

## ***Kesgrave Town Council***

Minutes of the meeting of the Kesgrave Town Council held on Monday 10th February 2014 at 7.15pm in the Council Chamber.

**Present:**

Mr M Amoss	Mr P Miller
Mr A Comber	Mr P Mills
Mr D Fairbrother	Mr J Ogden
Mrs S Fairbrother	Mr C Rayworth
Mr G Lynch (District Councillor)	Rev R Spittle

**In attendance:** Mrs V R Read (Clerk to the Town Council)  
Mrs J Francis (Deputy Clerk to the Town Council)  
Mrs L Bennett (Assistant Clerk)  
Mr C Hudson (County Councillor)  
Mr R Whiting (County Councillor)  
Mr M Percy (MYP)  
1 Member of the public

**Reverend Spittle took the Chair.**

### **1. Apologies**

Council accepted apologies from the following:

Mrs S Ogden (Chairman and District Councillor) – personal commitments  
Mr M Azmoodeh – personal commitments  
Mr N Beecroft-Smith – work commitments  
Mrs J Smith – illness  
Mrs M Neale (District Councillor) – personal commitments  
PCSO Sarbutts – work commitments

**Later:**

Mrs D McCallum (District Councillor) – alternative meeting

### **2. Declarations of Interest**

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

### **3. Minutes of the last regular meeting held on 13th January 2014**

The minutes having been issued were then taken as read, approved and signed by the Chairman.

### **4. Matters arising**

a. **Accuracy of adjournment minute from November 2013** Following a complaint from a member of the public regarding the wording in the November minutes, a paragraph had been struck out pending a meeting with the resident. At that meeting held between the complainant, his supporter and Council representatives, an agreement was reached for the following to be minuted:

Mr Percy added his support to the provision of a skatepark. He then went on to read out a statement which is held on file. The Chairman advised him he should be careful not to make allegations in a public meeting.

A Councillor having seen his other comments on social media, also advised Mr Percy he believed he should be more careful when publishing criticisms.

A note will be placed on the appropriate page of the November meeting minutes in the Minute book.

The meeting with the complainant, Mr Percy, also reached an agreement that his complaint against the Clerk and the Council has been satisfactorily dealt with.

**b. Landscape Maintenance on Mead Drive** Following the attendance of the Court Manager from Gressland Court at the January meeting a letter had been sent to Bovis Homes requesting maintenance work be carried out. A reply has been received stating a request has been passed to their maintenance team for a response. As yet no work has been undertaken, and the Clerk will contact Bovis again asking for a response and a time scale for the work to be carried out.

**c. Late items for information** None.

## **5. Chairman's Report**

The Chairman being absent there was no report.

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### **An adjournment was declared:**

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

A written report on behalf of both County Councillors was issued to Members and is held on file.

Mr Hudson, County Councillor, highlighted:

- the call for a fresh approach to health and housing in Suffolk;
- that Public Health Suffolk are to support the new “Be Clear on Cancer” national campaign.

Mr Whiting, County Councillor, announced:

- he and Councillor Hudson have both agreed to give £1,500 from their Community Enabling Budget to the MJH project;
- he will be attending a SCC meeting this Thursday to consider the Budget but announced there is to be no increase in Council Tax this year. The Chairman asked how services may be affected. Council were informed IT and other services have been taken back “in-house” equating to a £9million saving. Further information will be announced following Thursday's meeting;
- details on the home to school travel consultation which begins on Monday 10th February will be forwarded to the office for information;
- he will be supporting the Town Council's application to the Greener Suffolk Fund;
- SCDC has been nominated for a “Most Improved Council Award” with winners being announced on the 12th March.

Mr Grimwood, District Councillor, commented:

- he will be attending the Grants Committee Task Group meeting next week and understands an application from KTC is to be considered;
- on his disappointment that there are no longer facilities for handling cash at SCDC offices. All other methods of payment are still acceptable with a 2% levy for the use of a credit card.

Mr Lynch, as District Councillor, reported:

- he will be attending the Grants Committee Task Group meeting next week;
- further information on the Electoral Review will be announced on Wednesday 14th with a final consultation to follow;
- he continues to attend Audit Governance meetings. One of the subjects being currently discussed is the possible relocation of the SCDC offices in Melton;
- on the problems facing residents with ownership and responsibility for fencing in Wards View

following damage in the recent bad weather. He believes Developers should be requested to provide more substantial boundary treatment with clear ownership;

- he has recommended the majority of his Community Enabling Budget for this year is awarded to the Kesgrave Cycle Speedway Club;
- with the recent problems of flooding and sea defence incursion a review of disaster plans should take place.

Mr Percy, MYP for Suffolk, reported:

- the UK Youth Parliament Elections are now open to anyone between the ages of 11 –18 to put themselves forward for election. He will forward documentation to the office to be distributed to all Councillors for information;
- on the plight some disabled people face when using some bus services. The problem actually being accessing the bus stops. He urged all Councillors to review this anomaly.

His submitted written report is held on file.

- **to receive Police Matters reports**

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

- 1 PCEM Minutes for January 2014
- 2 SNT monthly reports (PCSO Mike Sarbutts)
- 3 12PT monthly report for January 2014

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

Residents raised the following issues:

- The improved service now being offered by Kesgrave Library, with the Sunday morning craft sessions being very well attended by youngsters;
- Standing Order 21.b regarding relations with the press and media should be completely removed. The resident felt all Councillors should be able to give their personal views or submit written articles and letters stating they are a Town Councillor;
- a “Beat the Winter Blues” event will take place at the Library on 1st March which it is hoped will attract volunteer Leaders and helpers for local organisations.

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## **6. Notices and Correspondence**

### **a. Items for information and discussion**

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

- 1.D Community Magazines where no issues were raised by Members
- 2.I Magpas - The Emergency Medical Charity, Letter requesting grant (**referred to F&R**)
- 3.D A letter from a resident regarding anti-social behaviour (ASB) in residential areas had been received and was precied for Members. It highlighted to Councillors the concerns regarding ASB since the summer of 2013 in the Bull Drive area. Action cannot be taken if the incident is not reported at the time, residents experiencing similar problems are always advised to contact the Safer Neighbourhood Team (SNT) immediately. Council were informed the SNT Officers are aware of the incidences and the area is regularly patrolled. With regards to a further complaint on the amount of litter on Cedarwood Green Public Open Space, Members were reminded this area is litter picked at least 3 times a week and it was re-iterated any incident reported to the Office is dealt with immediately.
- 4.I. Kesgrave Library Community Group Report ( D Fairbrother)

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

## 7. **Financial Matters**

Mr Rayworth left for the item 7.a.

- a. **Receipts & Payments** Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 2** to the permanent copy of these minutes. Council **agreed** the Receipts & Payments be accepted with no further discussion and settlement of the accounts was approved.

- b. **Transfer between accounts** Council **agreed** a transfer of £36,000 be made from the Instant Access Account to the Ordinary Account.

c. **Transfers to/from Reserve funds in February 2014**

Spark	500.00	To Youth Club
Resident donation	40.00	To Youth Club
Resident donation	40.00	To Youth Club
Youth Club session 10 & 12/12/13	37.50	To Youth Club
Youth Club session 17/12/13	68.80	To Youth Club
Youth Club session 14 & 16/01/14	84.10	To Youth Club
Youth Club session 21 & 23/01/14	80.15	To Youth Club
Miscellaneous	14.00	To Library Community Group
Miscellaneous	8.40	To Library Community Group
Miscellaneous	251.01	To Library Community Group
Youth Club salaries	619.30	From Youth Club
PFB CMS Ltd	400.00	From MJH
Youth Club Float	262.53	From Youth Club
MJH Project Manager	1,056.25	From MJH
Youth Club broadband	62.00	From Youth Club

- d. **Photocopier Working Party Report** Nothing to report.

Mr Beecroft-Smith being absent, the Clerk took Council through the following item.

## 8. **Planning and Development Matters**

- a. **Planning applications received since 10th January 2014.** 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 3** to the permanent copy of these minutes.

The Clerk reported on attendance by Councillor Beecroft-Smith at the Development Management South Committee meeting with regard to the Fork Rent application for Sinks Pit. This was approved with consideration being given to the A1214 congestion, noise and night working. Conditions will be applied on these issues and Fork Rent have been encouraged to work with the Town Council.

Mr Beecroft-Smith had asked that both Mrs McCallum and Mr Hudson be thanked for their positive comments and support. He also suggested a letter be sent to Fork Rent inviting them to attend a Council meeting to promote partnership working. The Clerk will write inviting the Managing Director to make contact.

- b. **SCDC Area classification** Nothing to report.

- c. **Late items for information** None.

## 9. **Recreation and Amenities Matters**

**a. Roads, footways and footpaths**

- i. All Saints Traffic Lights** Work progressing this issue is very slow and no further information is available at present.
- ii. Consultation results for Bus Stop move in Penzance Road** The results of the consultation from Suffolk County Council were read out to Members. Following discussion Council were **unanimous** the bus stop be left in it's present location which Council believes is much safer and will have less impact on the community as whole.

**b. Play Equipment Improvements and Provision, Additional Play Equipment, Oak Meadow**

The Deputy Clerk reminded Council the installation of play equipment at Oak Meadow had been completed and reported the problem with one piece of equipment had been resolved. The Office has received very positive comments from users and passers by. The Police have increased their patrols in this area and have not encountered any problems or received any complaints to date.

**c. POS Adoption**

**i. Oak Meadow** The Deputy Clerk gave an update on the SCDC Cabinet meeting of 7th January which has approved the proposal to fence round the play equipment. This will form part of the Transfer Agreement between SCDC and KTC. A meeting has been arranged for later in the month to discuss specifications for the fencing before the transfer is progressed.

**d. Skatepark Request** Nothing to report as Council await information from the young residents.

**e. Late items for information** Mr Fairbrother asked if there had been any progress on the insurance for the Mobile Skatepark. The Deputy Clerk informed Council various options to enable the use of the equipment are being considered.

**10. Annual Town Meeting**

Members were reminded the Annual Town Meeting will be held on 24th March at 7.15pm at Kesgrave Conference Centre.

**11. Community Information Project (CIP)**

Mr Ogden has acquired the software and will liaise with Mr Comber for the way forward in due course.

**12. Divestment**

**a. Youth Club Provision** Reverend Spittle reported the Youth Club is now very well attended with approximately 60 – 70 young people on Tuesday and anything up to 40 on Thursday. The ratio of children to adults is well within the guidelines however, it is felt that despite seeking volunteer helpers, through Kesgrave News, a meeting is necessary to consider the possibility of employing another Youth Worker. He will discuss this with the Clerk.

**b. Youth Club Working Party Report** The Youth Club Working Party had met and the paper attached at **Annex 4** which was issued to all Members outlined a new Committee structure proposal to include Community Services. Several points were raised by Members but it was agreed the Clerk will progress possible proposals for discussion at the next meeting. Council were reminded the Working Party must continue to progress matters in preparation for taking over responsibility for the Youth Club as agreed from May and the imminent opening of the MJH in September.

**c. Late items for information** Nothing to report.

**13. Electoral Boundary Review**

It was understood recommendations are to be announced later in the week.

#### 14. MJH (Millennium Jubilee Hall)

**a. Project Manager Report** Members had been issued with the latest report which is attached at **Annex 5** to the permanent copy of these minutes. Mr Rayworth expanded on his report and updated Members on the Extraordinary meeting of the F&R Committee held on 7th February 2014; the draft minutes are attached at **Annex 6** to the permanent copy of these minutes. The Committee have agreed to accept the tender from Mixbrow Ltd trading as Mixbrow Construction at a cost of £316,766. It is anticipated work will commence on the 24th February and be completed for use from September.

**Reverend Spittle proposed and Mr Lynch seconded that Council resolve to enter a contract with Mixbrow Ltd trading as Mixbrow Construction for the alterations and extension to the Millennium Jubilee Hall. Unanimous.** As Project Manager Mr Rayworth did not vote.

#### 15. New Standing Orders

The New Model Standing Orders had been issued to all Members, together with a list of anomalies. The Clerk explained the new Model has altered the order of items as well as some of the wording. Members discussed at length the changes highlighted and **agreed** to adopt the New Standing Orders as attached at **Annex 7** with a full review to be undertaken within the next six months.

**Later:** at item 17, following the Clerks suggestion, it was also **agreed** to routinely record minority votes.

At the recent CiLCA training course attended by the Assistant Clerk, advice was given regarding minuting the adjournment. Members discussed the implications and agreed, unless an individual specifically requests their name is recorded, they will no longer be minuted as there is a duty to observe the Data Protection Principles in the Data Protection Act 1998.

#### 16. Recording of meetings

The SCDC policy covering the recording of meetings had been issued to Members with the Agenda. Standing Orders Item 21 covers relations with the press and media and the Town Council have Guidelines regarding this. NALC Legal Topic Note 5 states it is considered good practice to have a media policy adopted and in place to cover the filming, videoing, photography and audio recordings at Council Meetings. It was **agreed** to bring the SCDC policy, suitably adapted, to be adopted at the March meeting.

Council also considered the advice from SALC regarding the possibility of the Council recording it's own meetings. Members were invited to make investigations and report back. Although some Members supported the transparency this would afford the Council and negate the possibility of misunderstanding, it became apparent the overall view was not even to consider this as an option, because of the cost implications involved with installing the system to the necessary high specification. It was noted SCDC have considered recording their meetings and have decide not to proceed because of potential ramifications. It was **agreed** not to investigate this further at present. **Mrs Fairbrother, Mr Fairbrother and Mr Ogden voted against.**

#### 17. Report from Clerk and Press Officer

Articles submitted for Kesgrave News are:

Page 3	Precept and MJH
Others	Youth Club, Market, Annual Town Meeting

With the recent controversy surrounding the accuracy of the draft minutes, the Clerk asked if Members wished to reconsider draft minutes being placed on the website before approval at the following meeting.

It was discussed and agreed that draft minutes will be sent to all Councillors two weeks after the meeting to be posted on the website the following week, thus giving all Members the chance to read them before they are in the public domain.

The Clerk also raised the issue of how voting is recorded. Following a discussion it was agreed to name those with the minority vote, using their initials. One Member expressed his opposition to this however, it was agreed to alter Standing Orders to that effect and accordingly the decision is minuted at Item 15.

Members were informed Mr Beecroft will be attending the Council Chamber at 6.45pm on the 10th March to take a group photo before the meeting.

**18. To receive any such other communications or matters of sufficient urgency that the Chairman will allow for discussion.**

Reverend Spittle drew Member's attention to the death of Cyril Battershill who is known for his sweeping of leaves in the Bell Lane junction area. His funeral is to be held on 26th February at 11.30am at All Saints Church.

**Date of next meeting:**

– **Monday 10th March, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 10.30pm.

Chairman