

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 9th February 2015 at 7.15pm in the Council Chamber.

Present:	Mr M Azmoodeh	Mr G Lynch (Town and District Councillor)
	Mr N Beecroft-Smith	Mr P Mills
	Mr A Comber	Mr J Ogden
	Mr D Fairbrother	Mrs S Ogden (Chairman and District Councillor)
	Mrs S Fairbrother	Mr C Rayworth
	Mr S Lawson	Rev R Spittle

In attendance: Mrs V R Read (Clerk to the Town Council)
Mrs J Francis (Deputy Clerk to the Town Council)
1 Member of the Press
2 Members of the public

1. Apologies

Mr P Miller – personal commitments (left on answer-phone)
Mrs J Smith – personal commitments
Mr C Hudson (County Councillor) – Council meeting
Mr R Whiting (County Councillor) – Council meeting
Mr M Grimwood (District Councillor) – personal commitments
Mrs D McCallum (District Councillor) – work commitments
Mrs M Neale (District Councillor) – personal commitments
PCSO M Sarbutts – work commitments

2. Declarations of Interest

Members made verbal declarations which they have recorded on the form attached at **Annex 1** to the permanent copy of these minutes.

3. Minutes of the last regular meeting held on 12th January 2015

The minutes having been issued, were then taken as read, approved and signed by the Chairman. **9.For: DF, SF and GL Abstained.**

4. Matters arising

Mrs Fairbrother asked for the Item regarding the barriers at Bull Drive to be stated as Bull Drive/Pontins Walk on future agendas.

5. Chairman's Report

The Chairman reported she has recently returned from holiday and had been catching up with the Clerk.

An adjournment was declared:

– **to receive reports from the County and District Councillors**

A written report on behalf of both County Councillors had been forwarded to Members and is held on file.

Mr Lynch, District Councillor, reported:

- on meetings at SCDC at which he had been present;
- that the majority of grants applied for had been successful as the Community Enabling Budgets have reduced the numbers received;
- he had reported to Suffolk County Highways the potholes in Bell Lane.

Mrs Fairbrother asked about the current position of the Adastral Park Application. This has been considered at High Court but a determination has not been reached.

Mrs Ogden, as District Councillor, reported she:

- was pleased the SCDC Grants committee had allocated money to the Lapwing Trust . This organisation does good work with Autism;
- had been consulted by the the Kesgrave Library Manager about the change in opening hours and had given it her support. It was noted the Manager and her team have been nominated for a Business and Community Award together with Kesgrave Park Run Team.

- **to receive Police Matters reports**

Members had sight of the following reports which are held on file.

- 1 PCEM minutes
- 2 PCSO Match funded report
- 3 12PT monthly report for January 2015

- **to allow members of the public to speak**

A Member of the public gave his views on the Town Council's stance regarding the suspension of two Councillors from Committees, the consultation regarding the Ipswich to Peterborough Line and the Youth Council.

6. Notices and Correspondence

a. Items for discussion

The Deputy Clerk brought the following item to Members' attention:–

- 1.D** Rail Network Consultation – issued to Members on 5th January 2015. It was agreed Members would submit their own individual comments but a formal Town Council response will also be sent.

The Chairman brought the following item to Members' attention:–

- 2.D** Request by a member of staff for an apology from a Councillor.

The Council then resolved that the public and the press be excluded for consideration of Item 6.a.2.D. since publicity would prejudice the public interest by reason of the confidential nature of the business. 10 For; DF and SF against.

The item was therefore taken after Item 19 and is minuted there.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 2** to the permanent copy of these minutes.

- ### **b. Councillor Representative Reports** None.

7. Financial and Governance Matters

a. Receipts and Payments Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 3** to the permanent copy of these minutes.

Mr Comber and Mr Rayworth left the room and Council agreed the payments in which they had declared an interest.

Council **agreed** the Receipts & Payments be accepted with no further discussion and settlement of the accounts was approved. **The above named Councillors then returned to the meeting.**

b. Transfer between accounts It was **agreed** £9,500 be transferred from Barclays Instant Access Saver to Barclays Current Account.

c. Transfer of Reserve Funds

Internal Transfer:

Youth Club MJH hire - January	224.00	To MJH
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Transfer to and from Reserves

Spark	500.00	To Youth Club
Resident donation	40.00	To Youth Club
SCC Suffolk Green fund	15,000.00	To MJH
MJH Project Manager	1,116.00	From MJH
SCC Replacement Street columns	3,988.55	From Street lighting
KHS - for 1st Aid	134.40	From Firework Display
A Comber IT equipment & installation	463.23	From MJH
C Rayworth/MJH equipment	12.19	From MJH

d. Receipts and Payments interim sheet Council **agreed** the Receipts and Payments sheets and vouchers would in future be available before the meeting from 6.30pm for Members to peruse. **8 For; Against DF, SF and GL; Abstained MA.**

e. Camera purchase for Office use Council **agreed** a camera for use by the staff for reporting faults be purchased with a ceiling of £50. **11 For; DF Abstained.**

f. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

The Council resolved that the public and the press be excluded for consideration of Item 7.g. Staff since publicity would prejudice the public interest by reason of the confidential nature of the business. **10 For; DF against.**

The following items were taken after item 19 and are minuted there.

g. Staff

- i. Five Year Plan, Staffing Sub-Committee, Forward Planning**
- ii. Adjustment to Caretaker/Litter-picker salary**
- iii. Hours and payments for Office Staff**

h. Late items for information None.

8. Community Services Matters

a. Draft Minutes of the last meeting held 26th January 2015 Members had been issued with a copy of the draft minutes and these are attached at **Annex 3** to these minutes. Members were advised the draft minutes previously issued had been revised at Item 7.a. Mr Fairbrother commented on the item regarding a Community Vehicle/Trailer which he considered to be an unnecessary expense at this time. This has been included in the 5 year plan and will, as minuted, be considered at a later date.

b. Market Several new stalls have been secured and the Youth Club will have the Charity Stall this month to hopefully attract more volunteer helpers. Spark have provided a further grant of £1,000 to fund activities in the coming year.

c. MJH (Millennium Jubilee Hall) Bookings are increasing daily and it was noted the incorrect statement in the January issue of Kesgrave News regarding the costs of hiring the room has been corrected in the February issue and on the website. Only one enquirer had queried the cost.

d. Youth Club The Club are very much in need of additional volunteer helpers. It has become clear that at least 5 helpers are needed on each night to provide cover for each room and the outside space. Numbers do fluctuate all the time but the trial alternate weeks for years 7 and 8 on Tuesday night is proving successful.

9. Planning and Development Matters

a. Planning applications received since 9th January 2015, responses for comment/approval and other planning matters The list of planning applications where comment was required, those which were not contentious and the decisions received, had been issued to each Councillor and is attached at **Annex 4** to the permanent copy of these minutes.

b. SCDC Area classification Nothing to report.

c. Late items for information An Officer from Suffolk Coastal District Council had attended the office to give Staff a better understanding of the Planning area of Suffolk Coastal District Website and how to retrieve information more readily. This had been extremely helpful and may well result in a revision of the planning list in the near future. Woodbridge Town Council are currently trialling their Members looking at applications on line rather than in hard copy and Council may wish to consider this themselves in the future.

10. Recreation and Amenities Matters

a. Roads, footways and footpaths

i. All Saints Traffic Lights A copy of an email from Mr Whiting to Suffolk County Council has confirmed his and Mr Hudson's contribution to the funding of the trial to a ceiling of £29,000. That cost to be shared equally three ways between the two County Councillors and KTC. There is nothing further to report at present.

ii. Crossing on A1214 near junction of Cambridge Road Correspondence with Suffolk County Council has confirmed the £5,000 previously stated should cover the cost of design and installation if this crossing is deemed viable.

iii. Public Footpath through Fenton's Wood Council were advised the claimed footpath across Fentons Wood has been rejected as expected at the recent Suffolk County Council Rights of Way Committee meeting.

b. Play Equipment Improvements and Provision, Additional Play Equipment and fencing Oak Meadow Nothing to report.

c. POS Adoption

i. SCDC Conditional Contract of Sale of Oak Meadow Nothing to report.

d. Parkrun As already stated Kesgrave Park Run has been nominated for an SCDC Business and Community Award. 200 had attended a recent event when the Ipswich run had been cancelled because of bad weather. There have been no recent complaints from residents with regard to parking. Spark have donated £100 to cover the fees payable for use of the MJH outside toilet and electrical point.

e. **Late items for information** None.

11. Community Information Project (CIP)

Mr Ogden reported this is now live and a training manual is being prepared. He will be meeting with the Church Administrator and it was suggested he should also contact the KWMCC for additional input.

12. Electoral Boundary Review and forthcoming elections

The new boundaries have now been confirmed and the warding boundaries are available on the SCDC website and were depicted on the map in the Chamber. It has been confirmed KTC will have 16 Members.

13. Five Year Plan

Nothing to report, until all Committees have made their comments.

14. Kesgrave Library

As reported in the Adjournment changes to the Library opening hours have been proposed. Council gave their **unanimous** support to the changes.

15. Policy Documents

No Policies have been brought for review this month because of pressure of other work.

16. Public Open Space issues

a. **Anti-social Behaviour** Mrs Fairbrother brought to Council various comments she had received from local residents regarding Cedarwood Green and the surrounding area. Council were unable to deal with these as they are anonymous. It would appear many people who attended the meeting in the MJH in October have made assumptions about the decisions which were made. Mrs Fairbrother was asked to list the issues raised and forward it to the Chairman.

The Chairman had received an email from a resident concerning the landscaping which was required at Cedarwood Green to fulfil the Planning Permission requirements. The resident believed there had been some barbed wire in the hedgeline which he wished to see reinstated to prevent access being forged through the hedgeline. Council understood that any barbed wire would have been removed before handover and could not be reinstated for Health and Safety reasons. It was also confirmed that the planning permission requirements have been fulfilled. The resident will be informed.

b. **Additional Youth Provision** Nothing to report.

c. **Peart Grove/Cedarwood Green, Fencing** In answer to queries raised about the siting of the new fence, Mr Rayworth confirmed the fencing had been erected in accordance with the height and siting agreed by Council.

d. **Bull Drive Barriers** This Item should have been titled Bull Drive/Pontins Walk Barriers. Council staff will be forwarding photos and measurements to the appropriate SCC officer to shorten the time-scale of provision. Even so this may take several weeks. It is hoped to be able to claim Community Enabling budget promised before the deadline.

17. Youth Council Provision

Mr Ogden reported he had been in contact with the High School and it has been realised to start the Youth Council in May is not viable as this coincides with the start of exams. It will instead start in September with the first meeting in October each year and run with the school year and therefore provide

better continuity of membership.

18. Report from Clerk and Press Officer

a. Meeting dates for the coming year – it was noted this had been erroneously carried forward from last months agenda.

Issues included in the March Kesgrave News article are:

- the request that residents copy KTC in on comments to SCDC regarding planning applications;
- the opportunity for candidates to submit a profile for inclusion in April;
- the Annual Town Meeting on 23rd March;
- dogs on the Millennium Sports Ground.

19. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion

Mrs Fairbrother had requested the WiFi access code be issued to all Councillors. It was explained the only Councillors who have the code at present are Mr Comber, Mr Rayworth, Mr Ogden and Mrs Ogden who all have specific needs. Some discussion was held on the security of issuing a code and how access could be made available. Mr Comber will investigate and bring information to the March Meeting for consideration.

Reverend Spittle asked that an Item be added to the March Agenda to consider setting up a Safeguarding Forum for Safeguarding Officers from Kesgrave organisations to meet twice a year to share best practice procedures.

The remaining members of the public left. Council was able to then consider the following:-

6. Notices and Correspondence

a. Items for discussion

2.D. Request by a member of staff for an apology from a Councillor. Mr Rayworth, as Chairman of Finance and Governance, read a letter he had received from Mrs Read, the Clerk, asking for an apology from Mr Fairbrother for remarks he had made at the January meeting. A prolonged discussion revealed that although a resolution had been reached over the complaint against the Clerk made by Mrs Fairbrother and subsequently Mr Fairbrother, there was still some misunderstanding. Mr Fairbrother cited as the cause of his ongoing protests a remark by the Clerk within her original document to the Chairman of Committees. This was not the email which had been the subject of the investigation and understood by Councillors and Staff as the reason for his conduct. He stated if the Clerk apologised he would do likewise and a line would be drawn under the whole issue. The Clerk restated her previous written apology. Mr Fairbrother agreed then to let the matter rest although he stated he had already written to Eric Pickles, Secretary of State for Communities and Local Government and was awaiting a response.

7. Financial and Governance Matters

g. Staff Members were issued with confidential papers and these are held on file. The order in which items was considered was altered and are minuted as taken.

ii. Adjustment to Caretaker/Litter-picker salary Mr Rayworth explained that is is necessary to issue a contract to the Caretaker/Litter-picker now his duties have expanded. It was **unanimously agreed** he will be employed at an adjusted rate of £8.30 per hour for a minimum of 20 hours on average a week. He will also receive a mileage allowance for a minimum of 30 miles a week at the current NALC rate to cover frequent visits between venues and the litterpicking.

iii. Hours and payments for Office Staff Mr Rayworth also drew Members attention to

issues regarding Staff hours worked in excess of contracted hours and the possibility of gratuity payments being due to senior staff members to address the lack of pension provision in their early years of employment with the Council. It was accepted with the current consideration of changes to staff posts and the new administration in May it would be advisable for the March Council meeting to address all these issues and costs will be brought to that meeting.

i. Five Year Plan, Staffing Sub-Committee, Forward Planning The Council were issued with a copy of the Draft Terms of Reference for the Staffing Sub-Committee which is attached at **Annex 5** to these minutes and these were **agreed** with the amendments shown. It was further **agreed** the Sub-Committee will comprise of Mr Beecroft-Smith, Mr Comber, Mr Lawson, Mr Lynch, Mr Mills, Mr Ogden, and Mrs Ogden. The Sub-Committee then **agreed** Mr Ogden will be Chairman. **Later:** The first meeting was called for Tuesday 17th February 2015.

The meeting closed at 10.50pm

Chairman

Date of next meeting:

- **Monday 9th March in the Council Chamber at 7.15pm**