

Minutes of the meeting of the Kesgrave Town Council held on Monday 9th February 2009 at 7.15pm in the Council Chamber.

**Present:**

Mrs S Evans (Chairman)  
Mrs N Goodchild  
Mr K Beecroft (Vice-chairman)  
Mr P Mills  
Mr R Bridgeman  
Mrs S Ogden (District Councillor)  
Mr A Comber  
Rev R Spittle  
Mrs S Coupe  
Mr R Walkling  
Mrs J Klaschka

**In attendance:**

Mrs V R Read (Clerk to the Town Council)  
Mrs L Bennett (Administrative Assistant to the Town Council)  
Mrs M Neale  
Mr J Klaschka (County and District Councillor)  
Mr M Grimwood (District Councillor)  
PCSO Glynn Bown  
5 Members of the public

The Chairman welcomed Mrs Bennett, the new Administrative Assistant, and PCSO Glynn Bown the match-funded Police Community Support Officer. She also paid tribute to Mr Briggs, who had resigned at the end of the January meeting. Mr Briggs had served on the Council for some years, held office as Vice Chairman and Chairman but has resigned as he has recently moved to a neighbouring parish and changed occupation.

**1. Apologies**

Mrs J Francis, Deputy Clerk – Family commitments

**2. Declarations of Interest**

Mr Beecroft declared a personal interest in item 9.a, payment for photographs as the photographer, remained in the meeting and took part in consideration and discussion of the matter.

Mr Bridgeman declared a personal interest in item 15, Boundary Review as an employee of Ipswich Borough Council, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Evans declared a personal interest in item 9.a, payment to [Fusion316](#) Youth Club,

remained in the meeting and took part in consideration and discussion of the matter.

Mrs Klaschka declared an interest in items 3 and 4 of the Extraordinary meeting as the spouse of the Councillor in question, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 15, Boundary Review as a Member of another Authority, remained in the meeting and took part in consideration and discussion of the matter.

Reverend Spittle declared a prejudicial interest in item 9.a, payment to Kesgrave PCC as the Vicar of All Saints, and left the room while the matter was under consideration.

Reverend Spittle declared a prejudicial interest in item 11.b.i. Bell Lane verges as a Bell Lane resident, and left the room while the matter was under consideration.

### **3. Minutes of the last regular meeting held on 12th January 2009**

The minutes of the last meeting having been circulated were taken as read, approved and signed by the Chairman.

### **4. Matters arising**

None.

### **5. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960.**

**This Council resolves that the public and the press be excluded for consideration of Item 6 Extraordinary meeting since publicity would prejudice the public interest by reason of the confidential nature of the business.**

Some discussion was held on the necessity to exclude Public and Press for the adoption of the minutes and it was **agreed** that Items 1, 2 and 3 could be held in Public.

### **6. Extraordinary meeting – 26th January 2009**

**a. Minutes Item 1, 2 and 3** With the addition of one sentence from Item 4 to be added into item 2 after the recorded vote the first sheet (page 2008/2009 – 326) was **agreed**. A hand written note was added to the minutes to indicate the sentence and its position and the Clerk will issue a new sheet to Members and insert it into the minutes as page 2008/2009 – 326a.

**Members then agreed to exclude the Public and Press for item 4 of the minutes and that it would be taken after item 21.**

The following items were taken after item 21 and are minuted there.

#### **a. Minutes item 4**

## **b. Matters arising**

### **7. Report from Chairman and Vice Chairman**

The Chairman advised Council of her concerns about debating and a copy of her notes is attached at **Annex 1** to these minutes.

The Vice Chairman reported he had attended the Allotment Association meeting on 21st January.

---

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

#### **– to receive reports from the County and District Councillors, Police and Local History Recorder**

Mr Klaschka, as County Councillor:

- made a statement with regard to his meeting with the Chairman and Reverend Spittle. He assured Council that for the future he would not be criticising the Town Council in the press and that he had not been coerced into this decision. He added that during the meeting he had brought some matters to the Chairman's attention with regard to procedure and governance of the Council and that he had spoken with the Monitoring Officer at SCC who had told him that any actions taken with the Standards Committee would have been unlikely to proceed.
- reported the County Council tax is set to rise by 2.45%;
- gave information about Locality Budget for road safety issues, June elections and money for children with learning difficulties.

Mrs Ogden, as District Councillor, reported on the postponement of Boundary Review recommendation and the LDF.

Mr Grimwood, District Councillor, reported on the recent DCSub meeting and the site visits which are to be held.

Mr Klaschka, as District Councillor, spoke on the planning application for land to the rear of 139 Main Road where a site visit will be held and SC Highways have stated the access will only accommodate 2 properties.

Mrs Neale, District Councillor, reported on:

- the SCDC Council Tax will rise by 2.9% which is based on a holding budget because of the Boundary Review;
- funding which will be available for Economic development and she encouraged Council to consider bids that could be made.

PCSO Glynn Bown introduced himself as the Match funded PCSO. He confirmed that another officer had been aware of the difficulties at Cedarwood School with drivers acting irresponsibly and he would be attending occasionally himself now he has returned from leave.

Mrs Brown, PTLO, circulated photographs and newspaper cuttings.

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

Mr Bradbrook, Chairman of the newly formed Allotment Society, spoke about the meeting they had held on 21st January, which had been addressed by Karen Kenny of the National Association. The meeting had been attended by 70 people and request forms from them, and a further number of request forms received since, have been delivered to the Council Office. The response to a small article in Kesgrave News has been very positive, resulting in more residents interested in having an allotment than was first thought. Council was appraised of the positive benefits for allotment holders but the Association accepted there are other issues which will need to be taken into consideration before provision can be possible.

Some questions were asked of Mr and Mrs Bradbrook regarding acceptable distance which could be travelled as allotment land is to be included within the Adastral Park application. It was noted that Martlesham have indicated to the Kesgrave Society they will not entertain Kesgrave residents as allotment holders. Comments were also made about the need to have the issue of land for allotments included in the Town Plan.

**The meeting was reconvened.**

---

**The following item was brought forward to enable the members of the public to hear the debate.**

#### **14. Allotment Requests**

Members had been issued with their agendas copies of the notes made by the Town Council Chairman and also minutes of the meeting held 21st January supplied by the Kesgrave Allotment and Leisure Gardens Society and these are both attached to the permanent copy of these minutes at **Annex 2**. They were advised it would cost £55 per annum for the Town Council to join the National Allotment Society.

Some discussion was held on the information received, the ownership of some areas of land, the acreage needed, the possibility of converting POS into allotments and the need for security.

Council **agreed** they supported the Association and its aims and would join the National Association.

---

#### **A brief second adjournment was held**

Mrs Bradbrook assured Council the Society are prepared to do their own research and provide further helpful information with regard to fencing etc. It was suggested they should also do some research on other areas where provision had been successful.

The Allotments issue will be a standing agenda item in the forthcoming months and Mr and Mrs Bradbrook and the Clerk will keep in contact between meetings.

---

**Mr and Mrs Bradbrook and Mr Klaschka and one member of the public left.**

**The meeting was again reconvened.**

## **8. Notices and Correspondence**

### **a. Items for Discussion**

**5.D.** A request had been received from the SNT Sergeant for funding for cycle locks for school children following a spate of cycle thefts. Cycle coding is also to be offered and Sgt Richardson suggested that 200 locks could be offered free to children within the 12PT group on a first come first served basis. After some discussion it was **agreed** that £125 would be offered if this could part fund locks. It was considered this would enable the young people to purchase at a reduced price but would encourage them to take ownership and responsibility.

A copy of the lists of Notices and Correspondence, including those for information only, and Reports and Mandates received were issued to each Councillor and are attached at **Annex 3** to the permanent copy of these minutes.

## **9. Financial Matters**

**The Council resolved that in accordance with its powers under Sections 137 and 139 of the Local Government Act 1972, it should incur expenditure with respect to payment to [Fusion316](#) Youth Club, made payable to Kesgrave PCC, as agreed at the December meeting and Suffolk County Council (Woodbridge and District Cluster) as agreed in the budget, which, in the opinion of the Council is in the interest of the area or its inhabitants and is cost effective.**

The Clerk reminded Members it had been agreed the resolution would not be used for grants paid on a regular basis but these two being non-standard it had been thought necessary to take a formal resolution.

**Reverend Spittle left the room for the following item.**

**a. Receipts and Payments** Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at **Annex 4** to the permanent copy of these minutes. Council **agreed** the Receipts and Payments be accepted with no further discussion and settlement of the accounts was approved.

**Mr Grimwood and PCSO Bown left the meeting.**

**b. Transfer between accounts** Council **agreed** a transfer of £10,000 be made from the Instant Access Account to the Ordinary Account.

**c. Transfer of Reserve Funds** Council **agreed** that funds be transferred as detailed.

**Product/service - Amount - Reserve fund**

Photocopier rental - 1,925.00 - From Photocopier

Scattering of Ashes/shaping - 60.00 - From Improvements

NCS Ltd Recycling credits - 153.05 - To Recycling

SCC Information Boards - 1,000.00 - To Locality Budget 08/09

SCC Information Boards - 1,000.00 - To Locality Budget 08/09

RFC inspections - 14.52 - From RFC

**d. Late items for information** The Clerk advised Council the Chairman of R&A had agreed additional padlocks should be bought for the MSG Pavilion shutters as many have been lost. This purchase will be made on line and the Clerk will use her credit card for the purchase. In order for VAT to be reclaimable Council confirmed their approval of the purchase in this manner.

**10. Planning and Development Matters**

**a. Minutes of the last Committee meetings held on 19th & 26th January & 2nd February 2009** were issued to Councillors and are attached at **Annex 5** to the permanent copy of these minutes.

Mr Beecroft as Chairman of P&D confirmed that the meetings held under the trial schedule had been very successful and productive.

**b. Planning applications received since 9th January 2009** The list of planning applications where comment had been made required, those which were not contentious and the decisions received, had been issued to each Councillor and is attached at **Annex 6** to the permanent copy of these minutes.

There were no requests from Members for additional explanations regarding the listed plans.

**c. Street naming** None.

**d. Response to Local Development Framework Consultation** Members had been issued with the paper which is attached at **Annex 7** to the permanent copy of these minutes. The papers summarised the comments made by Councillors. Members discussed the responses which could now be put to the consultation and considered emphasis needs to be made on actively providing allotments, cemetery space and other amenities within the Core Strategy document. Members accepted that the sites within the Sites Specific document were the result of applications by landowners and not planning applications already submitted but agreed that robust rebuttals of the sites were still necessary. "Separated from rest of Town" is to be added to 774a and "Infrastructure to catch up with the shortfall as well as provision for any additional housing" to be added to the Global comments. All comments will need to be as brief as possible without losing impact.

**e. Late items for information** Council were informed the SCDC DCSub Committee are to make site visits to the application sites for the following on 16th February. Mr Beecroft as Chairman of P&D will attend for KTC.

**C08/2173** - Erection of two dwellings together with provision of parking space for 24 Sewell

Wontner Close Land rear of 139 Main Road, Kesgrave

**C08/2191** - Erection of 5 new detached bungalows with garages and new double garage to No 307 (existing dwelling) (No 305 to be demolished) (revised scheme to C08/0560). 305 and 307 Main Road, Kesgrave

## **11. Recreation and Amenities Matters**

**a. Draft Minutes of the last Committee meeting held on 26th January 2009** were issued to Councillors and are attached at **Annex 8** to the permanent copy of these minutes.

**i. Litter picker (R&A item 9a)** Mrs Ogden, as Chairman of R&A, explained the Committee are recommending the Litter picker post be made permanent. Mr Hardwick is doing an excellent job and collecting at least four bags of litter every week. Some discussion was held on the suggestion that the Litter picker work on the eastern side of Kesgrave while the Handyman covers litter picking in western Kesgrave. Although the Handyman is paid at a higher rate this division of labour was accepted as there is less litter in western Kesgrave and this would also free up the litter picker to concentrate on the eastern side of the Town. Council **accepted the R&A recommendation.**

**ii. Service to the Community Awards (R&A item 19)** Mrs Ogden also explained the R&A recommendation to postpone the Awards this year. With awards being given out at Annual Town Meetings and the 2010 meeting being in March it had been agreed the Annual Town Meetings would be too close and there is also a danger that to hold the awards too frequently risks devaluing their worth. Council **accepted the R&A recommendation.**

**Reverend Spittle left the room for the following item.**

**b. Roads, footways and footpaths** The Clerk advised Council of the following matters:-

- Members were reminded bollards had been erected in Bell Lane to try and prevent over-running. Further bollards are being considered opposite the triangle in Bell Lane and a recent request is for similar treatment near Heath School. At the latter site parents persist on parking on the verges despite a letter to parents from the school, and a regular Police presence is not possible. Some discussion was held on why buses over-run elsewhere and it was reported the PTLO has been informed buses can pass each other but are in danger of hitting wing mirrors and therefore take avoiding action. It was agreed bollards should be erected at both sites and if part funding from the Town Council would enable this to take place Council would consider this. In the meantime the Clerk will write to the County Councillors asking them to investigate either widening the road or putting in passing places to negate bus over-run in the long term.
- Work was programmed to start at St Michaels roundabout on 2nd February and was delayed by the weather. However the lights have now been removed.

- A request had been received for parking restrictions opposite the Cedarwood School entrance similar to those at Heath School. Council agreed the County Councillors be applied to, to progress this also.

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

## **12. Youth Provision**

None.

## **13. Town Plan Revision**

**a. To receive Representatives report** Mrs Klaschka gave a short verbal report:-

- there have been no further communication's from Awards for All which is taken to be a positive sign;
- a Glanville Place roadshow is to take place on 16th February;
- Mrs Klaschka has attended Cedarwood Primary school and will revisit them shortly when they are ready to put the leaves on their tree;
- she will shortly visit Gorseland School also, but has heard nothing from Heath.

## **14. Allotment Requests**

This item was taken immediately after the adjournment and is minuted there.

## **15. Boundary Review**

The Boundary Committee have announced they will now be making their recommendation to the Secretary of State on 15th July. Members had been issued with a copy of the explanatory letter from the Boundary Committee and this is held on file. SCDC were to have held a Parish Liaison meeting on 23rd February to discuss the recommendations but this may now be cancelled. If it is not the Chairman and Clerk will be attending and the Quality Status working party will need to meet on the 24th. **Later:** The SCDC Parish Liaison meeting was cancelled.

## **16. Elections to fill Councillor vacancies**

Elections have now been requested for both the East vacancy and the two West vacancies. SCDC have stated it is possible to work to the same timetable which will avoid the unfortunate situation foreseen at the January meeting where two different dates would have been necessary. Completed nomination papers should be lodged with SCDC by noon on the

13th February and if a poll is necessary for either or both wards this will be held on 12th March. Council **agreed** if a poll is called then polling cards should be issued.

**Mrs Goodchild left the meeting.**

#### **17. Kesgrave Community Trust**

There was nothing to report.

#### **18. Code of recommended practice on Local Authority publicity**

Members were reminded of the papers which had been issued the previous month. As a response is not needed until after the March meeting Members were asked to forward suggestions to the office by 23rd February for collating and a draft can then be issued with the next agenda for approval at the March meeting.

#### **19. Quality Status**

Members were informed that SCDC had programmed a meeting regarding the Boundary Review for the 23rd February. As the Chairman and Clerk will be attending, the Quality Status working party would need to meet on 24th February.

#### **Later:**

– The SCDC Parish Liaison meeting was cancelled and the date for the working party remains as 23rd.

– Mrs Klaschka and Mrs Ogden are to attend a SALC Quality lunch. Mrs Klaschka and Mrs Ogden stated they will be paying for their place and not claiming from the Council.

#### **20. Report from Clerk and Press Officer**

1. Courses have been booked for Mrs Klaschka and Mrs Goodchild.

2. A short document on the relationship between Kesgrave Town Council and Kesgrave News was included in the Members packs.

3. A Calendar of meetings was included with Members agendas – the P&D meetings schedule is still under review but the next three meeting agendas were in the Members meeting pack.

Articles for inclusion in Kesgrave News will be:–

- Page 3 The election process
- Others New Administrative Assistant and revised office opening hours Community Awards

- The decision to make permanent the Litter-picker post
- The support KTC have agreed on for the Allotment Society

**21. To receive such other communication or matters of sufficient urgency and importance that the Chairman will allow for discussion**

None.

**The remaining Member of the Public left and Members were able to consider the following:-**

**6. Extraordinary meeting – 26th January 2009**

**a. Minutes item 4** The minutes of this meeting having been circulated were taken as read, approved and signed by the Chairman. However it was also agreed this agenda item title could in retrospect have been different which would then not have caused concern amongst the current Town Plan working party members. The Clerk explained she had taken advice from SALC on this issue. To have been more precise could have been more damaging.

**b. Matters arising** The Chairman reported she had met with Mr Klaschka and Reverend Spittle to explore why the relationship between the Town Council and Mr Klaschka had broken down. The meeting had lasted 2 hours and good progress had been made. Not every issue had been covered and a further meeting will be held. She was optimistic that further progress could be made.

Reverend Spittle reiterated the statement made by Mr Klaschka that it had been agreed any criticism in public will cease.

Council agreed further meeting/s should be held and that when necessary an item for a report back will be placed as far down as possible so that the resolution to exclude Public and Press is low down also. As Members of the Public often leave earlier in the meeting it is hoped this will be more palatable.

Following the concerns expressed by the Chairman earlier in the meeting regarding debate she further suggested use could be made of the District and County Councillors knowledge on issues being discussed by Council. A possibility is for the Chairman to hold meetings with these Councillors perhaps quarterly or on certain issues. She also suggested that it might be helpful to allow County and District Councillors to contribute information during debate providing they did not use this as an opportunity to give a party political view. The Clerk advised Members this approach should only be cautiously undertaken – debate within the Town Council should not include members of the public, even if they are elected Members of another Authority. Council agreed continuous assessment of any changes implemented would be necessary, to determine their effectiveness.

Mr Beecroft thanked Mrs Evans and Reverend Spittle for what they had achieved.

**22. Date of next meeting – Monday 9th March 2009 in the Council Chamber**

The Chairman closed the meeting at 9.46pm.

**Chairman**