is installed at the top of the road by Hill House. Need to confirm who owns the land. Cllr Smith reported that since the hedging has been cut, believes she has seen a bin in the hedge, will confirm.

Also been asked to have a litter bin on the new path by the entrance of Venus Fields. Permission will be needed from the landowner.

Cost £200 plus VAT per bin and £200 for the installation of each bin.

Cllr Goodchild would like to propose to use reserve funds to purchase 3 new bins including installation, seconded Cllr Ost, all in favour.

It was **RESOLVED** to order the bins, and have them installed

NMTC/25/65 To consider Grants/Donations for 2025/26:

NMTC/25/65a Uvedale Hall Care Home:

A letter has been received and circulated to all ahead of the meeting asking for a raffle prize to be donated for their forthcoming annual fete. Cllr A Reardon suggests the purchase of a voucher.

Cllr Hunter advised that the care home is run by a private company and is not a charity.

Cllr Darnell proposed that the council declines to support the event, seconded Cllr Lawrence, all in favour.

It was **RESOLVED** to not support the care home in this instance

NMTC/25/65b Needham Market Community centre for the driver of the minibus:

A letter has been received and circulated to all ahead of the meeting asking that the council consider making its annual grant of £1500. The grant has been paid annually over the past 10 years.

Cllr Hunter confirmed that last year the council did not pay the £1500 grant, despite budgeting for it.

Cllr Goodchild advised that the letter is asking for the donation to be made from the current financial year and he proposed that it is paid. Seconded Cllr A Reardon, all in favour.

Cllr A Reardon recommends that the Community Centre administrator formally requests the donation annually.

AP Assistant Clerk to check back through the minutes to see if the council agreed and budgeted a grant for the last financial year. If so, then payment will be made.

NMTC/25/66 To discuss the cost of repair to Crowley Park. Already dealt with.

NMTC/25/67 To receive reports from the following committees;

NMTC/25/67a Planning:

Cllr Ost reported that the committee has discussed 3 planning applications. The planning enforcement officer has been contacted regarding the signage at the town hall and it will be looked at.

Awaiting figures from the district council regarding the Development Plan.

Date of next planning meeting 9th September.

NMTC/25/67b Governance and Finance:

Cllr Goodchild reported that he has spent time going through the internal audit report which was prepared by the RFO. Thanked Cllr Smith for the help and support she has given the RFO.

Reserves are currently too high, these need to be prioritised along with the CIL money.

Risk Assessment is still being worked on.

NMTC/25/67c Community and Assets:

Looking at the best way forward after last year's survey.

Not had any contact from the skate park institute for over 10 weeks. It is known that they have set aside money to spend on improvements at the skate park.

Cllr Hunter informed that the Community Police Officer is happy to give the institute due diligence regarding the skate park.

AP Assistant Clerk to write to the institute and ask that they communicate with the town council and to advise of their plans.

NMTC/25/68 To confirm members of the Employment Committee:

Members of the employment committee are currently Cllrs J Reardon, Lawrence, Cooke and Ost.

Cllr Blake is also to join the committee and therefore the Chairman would like to seek approval, proposed Cllr Lawrence seconded Cllr Ost, all in favour.

It was **RESOLVED** to add Cllr Blake to the Employment Committee

NMTC/25/69 To discuss plans for a potential Christmas Fayre:

Cllr Goodchild advised that the Christmas fayre committee had previously approved a motion to run a fayre this year and to present this motion to the town council for approval. Previous discussion by the town council have not been positive and felt unable to run a fayre this year. However, would explore the possibility for next year.

Cllr Cooke proposed that the town council will not run a Christmas fayre this year, seconded Cllr Ost, all in favour. The Chairman will prepare his mayors report for the next newsletter and will include a

note informing that it is with regret that the town council will not hold a Christmas fayre this year but will endeavour to hold one next year.

It was **RESOLVED** to not organise a Christmas Fayre in 2025

NMTC/25/70 To consider for approval the new co-option policy:

The document has been circulated to all ahead of the meeting. Cllr Goodchild reported that the new policy is following on from the recent review of the councils' policies, NALC has recommended this template policy. Would like approval from the town council that it is adopted. It protects the council against transparency. The new policy would be sent out to applicants applying for councillor vacancies and will be advertised on the website. The policy will become active once approved.

Cllr Sinnerton proposed that the new Co-option Policy is adopted, seconded Cllr Ost, all in favour.

The Chairman informed that so far one person has expressed an interest in the vacancy due to Cllr Norris' resignation.

NMTC/25/71 To receive and approve the accounts for payment and confirmation:

The Chairman read out the payments list.

Cllr Lawrence advised that it would be helpful to have the list circulated to all ahead of the meeting so that it is clear what payments are being proposed.

The payments list was proposed for payment by Cllr Ost seconded Cllr Mason, majority in favour.

AP RFO to distribute payments list to all ahead of council meetings.

It was **RESOLVED** to approve the Accounts for Payment

NMTC/25/72 To consider for approval ROSPA inspection contract:

The Chairman informed that Sovereign is the chosen company to carry out the inspections on the play equipment. To sign up for a 5-year contract, onetime payment of £399 plus VAT, this will cover 2 operational inspections a year. Proposed Cllr Mason seconded Cllr Darnell, all in favour.

It was **RESOLVED** to use Sovereign for ROSPA Inspections for sites.

NMTC/25/73 Matters to be raised by members:

Cllr O'Shea reported that damage caused to the Crowley Park Pavillion and the pedestrian ramp is dangerous and needs attention. The Chairman advised that he is awaiting a quote for replacement boards.

Cllr Smith reported that the hedging and pathways surrounding the park need cutting. A meeting will be set up so that the town council can discuss what can be done on a temporary basis.

Cllr Ost reported that the grass verge on the approach to the park is very overgrown making it difficult for traffic to pass one another.

AP Assistant Clerk to arrange for the Barretts Lane verge to be cut.

Cllr Goodchild would like the beginning and the ending to council meetings to be reviewed, debates and discussions which are not on the agenda continue to take place.

AP Assistant Clerk to look into this prior to agendas being drafted.

NMTC/25/74 To confirm Date, Time and Location of the next Town Council Meeting:

Tuesday 9th September 2025, 7.00pm in the Green Room, Community Centre.

The Meeting closed at 8.16pm