



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 9th December 2025

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

Councillors Present:

J Reardon (Chair), M Ost, A Reardon, A Harrison, G Blake, K Hunter, E Smith, C Goodchild, I Mason, M O'Shea and T Cooke

Also in Attendance:

G de Cova (Town Clerk and RFO) and District Councillor T Lawrence

NMTC/25/146 Apologies for Absence

Cllr R Darnell – Illness, Cllr L Chandler – Work Commitment

NMTC/25/147 To receive any Declarations of Pecuniary or Non-Pecuniary Interests by Members

Cllr A Reardon declared a pecuniary interest in item 17 (Accounts for Payment and Confirmation).

NMTC/25/148 To approve any Dispensations with respect to Disclosable Non-Pecuniary Interests

No dispensations were applied for.

NMTC/25/149 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.

Cllr A Reardon queried if the Rural Support Fund that is available could be used for the maintenance of Bus Stops and Shelters. District Cllr Lawrence confirmed that there is a fund specifically for Bus Stops and Shelters.

NMTC/25/150 To receive and confirm the Minutes of the Town Council meeting held on Tuesday 11th November 2025

Cllr Cooke proposed the minutes be confirmed. Seconded by Cllr Ost. All in favour.

It was **Resolved** to confirm the minutes of 11th November 2025 as an accurate record.



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NMTC/25/151 Matters arising from the Minutes of the previous meeting

No matters were raised.

NMTC/25/152 To receive questions from any members of the public present

No members of the public are present

NMTC/25/153 To receive a report from the Town Clerk

The Clerk gave a verbal report. Councillors discussed one section of the report in detail, which related to barriers owned by the Town Council that were currently being housed by The Food Museum in Stowmarket. Council agreed that the barriers be recovered.

NMTC/25/154 To adopt new Standing Orders

Councillors had received the new Standing Orders ahead of the meeting. They had discussed these at a Governance and Finance Committee Meeting in November. Cllr Ost proposed to adopt the new Standing Orders. Seconded by Cllr A Reardon. All in favour.

It was **Resolved** to adopt the new Standing Orders

NMTC/25/155 To adopt the Budget for the 2026/27 Financial Year

Councillors had received the proposed budget for 2026/27 ahead of the meeting. This was discussed at the Governance and Finance Committee Meeting held on 2nd December, with two conditions. The conditions were that the Newsletter expenditure be thoroughly investigated, and that any monies for the Community Centre come directly from Reserves. Cllr Blake proposed to adopt the Budget. Seconded by Cllr Cooke. All in favour.

It was **Resolved** to adopt the Budget for 2026/27

NMTC/25/156 To discuss and adopt Model Publication scheme for Freedom of Information Requests

Councillors had received the Publication Scheme ahead of the meeting. Cllr A Reardon proposed to adopt the Model Publication Scheme. Seconded by Cllr Ost. All in favour.

It was **Resolved** to adopt the Model Publication scheme for Freedom of Information Requests

NMTC/25/157 To confirm the status of The Friends of the Library Steering Group

Councillors had information circulated from the Library regarding the Steering Group. They discussed and agreed to withdraw membership from the Steering Group to allow it to be better managed and receive other support. Cllr Cooke proposed withdrawal. Seconded by Cllr Smith. All in favour

It was **Resolved** to withdraw membership of the Steering Group



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NMTC/25/158 To discuss and confirm parking on the High Street and Barretts Lane

District Cllr Lawrence presented information regarding the time limits for parking on the High Street. He had been contacted regarding a consultation for increasing the limit from 1 hour to 2 hours. The Consultation would be funded by On-Street Parking at Babergh Mid Suffolk District Council. Councillors discussed the advantages and disadvantages of increasing the limit. They felt that overall, the increase would be a benefit. Cllr Smith proposed that the Council support the opportunity to have a consultation regarding the increase, seconded by Cllr O'Shea. All in favour.

It was **Resolved** that the Council support the opportunity for a consultation

NMTC/25/159 To discuss and approve a quote for a new town Noticeboard

Councillors had information circulated containing 3 quotes for the purchase of a new town noticeboard. After a discussion, it was agreed to defer this decision

NMTC/25/160 To discuss and confirm quotations for printer leasing

Councillors had information circulated containing 3 quotes for the printer hire within the office. After a discussion, it was agreed to defer this decision, with the Clerk to present the information differently

AP: Clerk to collate information into one table of costs

NMTC/25/161 To consider Grants/Donations for 2025/26

NMTC/25/161a Needham Market Burial Ground

The Church have confirmed an amount of £5000. Cllr Goodchild proposed we donate the £5000. Seconded by Cllr Hunter. All in favour. One Councillor abstained from voting.

It was **Resolved** to donate £5000 to the Church, once they had all quotes for works and were ready to proceed

NMTC/25/162 To receive and approve the accounts for payment and confirmation

Councillors had been sent the Accounts for Payments and Confirmation prior to the meeting. Cllr Ost proposed that Accounts for Payment and Confirmation be approved. Cllr Mason seconded. Majority in favour.

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

NMTC/25/163 To receive reports from the following:

NMTC/25/163a Planning Committee

Cllr Ost confirmed that the next Needham Market Neighbourhood Development Plan Review Meeting was to be held on January 20th at 7PM.



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Cllr Ost made other Councillors aware that there is currently a planning application for the former Snoasis Site. Although it is not within Needham Market, due to the size of the development it may come to the Council for comment.

NMTC/25/163b Governance and Finance Committee

Cllr Goodchild gave an update from the Governance and Finance Committee Meeting held on 2nd December. He gave a brief update on the discussion surround Committee Structure and policies.

NMTC/25/163c Community and Assets Committee

The next meeting of the Community and Assets Committee is to be held on Tuesday 16th December, and invited Councillors to bring any ideas for future projects or events to the meeting.

NMTC/25/163d Civic Events Working Group

Cllr A Reardon, along with Cllr Cooke, the Clerk and the Assistant Clerk, had a meeting with Graham Oxenham regarding the Needham Market 800 event that was being planned. Cllr Ost suggested that given the opportunity for discussions with members of the public regarding the Neighbourhood Plan Development Review, that the monies for costs come from within the Planning budget.

NMTC/25/163e Climate Awareness Group

The Climate Awareness Group minutes from their latest meeting had been circulated to all Councillors prior to this meeting.

NMTC/25/164 Matters to be raised by members

Cllr O'Shea requested that the provision of Town Maps go on a future agenda. He also mentioned about the format of agenda packs now being sent.

Cllr Goodchild requested a future agenda item for the accessibility of the train station.

NMTC/25/165 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 6th January 2026 at 7PM in the Green Room of Needham Market Community Centre

Meeting closed at 20:16

Chairman:

Date: