



# Needham Market Town Council

Needham Market town Council Office, Community Centre, School Street, Needham Market, Suffolk IP6 8BB  
01449 722246  
<https://www.needhammarket-tc.gov.uk/>  
Town Clerk/RFO: Georgina de Cova

## Needham Market Town Council Meeting Minutes

Tuesday 7<sup>th</sup> October 2025

**Held at: The Green Room, Community Centre, School Street, Needham Market. Meeting started at 19:00**

### **Councillors Present:**

J Reardon (Chair), M Ost, M O'Shea, T Lawrence, E Smith, G Sinnerton, G Blake, R Darnell, C Goodchild, T Cooke and A Reardon

### **Also in Attendance:**

Mid Suffolk District Councillor R. Piper and G de Cova (Town Clerk and RFO)

### **NMTC/25/096 Apologies for Absence**

Cllr K Hunter, Cllr I Mason and Suffolk County Councillor K Oakes

### **NMTC/25/097 To receive declarations of interest from members relating to items on this agenda**

Cllr Lawrence declared a non-pecuniary interest in item 11 of the agenda, which is "To discuss the transfer of one of the Town Council assets". Cllrs Cooke and Blake both declared a non-pecuniary interest in item 15, which is "To discuss the St George's Park development"

### **NMTC/25/098 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests**

Cllr Lawrence applied for a dispensation with respect to his non-pecuniary interest in Item 11. Cllr Ost proposed to approve the dispensation, with Cllr Smith seconding the proposal. All in favour

It was **Resolved** to approve the dispensation.

### **NMTC/25/099 To receive reports from County and District Councillors**

The Clerk confirmed that County Councillor K Oakes had sent her report through earlier in the evening. Clerk will circulate to councillors when she is next in the office. Councillors had also received a report from Mid Suffolk District Council, which discussed Local Government Reorganisation and upcoming/ongoing projects undertaken.



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## **NMTC/25/100 To receive and confirm the Minutes of the Town Council Meeting held on Tuesday 9<sup>th</sup> September 2025**

Councillors had been sent the previous meetings minutes prior to this meeting. Cllr A Reardon noticed mistakes on the following minute items: NMTC/80/C, NMTC/25/83/A, NMTC/25/85C. Cllr Goodchild pointed out that amendments needed to be made on: NMTC/25/86, NMTC/25/89 and NMTC/25/90. Cllr J Reardon has written an amended version of NMTC/25/90, which was read to the Council. Cllr Lawrence proposed that confirmation of the minutes be deferred to the next meeting. Seconded by Cllr Goodchild. Majority in favour.

It was **Resolved** to defer the confirmation of the minutes to the next meeting, after changes had been made to the relevant items.

Cllr O'Shea enquired about recording meetings, and whether this could be done to help ensure accuracy within the minutes.

### **AP: Clerk to check on legality and process for recording of meetings**

## **NMTC/25/101 Matters arising from the Minutes of the Previous meeting**

Cllr Lawrence requested confirmation that the item "To discuss the future of the Town's Car Parks" had been added to the upcoming Community and Assets agenda. The Clerk Confirmed that it had, and that the agenda for that meeting would be sent out later this week.

## **NMTC/25/102 To confirm the Appointment of the Town Clerk/RFO**

The Chair confirmed that G de Cova (Assistant Clerk/RFO) had accepted the offer of the role of Town Clerk and RFO. Cllr Lawrence proposed the official appointment. Cllr Ost seconded this proposal. All in favour

It was **Resolved** to officially appoint Georgina de Cova as Town Clerk and RFO

## **NMTC/25/103 To receive a report from the Town Clerk**

The Clerk had circulated a report prior to the meeting to all Councillors. The report was read to Councillors and received. The report updated Councillors on the work currently being done by the Clerk. Councillors were also sent the Actions Tracker from Meetings and the Actions Tracker from the Internal Audit so they could have a greater picture of work being undertaken within the office at this time.

## **NMTC/25/104 To consider Grants/Donations for 2025/26**

### ***NMTC/25/104/a Needham Market Burial Ground:***

Councillors had been sent information prior to the meeting from a representative of St John's Church. Members of the Council still had questions surrounding the application for a Grant after reading the information. Cllr Lawrence mentioned that in a previous meeting Cllr Hunter confirmed that there was a budget line for the Burial Ground. Cllr A Reardon suggested that a face to face meeting with



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Councillors and representatives of the Church would be beneficial, to gain a greater understanding of exact amounts being asked for.

**AP: Clerk to arrange a meeting with representatives of the Church and Councillors**

## **NMTC/25/105 To discuss the transfer of one of the Town Council's Assets**

Cllr Lawrence informed the Council that the Cricket Club was in possession of 2 mowers and a scarifier. The Institute, who funded the purchase of 2 of the items has agreed that these can be transferred to be maintained and managed by the Bowls Club. 1 of the items is currently on the Council's Asset Register. As the Cricket Club have dissolved, the Bowls Club have offered to take over the maintenance of the Mower currently on the Asset Register. Cllr Goodchild requested some confirmation as to what a "transfer" meant in this case. It was confirmed that the Mower will remain on the Council's Asset Register, with just the Location/Responsibility being changed to the Bowls Club. Cllr O'Shea asked for confirmation of the value of the Mower on the Asset Register, which is currently around £4000.

## **NMTC/25/106 To receive and approve the Accounts for Payment and Confirmation**

Councillors had been sent the list of Accounts for Payment and Confirmation in advance of the meeting. No queries were raised in relation to this. Cllr A Reardon proposed that they be approved. Seconded by Cllr Sinnerton. All in favour.

It was **Resolved** to approve the Accounts for Payment and Confirmation

## **NMTC/25/107 To consider subscription to the Green Book**

The Chair read out details to confirm information sent to Councillors prior to the meeting. It was confirmed that there were 2 options for accessing the NJC Green Book. One was a subscription service, that automatically updates when new legislation is available. The other is a one-off payment that is only valid as of the date of issuance. Cllr Blake confirmed that the Green Book was not just the NJC Pay Scales, it details employment rights and gives best practice advice for employers. Cllr Ost queried if this was something that we could access through our subscription to SALC. Clerk confirmed that this was not possible, and that SALC directed her to the Employer Link Service who deal with the Green Book. Cllr Goodchild recommended to Council that if the model contracts of employment used made reference to them, then the Green Book is required. Cllr A Reardon said that even if the contracts made no reference to the Green Book it is still good to have. Cllr Darnell proposed that we make a purchase of the one-off issuance of the Green Book, with a view of paying for a new issuance each year. Seconded by Cllr Ost. All in favour

It was **Resolved** to purchase a one-off issuance of the Green Book, with a view to re purchase each year.



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## **NMTC/25/107 To receive updates from the following:**

### ***NMTC/25/107/a Planning Committee***

The planning committee met prior to this, and discussed the following:

**DC/25/04165** - Application for Listed Building Consent. **Recommend approval.**

**DC/25/04292** - Notification of Works to Trees in a Conservation Area - Ash Tree (T1) Fell. **Recommend approval, as guided by arboriculturist**

**DC/25/04343** - Full Planning Application. Change of use from office to 1no. dwelling, construction of open fronted store bin to rear. **Recommend Refusal.**

**DC/25/04344** - Application for Listed Building Consent - Internal works as detailed within the Design and Access Statement to facilitate change of use of office to 1no. dwelling; Construction of an open fronted bin store to rear.  
**Recommend Refusal**

**DC/25/04016** - Full Planning Application - Change of use from Beauty salon to hot food takeaway and installation of solar panels to rear. **After a discussion, it was agreed to ask for an extension to allow this to be talked about in more depth at the next meeting.**

**DC/25/04018** - Application for listed Building Consents - Change of use from Beauty salon to hot food takeaway and installation of solar panels to rear. Internal Alterations, Insertion of new internal door, painting of rear windows and chemical cleaning of brickwork. **After a discussion, it was agreed to ask for an extension to allow this to be talked about in more depth at the next meeting.**

### ***NMTC/25/107/b Governance and Finance Committee***

There had been no meeting since the previous meeting of 2<sup>nd</sup> September 2025. Cllr Goodchild reported that there are lots of policies coming up for update in December. Cllr Goodchild requested an update on the ROSPA inspections. Clerk reported that the fees had been paid, and that we were awaiting an inspection dates for the sites.

**AP: Clerk to contact inspections provider to determine if inspections are booked.**

### ***NMTC/25/107/c Community and Assets Committee***

There had been no meeting since the last Town Council meeting. The last meeting was on 15<sup>th</sup> July 2025. The next meeting is scheduled for 14<sup>th</sup> October 2025. Cllr Cooke has come up with an idea for a community-based project, the details of which will be shared ahead of the Community and Assets Meeting. Cllr Cooke also took the opportunity to confirm her appointment to the SALC Board.



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## ***NMTC/25/107/d Civic Events Working Group***

Cllr A Reardon confirmed that the main Remembrance Service will be held on Sunday 9<sup>th</sup> November in the Community. There will also be a small service on Tuesday 11<sup>th</sup> November at Barretts Lane Corner. There are still some duties that require assistance from Councillors. Cllr A Reardon will confirm with Councillors over email what these are. It was confirmed that the Civic Service was to be held on 26<sup>th</sup> April 2026. It was also confirmed that 2026 was the 800<sup>th</sup> anniversary of Needham Market achieving Market status. There is a meeting to be held on 10<sup>th</sup> November at 10am. Councillors are welcome to attend.

## ***NMTC/25/107/e Climate Awareness Group***

Cllr A Reardon confirmed the next meeting is to be held on 10<sup>th</sup> November 2025 at 7PM in the Green Room at the Needham Market Community Centre.

## **NMTC/25/108 To discuss the St George's Park development**

Clerk informed Councillors that there had been a request from a resident to install litter bins on the estate. There had also been a request for the installation of a noticeboard on the estate. It was confirmed that these would be good to install and Cllr J Reardon asked that we have an agenda item on a future agenda to confirm the approval of provision.

**AP: Clerk to add "To confirm and approve the provision of litter bins and a noticeboard within the St George's Park Estate" to the next Town Council agenda**

**AP: Cllr Cooke to contact the Site Developer to establish suitable areas for siting the bins and noticeboard**

## **NMTC/25/109 To discuss the Provision of Allotments**

The Clerk read 2 emails received into the office regarding allotments. One email confirmed the situation that allotments holders were in and confirmed plans with the Football Club going forward. Cllr Goodchild asked how this would impact on our duty to provide allotments. Clerk will check on this. Cllr A Reardon queried if any of the residents who were on our waiting list were also having a plot provided to them by the Football Club.

**AP: Clerk to check on the impact of provision of allotments**

**AP: Clerk to contact the Allotment Holders Association to confirm details of those residents who are having a plot at the Football Club, and if they wish to remain on the Town Council waiting list**

The second email was from Earl Stonham Parish Clerk. It was confirming they had 3 allotments available and offering these to any residents of Needham Market who may wish to take them up. Cllr Lawrence queried if outsourcing allotments was then fulfilling our duty to provide them. Cllr Goodchild asked the Clerk to confirm with SALC.

**AP: Clerk to discuss with SALC regarding the outsourcing of allotments.**



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**AP: A small section to go in the Town Council News of the Newsletter regarding allotments.**

## **NMTC/25/110 Matters to be raised by members**

Cllr Lawrence asked for an update on the main Town Noticeboard. Clerk confirmed that options were being investigated.

**AP: To add review of CIL Projects to future agendas**

**AP: To investigate land off Mill Lane, alongside District Councillors**

## **NMTC/25/111 To confirm the Date, Time and Location of the next town Council Meeting**

The next scheduled meeting is on Tuesday, 11<sup>th</sup> November 2025 at 7PM in the Green Room of Needham Market Community Centre.

## **NMTC/25/112 Exclusion of the Press and Public**

At this point, the Chair moved for the following resolution: “Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d) the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted”. Proposed by Cllr Goodchild, seconded by Cllr Ost. All in favour.

It was **Resolved** to excluded members of the press and public.

## **NMTC/25/113 To receive written applications for the office of Town Councillor and to co-opt 2 candidates to fill existing vacancies**

Applications were received, and Councillors made decisions per the Co-Option Policy.

It was **Resolved** to offer the co-option posts to the selected candidates.

**Meeting closed at 20:19**