



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 11th November 2025

Held at: Town Council Offices, Community Centre, School Street, Needham Market.
Meeting started at 19:00

Councillors Present:

J Reardon (Chair), M Ost, A Reardon, G Blake, E Smith, C Goodchild, I Mason, T Cooke, R Darnell

Also in Attendance:

G de Cova (Town Clerk and RFO), County Councillor K Oakes, District Councillor R Piper, 2 members of the public and 2 Co-option Nominees

NMTC/25/122 Apologies for Absence

Apologies were received from Cllrs Hunter (illness) and O'Shea (illness).

NMTC/25/123 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members

Cllrs A and J Reardon both declared a pecuniary interest in item 17 (Accounts for Payment and Confirmation). Cllrs Blake and Cooke both declared a non-pecuniary interest in item 22 (provision of litter bin and noticeboard at St Georges Park).

Cllr Darnell arrived at this point.

NMTC/25/124 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

No dispensations were applied for.

NMTC/25/125 To receive reports, if any, from the County Councillor and District Councillor

Both the County and District Councillors had their reports circulated to Town Councillors prior to the meeting.

County Cllr Oakes invited members to make any comments or ask questions. Cllr A Reardon commented that it was good to hear that progress was being made in Children's Services within the County Council following on from a Focused Visit from Ofsted. Cllr Darnell had a comment regarding potholes on Stowmarket Road.



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At this point, Cllr Oakes left the meeting, as she had another meeting to attend and give a report at.

District Cllr Piper highlighted the portion of the report detailing the introduction of a new Local Listed Building Consent Order. He also invited questions and comments in relation to his report. Cllr J Reardon had a question about the figures for tree cover in the area. Cllr Piper confirmed that our average was lower than the national average due to the amount of agricultural land in the area.

NMTC/25/126 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 9th September 2025

Cllr A Reardon suggested a small amendment to these minutes. Councillors approved the amendment. Cllr Ost proposed the minutes be confirmed. Seconded by Cllr Cooke. Majority in favour.

It was **Resolved** to confirm the minutes of 9th September 2025 as an accurate record, with the amendment to be made.

AP: Clerk to make the necessary amendment.

NMTC/25/127 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 7th October 2025

Councillors discussed a small part of the confidential minutes, with regards to the information to be put into the minutes. Cllr A Reardon proposed the minutes be confirmed. Seconded by Cllr Blake. Majority in favour.

It was **Resolved** to confirm the minutes of 7th October 2025 as an accurate record, with the extra information to be added.

AP: Clerk to add the extra information.

NMTC/25/128 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 28th October 2025

Cllr Goodchild queried the wording used in one section of the confidential minutes, but confirmed no change needed making. Cllr Ost proposed the minutes be confirmed. Seconded by Cllr A Reardon. 5 Councillors, who attended the meeting on the 28th and were present at this meeting, were in favour.

It was **Resolved** to confirm the minutes of 28th October 2025 as an accurate record.

NMTC/25/129 Matters arising from the Minutes of the previous meeting

No matters were raised.

NMTC/25/130 To receive questions from any members of the public present



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One member of the public present asked for confirmation that the Council would still be looking into the provision of Allotments, as the agreement with the Football Club would be for 5 years only. Council confirmed that it would still investigate the provision of Allotments.

NMTC/25/131 To receive a report from the Town Clerk

The Clerk gave a verbal report. It was confirmed that the latest CIL payment received was £7867.23. She also confirmed that the work of the newly appointed Street Caretakers had already been noticed by the residents. It was mentioned quotes would be obtained for presentation to the Council for maintenance of an overgrown area on the former Middle School Playing Field site, at the request of Jigsaw Pre-School due to potential damage to the building. It was also reported that a bin had been requested to be put in in Jubilee Crescent. There is a bin that can be moved there, and it was agreed that it could be placed in the Crescent. Councillors were reminded that although there are Terms of Reference for committees, because of the lack of named members on each committee it meant they did not have delegated authority.

NMTC/25/132 Introduction of new councillors and completion of Declarations of Acceptance of Office

A Harrison completed and read his Declaration of Acceptance of Office. L Chandler also completed and read his Declaration of Acceptance of Office. Both were witnessed and signed by the Town Clerk and Proper Officer.

NMTC/25/133 receive and adopt the External Auditor's report for 2024/25

Councillors had been given a copy of the External Auditors report in advance of the meeting. Cllr Ost proposed that the Council adopt the External Auditors report. Cllr Cooke seconded. Majority in favour.

It was **Resolved** to adopt the External Auditors report for 2024/25

NMTC/25/134 To consider Grants/Donations for 2025/26

NMTC/25/134a Needham Market Burial Ground

The Council is awaiting a definite figure from the Church for the works required for maintenance and reparation of the Lychgate. Once this is received, it will be discussed at a future meeting for formal consideration.

NMTC/25/134b Needham Market Open Gardens

The Council had received a request from a resident on behalf of a group who are arranging an Open Gardens Event in Needham Market. Information was circulated to Councillors before the meeting. They are requesting a donation of £600 to assist with promotion and running of the event. Cllr Smith proposed the full amount be given. Seconded by Cllr Blake. Majority in favour.

It was **Resolved** to donate £600 to Needham Market Open Gardens



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NMTC/25/134c Needham Market Allotment Holders Association

The Council had received a request from the Allotment Holders Association. Information was circulated to Councillors before the meeting. They are requesting £1000 to assist with covering the costs of insurance, water charges and running costs. Cllr Darnell proposed the full amount be given. Seconded Cllr Goodchild. All in favour.

It was **Resolved** to donate £1000 to Needham Market Allotment Holders Association.

NMTC/25/134d Headway Suffolk

Councillors discussed the request. No amount was given in the request. Councillors asked for the Clerk to find out how many residents of Needham Market they have supported, and for a definite amount.

AP: Clerk to get the information requested

NMTC/25/135 To discuss and confirm Community Centre Donation agreed July 8th, 2025

The Chair gave an overview of what had been agreed at a previous meeting. It was confirmed that the amounts would be the same, but instead of the Council holding the funds and paying for professional fees, it would transfer the money to the Community Centre to assist with proper bookkeeping for both the Centre and the Council.

NMTC/25/136 To confirm Warm Winter Spaces Initiative

Cllr A Reardon confirmed that the original £50 agreed for expenditure had not been sufficient, due to the rising costs of items. It was proposed that up to £40 extra be spent for the benefit of the residents of Needham Market. Cllr Smith proposed, seconded by Cllr Mason. All in favour.

It was **Resolved** to spend up to £40 extra on items to be held in the Library for the Warm Winter Spaces Initiative.

NMTC/25/137 To confirm signatories for banking

With the resignation of a Councillor in the previous weeks, it had been noted that there were currently only 3 active bank signatories, who are Cllr J Reardon, Cllr Goodchild and Cllr Cooke. Cllr Hunter offered over email to assist with this. Cllr Mason proposed that Cllr Hunter be added to the bank signatories list. Cllr Darnell seconded. All in favour

It was **Resolved** to add Cllr Hunter to the bank signatories, making the signatories list the following: Cllrs J Reardon, C Goodchild, T Cooke and K Hunter

NMTC/25/138 To receive and approve the accounts for payment and confirmation

Councillors had been sent the Accounts for Payments and Confirmation prior to the meeting. The Clerk asked that one extra item be added, for the provision of newspapers at the Library. Cllr Mason proposed that this all be approved. Cllr Goodchild seconded. All in favour.



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It was **Resolved** to approve the accounts for payment and confirmation, with the addition supplied by the Clerk

NMTC/25/139 To note completion of the Council's pension re-enrolment and re-declaration of compliance

Councillors were informed that the payroll service provider had re-enrolled the Council in the pension scheme, as required by the pensions regulator. It was noted that the Council had been re-enrolled and the re-declaration had been received by the office.

NMTC/25/140 To adopt the IT Policy

Councillors discussed the IT policy at the Governance and Finance Meeting on 4th November. They were also circulated the policy prior to this meeting. Cllr Ost proposed that the Council adopt the policy. Cllr A Reardon seconded. All in favour.

It was **Resolved** to adopt the IT policy

NMTC/25/141 To receive an update on the Skatepark

The Chair gave an overview of communications with the Skatepark. The last communication had from the Skatepark was a phone call requesting that an update be given to The Institute regarding the progress made. The Council has not received costings from the Skatepark Committee that were requested in June 2025. No further communications have been received into the office from the Skatepark Committee.

NMTC/25/142 To receive reports from the following:

NMTC/25/142a Planning Committee

Cllr Ost gave a brief update from the Planning Meeting that had been held immediately before this meeting. He also told Councillors of the upcoming meeting on 13th November for the Neighbour Development Plan Review. It was confirmed that the District Council had opened their Call for Sites, which is a formal invitation for submissions of land that may be suitable for future development or redevelopment.

NMTC/25/142b Governance and Finance Committee

Cllr Goodchild gave an update from the Governance and Finance Committee Meeting held on 4th November. A draft indicative budget had been presented at the meeting and will be being worked on by the Clerk/RFO in the coming weeks for presentation and agreement. He confirmed that the CIL priorities list would be discussed at Community and Assets for the earmarking of funds.

NMTC/25/142c Community and Assets Committee

Cllr Cooke informed members that some ideas had been discussed between herself and the office, which will be brought to the next Community and Assets Meeting for consideration.



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Cllr A Reardon discussed the costs of chocolate gifts for newsletter deliverers. She has found a price that would keep it in budget for this year. However, this would come at a very small financial gain to her as the price would be acquired by using her Tesco clubcard. The financial gain to herself would be £5.25 maximum. Council agreed that the any benefit would be negated by the cost of fuel used, as well as the time spent going to get them.

NMTC/25/142d Civic Events Working Group

Cllr A Reardon would like her thanks recorded to all Councillors and members of the Civic Events Working Group for their efforts in organising the Acts of Remembrance. She also mentioned that it had been discussed at a Working Group Meeting about a flag and a standard for civic events. She has agreed to investigate prices for these as Council agree they would be good to have.

AP: Cllr A Reardon to investigate prices.

Cllrs A Reardon and Cooke had met with the Historical Recorder for Needham Market, who is hoping to put on an event to celebrate the 800th anniversary of Needham Market achieving market status. He would need financial support for this event if the Town Council were willing to give it. A formal request will be submitted to the Council once costings have been found out. He would also like named Councillors to contact regarding this. Cllrs J Reardon, Cooke and Ost all volunteered to be points of contact.

NMTC/25/142e Climate Awareness Group

The Climate Awareness Group met on 10th November and discussed the land near Chalkeith Road that had been presented to Council by District Councillors Daniel Pratt and Ross Piper. It was reported that a Community Interest Company would need to be founded, then an application made to Mid Suffolk District Council for funding to assist with the purchase of the land.

NMTC/25/143 To confirm and approve the provision of litter bins and a noticeboard within the St George's Park estate

Cllr Cooke confirmed that she had contacted Hopkins home on 3 occasions, with no response. She will endeavour to contact the management company for the estate to progress the matter further.

AP: Cllr Cooke to contact the management company

AP: Clerk to ensure that this item is put onto the next Community and Assets agenda for an update.

NMTC/25/144 Matters to be raised by members

No matters were raised



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NMTC/25/145 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 9th December 2025 at 7PM in the Green Room of Needham Market Community Centre

Meeting closed at 20:22

Chairman:

Date: