



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
Assistant Clerk: Jessica Green

Needham Market Town Council Meeting Minutes

Tuesday 8th September 2026

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

Councillors Present:

C Goodchild (Chair), K Barrance, E Smith, J Reardon, S Clennell, J Matthew, T Cooke and R Wetherell

Also in Attendance:

G de Cova (Town Clerk and RFO), District Councillor R Piper and 2 members of the public

NMTC/26/093 Apologies for Absence

Cllrs Blake, Harrison, Hunter and Darnell all sent apologies prior to the meeting. Each had a prior commitment.

Cllr Smith proposed that the apologies be accepted. Seconded by Cllr Reardon. All in favour.

It was **Resolved** to accept the Apologies for Absence.

NMTC/26/094 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members

No declarations were received.

NMTC/26/095 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

No dispensations were applied for.

NMTC/26/096 To receive reports, if any, from the County Councillor and District Councillor

Cllr Piper gave a report which noted the completion of affordable housing developments within the district. Also mentioned was the ongoing opposition to the Norwich to Tilbury transmission line project, boiler replacement grant funding for residents and an update relating to forthcoming elections.



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At this point, Cllr Wetherell joined the meeting.

Cllr Keogh was not in attendance and had not submitted a report.

NMTC/26/097 To welcome newly appointed Councillors and note the receipt of Declarations of Acceptance of Office

Members welcomed new Councillors Rebecca Wetherell and Asish Konni (known as Joseph Matthew) both of whom had signed their Declarations of Acceptance of Office prior to the meeting.

NMTC/26/098 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 11th August 2026

Minutes from the previous meeting had been circulated to all councillors in advance of this meeting. Cllr Mason proposed the minutes be confirmed. Seconded by Cllr Barrance. All in favour.

It was **Resolved** to confirm the minutes of 11th August 2026 as an accurate record.

NMTC/26/099 Matters arising from the Minutes of the previous meeting

No matters were raised that were not otherwise covered elsewhere in the agenda.

NMTC/26/100 To receive questions from any members of the public present

A member of the public raised concerns regarding behaviour at Needham Lake, including reports of intimidations, misuse of facilities and anti-social behaviour. A further concern was raised regarding speeding and parking issues in the Causeway.

NMTC/26/101 To receive a report from the Town Clerk

The Clerk reported that at this time, there were still two vacancies that were eligible for co-option. It was also reported that progress was being made on proposals for the Older Children's Play Area at Crowley Park, and that initial enquiries had been made relating to outdoor gym equipment provision.

NMTC/26/102 To discuss the ongoing lack of engagement and communication from the County Councillor for Bosmere and agree any further action

The Clerk confirmed that a response had not been received from correspondence sent to the County Councillor and Leader of the Council previously. Councillors agreed that the Clerk should contact senior officers of the County Council expressing the Council's concerns.



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NMTC/26/103 To receive a report regarding an error identified within the 2025/26 AGAR

The Clerk reported that external auditors had completed their review and were satisfied that the Council's accounts were in order. The issue related to staffing costs having been allocated to the incorrect AGAR box. The external auditor had confirmed that the affected figures should be restated in the following year's AGAR.

NMTC/26/104 To receive an update on repair works previously agreed and to consider and approve any further quotations or works required

The Clerk confirmed that the contractor originally appointed to do reparation works at Barretts Lane had not requoted for the works, despite informing the Clerk that this would need to happen. Cllr Smith proposed that quotations from other contractors be sought. Seconded by Cllr Cooke. All in favour.

It was **Resolved** to seek alternate quotations for the reparation works.

NMTC/26/105 To receive and approve the accounts for payment and confirmation

Councillors had been sent the Accounts for Payments and Confirmation ahead of the meeting. The invoices were checked against confirmation print out from the bank to ensure accuracy. Cllr Hunter proposed that the Accounts for Payment and Confirmation be approved. Seconded by Cllr Mason. All in favour.

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

NMTC/26/106 To consider Grants/Donations for 2026/27

NMTC/26/106a Mid Suffolk Citizens Advice Bureau

The Council considered a request from Mid Suffolk Citizens Advice. The request was for £6000. Cllr Mason proposed that the £6000 be granted to Mid Suffolk Citizens Advice, along with thanks for the work undertaken in Needham Market for residents. Seconded by Cllr Barrance. All in favour.

It was **Resolved** to grant £6000 to Mid Suffolk Citizens Advice.

NMTC/26/107 To receive reports from the following:

NMTC/26/107a Planning Committee

Councillors received an update from the Planning Committee Meeting held immediately prior to this. It was reported that the Needham Market



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Neighbourhood Development Plan Review Group was in need of more members to assist with shaping the future Needham Market Neighbourhood Plan.

NMTC/26/107b Governance and Finance Committee

Councillors received a brief report, noting that there had not been a meeting of the Governance and Finance Committee since the previous Town Council meeting.

NMTC/26/107c Community and Assets Committee

An update was given from the Community and Assets meeting held the week prior to this meeting. It was noted that the committee had reviewed a draft proposal from the Climate Action Group for a wildflower meadow area on the Former Middle School Playing Field Site.

NMTC/26/107d Civic Events Working Group

Councillors were given an update relating to the Remembrance Service and the maintenance of the Memorial Sites within Needham Market.

NMTC/26/107e Climate Action Group

It was noted that the Climate Action Group were meeting the week after this meeting, and that minutes would be circulated as part of next months agenda pack.

NMTC/26/108 To receive an update from Councillors who are representatives for external bodies

Councillors received an updated relating to the Community Centre from Cllr Reardon, which included information on the installation of solar panels and proposed improvements to the doors to enable the Centre to be more accessible.

A brief report was given from Cllr Cooke, who is the representative for the Town Council on the SALC Board. Councillors were informed that there will be a slight change in staffing at SALC in the coming months, but they will continue to provide the Council and Council Staff with valuable support.

NMTC/26/109 To consider and agree Committee and Working Group appointments for Councillors Konni and Wetherell

Cllr Wetherell expressed an interest in joining the Community and Assets Committee. Cllr Clennell proposed that Cllr Wetherell be named as a member on the Community and Assets Committee. Seconded by Cllr Cooke. All in favour



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It was **Resolved** to appoint Cllr Wetherell to the Community and Assets Committee.

Cllr Matthew also expressed an interest in joining the Community and Assets Committee. Cllr Smith proposed that Cllr Matthew be named as a member on the Community and Assets Committee. Seconded by Cllr Cooke. All in favour.

It was **Resolved** to appoint Cllr Matthew to the Community and Assets Committee.

NMTC/26/110 To receive and adopt the NJC 2026/27 pay agreement as recommended by the Employment Committee

Members considered the National Joint Council Pay Agreement for 2026/27 as recommended by the Employment Committee. Cllr Mason proposed that the new pay scale be adopted. Seconded by Cllr Wetherell. All in favour.

It was **Resolved** to adopt the new NJC Pay Agreement for 2026/27.

NMTC/26/111 To discuss current and future climate action activities within Needham Market

An update was given on the forthcoming screening of the People's Emergency Briefing at the Community Centre. It was also noted that a draft proposal had been reviewed by the Community and Assets committee from the Climate Action Group relating to a wildflower area project. The full final proposal will come to Full Council in due course.

NMTC/26/112 To consider and resolve to install CCTV at Crowley Park and agree any further actions required in relation to costings and technical arrangements

Councillors considered proposals for the installation of CCTV following incidents of vandalism and anti-social behaviour at Crowley Park. Councillors agreed that the installation of a camera at Horsepond Place would provide improved coverage and assist in deterring further incidents whilst longer-term options continued to be explored. Cllr Reardon proposed that CCTV be installed on a column at Horsepond place whilst other more permanent options are investigated. Seconded by Cllr Mason. All in favour.

It was **Resolved** to

NMTC/26/113 To consider adopting and signing of the Civility and Respect Pledge

Councillors considered the Civility and Respect Pledge, and discussed the principles of promoting respectful behaviour, positive working relationships and high standards within local government. Cllr Smith proposed that the Civility and Respect pledge be adopted and signed. Seconded by Cllr Cooke. All in favour

It was **Resolved** to adopt and sign the Civility and Respect Pledge.



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NMTC/26/114 To consider becoming a supporter of the White Ribbon Campaign

Councillors considered whether the Council should become a supporter of the White Ribbon Campaign. Whilst supportive of the aims of the campaign, Members considered that further information was required regarding the commitments expected of participating councils and any associated resource implications before a decision could be made.

NMTC/26/115 To consider and agree whether Needham Market Town Council should become a signatory to the Power of Youth Charter, and to receive an update regarding Youth Engagement

Councillors considered the Power of Youth Charter and discussed the potential benefits of greater youth engagement in local decision-making. Members agreed that additional information would be beneficial before reaching a decision and noted that further discussions would be held with Cllr Harrison prior to the matter returning to Council.

NMTC/26/116 Matters to be raised by members

Members had queries relating to the Mayor's Board within the Community Centre, which was confirmed to be in hand. It was also raised that the future of the newsletter required discussion, and concern was expressed regarding the sustainability of current arrangements.

NMTC/26/117 To consider and approve the authorisation to advertise for the role of RFO

Councillors considered the proposed recruitment of a Responsible Financial Officer following previous discussions. Cllr Mason proposed that the advertisement for the recruitment of the role of Responsible Financial Officer be authorised. Seconded by Cllr Reardon. All in favour.

It was **Resolved** to authorise the advertisement of the Responsible Financial Officer role.

NMTC/26/118 To confirm the Date, Time, and Location of the next Town Council Meeting.

It was confirmed that the next meeting of the Town Council will be on Tuesday 10th October 2026 at 7PM in the Green Room of Needham Market Community Centre

NMTC/26/119 Exclusion of the Press and Public



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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 Cooke.
Seconded by Cllr Reardon. All in favour.

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

NMTC/26/120 To consider applications (if any) and determine co-option to existing vacancy/vacancies in accordance with the Council’s adopted co-option policy

Councillors had been issued with information relating to 2 co-option applications.

Members considered applicant 1, with Cllr Reardon proposing that they be co-opted onto the Council. Seconded by Cllr Smith. All in Favour

It was **Resolved** to co-opt the first applicant.

Members considered applicant 2, with Cllr Mason proposing that they be co-opted onto the Council. Seconded by Cllr Smith. All in Favour

It was **Resolved** to co-opt the second applicant.

Meeting closed at 20:44

Chairperson:

Date: