

Minutes of the meeting of the Kesgrave Town Council held on Monday 13th February 2012 at 7.15pm in the Council Chamber.

Present:	Mr M Azmoodeh	Mr P Mills
	Mr N Beecroft	Mr J Ogden
	Mr D Fairbrother	Mrs S Ogden (Chairman & District Councillor)
	Mr G Lynch (District Councillor)	Mr C Rayworth
	Mr P Miller	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 (Administrative Assistant)
	Mr S Hudson (County Councillor)
	Mr C Hudson (County Councillor)
	Mr M Grimwood (District Councillor)
	Mrs D McCallum (District Councillor)
	Mrs M Neale (District Councillor)
	Sgt G Campbell-Barr, Kesgrave SNT
	1 Member of the public

1. Apologies

Mr M Amoss – illness
Mr A Comber – family commitments
Mrs N Goodchild – family commitments
Mrs J Klaschka – illness

2. Declarations of Interest

Mr Miller declared a personal interest in item 9.a. iii. Planning matters, applications received to which there are no objections, C12/0192 new all weather pitch at Cedarwood School, being a Governor, at the School and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a personal interest in item 9.a. iii Planning matters, applications received to which there are no objections, C12/0192 new all weather pitch at Cedarwood School, being the Vice Chairman on the Board of Governors at the School, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a personal interest in item 13.a. Divestment, Youth Club Provision, being a youth work employer in Kesgrave and remained in the meeting while

consideration and discussion of the matter took place.

3. Minutes of the last regular meeting held on 9th January 2012

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

4. Minutes of the Extraordinary meeting held on 30th January 2012

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

5. Matters arising

None.

6. Reports from Chairman and Vice Chairman:

The Chairman introduced and welcomed Gordon Campbell-Barr, the new Sergeant at the SNT office. Introductions and congratulations were also offered to Mr Christopher Hudson, the new Suffolk County Councillor and Mr Geoff Lynch, Town Councillor who is the newly elected District Councillor for Kesgrave East.

The Vice Chairman had nothing to report

An adjournment was declared:

to receive reports from the County and District Councillors

Mr S Hudson, County Councillor:

- gave his congratulations to the newly elected County and District Councillors;
- explained with the elections over he is able to consider issues such as Locality budget again;
- reported Full Council have agreed to a “no increase” budget.

Mr C Hudson, County Councillor:

- thanked everyone who had helped him in his campaign and stated how he is looking forward to serving in his now role. He believes he has about £6,000 of Locality budget to

distribute before the end of the financial year and invited applications for this.

Mr Grimwood, District Councillor:

- endorsed the comments made with reference to the newly elected Councillors;
- explained he had stood in recently for Mrs McCallum on Development Control meetings but no Kesgrave application had been considered.

Mr Lynch, as District Councillor

- thanked everyone who had voted for him and said he had been on a whirlwind tour that day of the District Council Offices.

Mrs McCallum, District Councillor, reported:

- she had been contacted by residents about a proposed electricity switch-off while work is carried out on the 16th February. She had established work will not be undertaken if the temperature is below -2 degrees and is unlikely to be for the complete times stated, so elderly residents should not be alarmed; – trees in Glanville Place have been trimmed to a “safe standard” but as no-one is willing to claim ownership there is nothing more which can be done;
- organisation is underway of this years Kesgrave Fun Run which takes place on 6th May and will have an Olympic theme;
- organisation of the Easter Egg Hunt is also underway with donations and eggs being supplied by Sainsbury's;
- she also expressed her concerns over the Children's Centre which Suffolk County Council propose to move to Bell Lane and the anticipated parking difficulties.

Mrs Neale, District Councillor, reported:

- the proposal for the Spa Pavilion had been called in, so alternative entertainment or other operating organisations are being considered for early 2013;
- Suffolk Coastal have suggested to the Academy they consider alternative funding for their All Weather pitch;
- a recommendation of no increase to Council tax is to be made for the coming year;
- as the Boundary Committee are to consider the warding to rectify the imbalance of electorate across the wards Council are asking for consideration of a reduction of Councillors to below 40 from the current 55. It is likely this will not effect Kesgrave.

Mrs Ogden, as District Councillor, explained

- the LDF pre-submission document has been forwarded to the Inspector;
- she is looking forward to a tour of BT this week as Mrs Neale's Support Member.

– to receive Police Matters reports

Sgt Campbell-Barr introduced himself and drew Members attention to various aspects of the written reports which had been issued to Members and are held on file:.

1	Kesgrave Crime report.
2	12PT monthly report.

– to allow members of the public to speak:

Mrs Neale as a Member of the Public drew Councils attention to fido bins at various locations where they are often full between collection dates. She suggested additional bins are needed. It was explained many of these bins are scheduled for twice weekly collection but when the regular operative is on leave or off sick some bins do get missed. This will be taken up with Suffolk Coastal Services.

Mrs Neale also queried the absence of Committee meeting minutes on the website, which she believed residents need to augment the Council agenda. **Later:** A conversation between the Chairman and Clerk established an oversight had occurred, it having previously been agreed Draft Committee meeting minutes would, like Full Council meeting minutes, be published on the website.

7. Notices and Correspondence

a. Items for discussion

The following items were brought to Members' attention: –

1.D.	Community Magazines, where no issues were raised by Members.
6.D	A letter from Barnes Construction informed KTC of their impending work at Heath School. KTC accepted the offer for a copy of the newsletters which Barnes will be distributing to local residents. Council staff have also given advice on the use of the lay-by outside the school while works are being carried out.
7.D.	A letter from the Music Festival Committee asked for consideration by KTC for underwriting of the event in the case of a loss being made. Copies had been issued to Members. The Chairman asked Mrs McCallum, as a Member of the Committee, if she would like an opportunity to address Council on this matter, which she accepted.

A second adjournment was held.

Mrs McCallum, as a Member of the Music Festival committee, explained the Music Festival was hampered by ever increasing costs and this year was no different. Funds are as usual being raised by holding one-off community events, such as the Fun Run and Easter Egg Hunt, but although extremely successful they do not cover all costs. The Music Festival has never made a loss and as such it has always been possible to give a donation to the Hospice. Personal circumstances of Committee members and the possibility (however small) of a loss being sustained is increasing the pressure on running this event.

If the Council underwrite the Music Festival to cover any loss, an exceptional amount of pressure will be lifted. The Committee members will then be free to continue to focus on organising this popular community event.

Council discussed the situation and the past success of the Music Festival and its popularity with the Community. it was **agreed** to underwrite this years Festival to the maximum of £6,000 in losses. Council also agreed if future financial support is required Budgetary provision will have to be considered and therefore a financial report, from this year's Music Festival, will be requested.

The Clerk suggested and Council agreed a Policy document should be written for the protection of Council on guidelines with regard to underwriting losses of Community events.

Before leaving Mrs McCallum thanked Council for their support.

A copy of the lists of Notices and Correspondence, including those for information only, were made available for each Councillor and are attached at **Annex 1** to the permanent copy of these minutes.

b. Councillor Representative Reports None.

8. Financial Matters

a. Receipts and Payments Copies of the statements of Receipts & Payments were made available for 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 £19,600 be made from the Instant Access Account to the Ordinary Account. **Later:** This was increased by a further £1,400 for the Direct Debit to BNP Paribas.

c. Transfer of Reserve Funds

Product/Service	Amount	Reserve Fund
Youth Club session 13/12/11	66.54	To Youth Club
Spark grant	400.00	To Youth Club
Donation	44.75	To Youth Club
Youth Club session 10/01/12	66.70	To Youth Club
Youth Club session 17/01/12	79.20	To Youth Club
Youth Club sessions 24 & 26/01/12	76.05	To Youth Club
Cash float	200.00	From Youth Club

d. New Reserve Fund for 2012 Celebrations Council **agreed** to create a new Earmarked Reserve Fund for the 2012 Celebrations.

e. Donation to Friends of Aldeburgh Community Hospital in memory of John Gibbs Council discussed the proposal to donate money to the chosen charity of John Gibbs family in recognition of his many years of service to the Kesgrave Community. It was agreed to delay making a decision until the March meeting when a Policy on such donations will be considered.

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 8.e, Financial Matters, Office Equipment since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow item 18 on the agenda.

The following item was taken after item 18 and is minuted there.

g. Office equipment

h. Late items for information None.

9. Planning and Development Matters

a. Draft Minutes of the last Committee meeting held on 30th January 2012 had been issued to Councillors and are attached at **Annex 3** to the permanent copy of these minutes.

b. Planning applications received since 6th January 2012 The list of planning applications where comment was required, those which were not contentious and the decisions received, had been made available for each Councillor and is attached at **Annex 4** to the permanent copy of these minutes.

c. Local Development Framework Core Strategy Document Mr Ogden and Mrs Read had attended a meeting at Woodbridge but this had been aimed at helping parishes complete forms commenting on the documents "soundness". Council Members were offered the opportunity to read the documents in hard copy or on line. It was **agreed** Council have no comments to make at this stage.

d. SCDC Area classification Nothing to report.

e. Late items for information Mr Ogden and Mr Rayworth will be attending the Neighbourhood Planning Conference on 3rd March at the Community Centre.

10. Recreation and Amenities Matters

a. Draft Minutes of the last Committee meeting held on 30th January 2012 had been issued to Councillors and are attached at **Annex 5** to the permanent copy of these minutes.

i. Long Strops Pond (R&A item 8.e.) Members were informed Miss Hall, as Project Officer, had attended a site meeting with Greenways at the Pond to discuss its future and several observations were brought back to R&A for discussion. It was agreed the preferred option to divide the Pond into three sections – pond, wet meadow and south facing slopes and habitats – would make optimum use of the facility without having to carry out too much additional reconstruction work. Clarification from Greenways had indicated the present site is an excellent wildlife habitat but is not the image of a conventional pond suitable for pond dipping. Unfortunately for complex reasons the proposed work had not been carried out and as such a request for a much reduced amount of £200, for the work already completed, had been made. Although costs to complete the works had not yet been received it is envisaged their total will be greatly reduced on the budgeted amount for the original planned work. Greenways have also offered to liaise with the local school to heighten awareness and include its pupils in the design of an interpretation board. Council **agreed** with the preferred option for Greenways to divide the Pond as specified and to carry out a minimalistic maintenance programme. The request for £200 to cover costs so far was also **agreed**.

ii. MSG Ground Maintenance (R&A item 8.d.) In response to concerns raised by Kesgrave Kestrels Football Club regarding the condition of the pitches two contractors were approached to provide an analysis of the work required to improve the pitches, and at what cost, to achieve an acceptable standard. When discussing this issue the R&A also took into consideration the ongoing running costs of the MSG Pavilion. This facility was never intended to be profit making however the increasing costs to maintain the Grounds and the high running costs of the Pavilion in support of the teams does not represent best value for the Council tax payer. The Committee had therefore agreed to **recommend** the use of the MSG by football clubs should cease as from the end of the current season and the Pavilion to continue to stay open for the current and one-off hirers until further notice.

An email was sent to Mr Hall, Secretary of Kesgrave Kestrels, informing him of the above recommendation. Mr Hall had replied requesting Council postpone their decision until the Kestrels have had an opportunity to make a representation regarding the Clubs future plans.

Council agreed to delay a decision until the March meeting when Kesgrave Kestrels will be invited to attend to put their case forward. In the meantime a dialogue between the Kestrels management team and the Clerks will continue, ensuring Kestrels are fully

aware of the circumstances which are being addressed and to enable Council to reach a final decision in March.

iii. Kesgrave Market set up R&A item 10.a.i) The Committee agreed the Market Manager's contract does require amending as the job description has changed. Mr Comber will present the necessary changes at a review in June. It was also agreed the additional hours over those envisaged, worked by the Market Manager, are acceptable in the present circumstances.

The Committee recommended a rota of Councillor volunteers helping to set up the tables on a Friday evening, in preparation for the following day, which may alleviate some of the additional hours. Mr Beecroft, Mr Miller and Mr Ogden volunteered and will liaise with the Clerks to agree arrangements.

b. Roads, footways and footpaths None.

c. 2012 Celebrations Members were reminded the next meeting will take place on 20th February.

d. Late items for information None.

11. Annual Town Meeting

Members were reminded the Annual Town Meeting will be held on March 26th in All Saints Church Hall starting at 7.15pm. The agenda will be issued early in March.

12. Council in the Classroom

A number of Councillors have expressed interest in the Council in the Classroom project. The Administrative Assistant will arrange a run-through exercise, co-ordinating Members availability.

13. Divestment (previously listed as 'The Big Society')

a. Youth Club Provision A meeting is to be held between the Youth Club Support Group, Suffolk County Council and the Academy at the end of February. This is to establish the situation with regard to accommodation in both the short and long term for the Youth Club within the school complex.

b. Library Provision Nothing further to report.

c. Late items for information None.

14. Elections

Council were reminded that although the County and District seats have now been filled

the Town Council still has a vacancy. A poll must be called by 14th February and if this is not demanded then Co-option can be considered. **Later:** No poll was demanded and Co-option will therefore be agendad for the March meeting.

15. Policy Documents

Council agreed to consider Policy documents which the Clerk will prepare on "Underwriting of Community Events" and "Donations to Charity in memory of past and serving Councillors" at their meeting in March.

16. Committee Restructuring

Members had been issued with a revised paper which incorporated the comments of the Council at the January meeting and which is attached at Annex 4 to those minutes. It was agreed to accept this new structure with effect from the Annual Council meeting in May. The structuring of that meeting must enable the Finance and Resources Committee to be elected on that night. In the event of more than 3 volunteers to join the Committee Full Council will vote on the membership. This is incorporated into the F&R Terms of Reference which as amended are attached to these minutes at **Annex 6**.

17. Report from Clerk and Press Officer

Articles submitted for inclusion in February Kesgrave News are: –

Page 3 The SCDC initiative to educate dog owners on control and reduction of dog mess littering

Others Annual Town Meeting, Kesgrave Market, Deceased past Councillors

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

Reverend Spittle explained the Good Neighbour Scheme which is being promoted by Suffolk ACRE and asked for suggestions on how this could be established in Kesgrave. Some thought will be necessary if this initiative is to be dovetailed into the current Kesgrave and District Help Centre scheme. It was agreed although delivery of the questionnaire could be achieved fairly easily, the most positive manner in which to gather completed forms is a door to door collection. An agenda item will be added to the Annual Town Meeting for this issue to be brought to members of the public present and to gauge interest in the scheme.

The remaining Members of the Public left the meeting and Council were able to consider the following:–

8. Financial Matters

g. Office equipment The Clerk reminded Council that the two contracts were not dependant on one another. Although no invoice had been received since September 2011 additional toner cartridges had been ordered and received. It was agreed therefore not to pursue the recovery of a second photocopier and to seek an alternative maintenance contract only if this was found to be necessary in the next three years.

Council then discussed the issue of informing the public about the situation which they have been dealing with in closed session for the last 22 months. A statement prepared by the Clerk was read and Council **agreed** this be stated in open session, and therefore minuted, at the March Council meeting.

Date of next meeting:

– Monday 12th March 2012, Full Council in the Council Chamber at 7.15pm

The Chairman closed the meeting at 10.07pm.

Chairman