

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
12th September 2016 in the Council Chamber, Kesgrave Town Council

Councillors:

A Athwall
 K Archer (*Apologies*)
 N Beecroft-Smith (Chairman)
 R Bridgeman
 A Comber
 B Crutchfield
 D Fairbrother
 S Fairbrother
 N Goodchild (*Apologies*)
 S Lawson
 G Lynch (*Apologies*)
 J Ogden (Vice-Chairman)
 P Mills
 R Spittle
 G Thomas
 I Wallace (*Not Present*)

In Attendance:

Mrs S Clements (Town Clerk)
 Mrs D Jimpson (Business and Finance Manager)
 Mrs C Marsh (Service Development Administrator)
 District Councillor McCallum
 District Councillor Mower
 County Councillor Whiting
 17 Members of the Public

1. **Welcome and to Receive Apologies for Absence** – Apologies for absence were received from Town Councillors Archer and Goodchild and also Town and District Councillor Lynch. Town Councillor Wallace was not present and did not send an apology for absence. County Councillor Hudson sent his apology for absence.
2. **Declarations of Interest** – The following Declarations of Interest were made. (**Full details in the Interest Book**).

<u>Name of Member</u>	<u>Type of Interest</u>	<u>Details about Interest</u>	<u>Minute Number</u>	<u>Details in Interest Book</u>
Town Councillor Ogden	Non-Pecuniary	Chairman of the Kesgrave Library Group	12 (Suffolk Libraries IPS Ltd)	Yes

3. **Minutes** of the last Full Town Council Meeting held on the 11th July 2016 were received, considered and agreed, following the vote. (Councillor D Fairbrother and Councillor S Fairbrother stated that they disagreed with some of the detail within Minutes Numbered 8 and 18). – **(Full details in the Minute Book).**

4. **Clerks Report/Update**
 - **Matters Arising Minute Number 9 – Junior Parkrun –** Councillors noted that a pilot run will be held on the 2nd October 2016, with the official launch being on the 16th October 2016.
 - **Matters Arising Minute Number 11 – A1214 – Proposed Crossing – Cambridge Road Area –** It was noted that no further updates have been received about the proposed revised scheme from the County Council's Highways office.

5. **Chairman's Communications-** The Chairman – Town Councillor Beecroft-Smith spoke about attendance and opening of the Ipswich Philatelic Society Stamp Fair on the 10th September 2016 at the Kesgrave War Memorial Community Centre (KWMCC) and he thanked the Ipswich Philatelic Society for the kind donation to SPARK (Sport and Recreation in Kesgrave) of £30.00. Councillor Beecroft-Smith spoke about the Mayor of Ipswich's Charity events, including the Walk on the 7th September 2016 and the forthcoming Mayor of Ipswich's Civic Ceremony Church Service scheduled for Sunday, 25th September 2016. He spoke about the importance of community engagement and Town Councillors showing a presence at local events. The Chairman emphasised some important developments in the Town, including the emerging Local District 10 Year Plan for Development, including new housing and the emerging Neighbourhood Plan. The Chairman was delighted to report on the success of the Senior Citizens Outing on the 17th August 2016, which was enjoyed by all. He thanked all of those who co-ordinated and helped on the day and confirmed that letters of thanks have been sent out. The Town Council looks forward to funding and organising a similar event next summer and arrangements will be made for this within the forthcoming Budget. Councillor Beecroft-Smith advised the Meeting that the Town Council is hoping to meet with the Kesgrave War Memorial Community Centre (KWMCC) Trustees in order to forge stronger links and more partnership working. He sincerely thanked the volunteers who have coordinated and managed the very successful, interesting and informative Kesgrave News magazine over many years, including those who have helped to deliver this valued publication. The Kesgrave News will be greatly missed, in particular by those local residents who do not have access to online facilities. The Chairman asked that as many Councillors, local organisations and residents as practicable show their respective support by attending the Remembrance Service Civic Ceremony on the 11th November 2016 from 10.50am at Legions Green.

6. **County and District Councillors Reports** - Councillors received and noted the written reports, verbal presentations and asked questions for clarification. **(Copies with Minute Book).**

County Councillors Hudson and Whiting reported within their joint written Report for July 2016, on the County Council stamping out Hate Crimes and supporting people from all countries, faiths and cultures, the Upper Orwell Crossing consultation where managing congestion is a key issue, the Suffolk Apprenticeship Service, a new funding partnership for Suffolk's Schools and proposals for the Martlesham Park and Ride Service to be operated by bus companies, with any agreed changes to be introduced during January 2017, at the earliest.

In the County Councillors joint written Report for August 2016, County Councillors Hudson and Whiting reported on the Government Devolution consultation for Norfolk and Suffolk, Raising the Bar Community Fund Grants for the voluntary and community sector for children and parents (closing date 29th September 2016), and a new pilot scheme "Adopt a Post Office" in Suffolk, where Suffolk Trading Standards and Suffolk Police work with local Post Offices, which includes the Penzance Road, Kesgrave Post Office.

County Councillor Whiting addressed the Meeting and advised Councillors that the drainage work in Bell Lane at the junction of Edmonton Road has now been completed. With regard to the A1214 Proposed Crossing at the Cambridge Road area, the Highways Officers at the County Council are arranging for sensors to be erected in this area in order to monitor the speed of vehicles in the first instance and prior to taking the project further, as this sort of evidence is needed by the County Council. With regard to the remodelling of the All Saints roundabout and the removal of the traffic lights, County Councillor Whiting advised that he was hopeful that this work should be completed, by Christmas 2016.

Town and District Councillor Lawson's written report was received and noted. He thanked his colleagues, District Councillors - Lynch, McCallum and Mower for their respective assistance whilst he was away on holiday. Town and District Councillor Lawson reported that his Enabling Communities Budget (ECB) has been increased to £6,000 for this financial year.

District Councillor McCallum advised Councillors that the District Council is currently preparing a draft document for a proposed new Scheme of Delegation for Planning and Development at the Local Planning Authority (LPA). She asked for any comments and observations to be forwarded to either her or to the relevant Officers at Suffolk Coastal District Council (SCDC). With regard to potholes, District Councillor McCallum wondered if there is a more cost effective way of maintaining and repairing potholes. She raised her concerns about speeding in the Town. District Councillor McCallum thanked County Councillor Whiting and the County Council for the completion of the drainage works at Bell Lane. She raised her concerns about The Kesgrave Covenant's decision to close the car park in the Bell Lane area, where she is aware that the Orthodontist Practice clients have been informally using the car park and that parking congestion issues may now arise. District Councillor McCallum advised the meeting that she has just set up a designated Social Media Facebook account which is specifically for local residents to report to her about any issues that they may wish to raise. She advised Councillors that the Fireworks Event will be held again this year on Saturday, 5th November 2016, where it will follow a circus theme, and that the Scouts will be organising the refreshments.

District Councillor McCallum emphasised that attending an organised event like this one takes away some of the stress of local residents' animals.

County Councillor Whiting responded with regard to potholes and advised that the County Council's Website is the correct process to follow, where any issues are logged. These details are tracked with any matters followed up by the County Council.

District Councillor Mower's written Report for August 2016 was received and noted, including updates on the merger of Suffolk Coastal and Waveney District Councils, where the next steps are towards the creation of a new, single District Council for East Suffolk from 2019. She advised that public engagement and consultation will commence during September 2016. District Councillor Mower advised that Devolution is proposed for Norfolk/Suffolk and Cambridgeshire/Peterborough, where Councils in Norfolk and Suffolk have published proposals for how a new combined authority could work, called a Scheme of Governance. She advised that the emerging Local Plan is now at the next crucial stage with the Call for Site Allocations documents and public hearing sessions which commenced on the 30th August 2016 at Suffolk Coastal District Council offices. District Councillor Mower reported that work is underway to encourage digital and paperless methods, including encouraging people to pay their council tax via direct debit. She advised that regular updates about Grange Meadow Play Area are now being communicated via the Town Council's Play Area and Open Spaces Steering/Working Group Meetings.

District Councillor Mower's written Report for September 2016 was received and noted, including details about the new Conservation Area for Bromeswell, the Health and Wellbeing Funding Programme for the voluntary sector, the East Suffolk Performance Report regarding Suffolk Coastal and Waveney District Councils undertaking a quarterly performance and the progress update on the East Suffolk Business Plan and the significant and positive progress, the emerging Local Plan and public hearing sessions, including the appointment of The Planning Inspectorate in relation to the Site Allocations and Area Specific Policies Development Plan document, the Accommodation Project and an update on the Suffolk Coastal offices in East Suffolk House, Melton and the final move to these new offices, which should be completed by mid-November 2016 and an update on the Grange Farm Play Area and the views from local residents, where it is preferable to retain play equipment for toddlers and smaller children on this site.

7. **Kesgrave Safer Neighbourhood Team** – Councillors received and noted the details within the July 2016 Match-Funded Report. The updates included; vehicles being advertised for sale on the public highway, sheds being burgled, CCTV enquiries, criminal damage in Wright Lane, lost vehicle documents, arson, theft of iPhones, reassurance to a resident late at night, antisocial car driving at the Millennium Jubilee Car Park and the associated charges in this regard and also general social media policing updates.

Councillors also noted the August 2016 Match-funded Report, which included details about stolen mobile phones, assisting a vulnerable local resident, drugs found in a flat, a neighbourhood dispute – including liaison with a housing association, attending the latest 12PT Meeting, an incident with a cat, updates on the Community Speed-Watch (CSW) initiative, and youths congregating in motor vehicles at the car park near to the Millennium Jubilee Field and Hall. (MJH).

The September 2016 Report was received and noted, which included the Crime Figures update and online link, the Millennium Jubilee Hall (MJH) Field and Car Park Area and antisocial use of motor vehicles, including warning notices, seizing of one vehicle which was stolen and the subsequent imminent charges, assistance from the Neighbourhood Response Team (NRT) and the Roads Policing Unit (RPU), close partnership working with local Residents and the Town Council offices and details about the Police Connect Service. (**Copies in Minute Book**).

8. **Norfolk and Suffolk Prototype Online Crime Reporting Website** – Councillors noted that Councillor Ogden reported that he had endeavoured to attend the testing session held on the 17th August 2016 at Martlesham Heath, but unfortunately there was inadequate spaces available for this session.
9. **Millennium Jubilee Hall (MJH) Car Park & Field Area – Anti-social Behaviour** – Councillors noted the incidents in this area including antisocial activity with vehicles and loud music. It was noted that members of the public have raised concerns about these issues with the local Police and the Town Council. The landowner – The Kesgrave Covenant is aware of the incidents and met with the Clerk and Mrs Marsh on the 10th September 2016 with a view to trying to agree a solution to assist to alleviate these problems and to endeavour to support local residents as far as practicable and within their respective legal powers.
10. **Members of the Public** – Various members of the public raised their respective concerns about the anti-social behaviour in the area of the Millennium Jubilee Hall Car Park and Field area. (MJH).
11. **Working Party Meetings** – Councillors received a brief verbal update from Councillor Ogden and considered and agreed the relevant actions, following the subsequent votes;
 - **The Play Area/Open Spaces Working Party Meeting – 15th August 2016** – Councillors noted the latest position. Following the vote, it was agreed to accept all of the recommendations contained therein. (Next Meeting – 24th October 2016 at 7.15pm at the Town Council offices) (**Copy in Minute Book**).
 - **Neighbourhood Plan Working Party Meeting – 1st August 2016** – Councillors noted the latest position regarding the consultation. They noted attendance by Councillors Archer and Ogden at the Little Bealings Parish Council Meeting on the 10th August 2016. (Next Steering Group Meeting – 31st October 2016 at 6.15pm at the Town Council offices). (**Copy in Minute Book**).
 - **Transport and Pedestrian Working Party Meeting** – Councillors noted that the next Meeting is scheduled for the 19th September 2016 at 6.15pm at the Town Council Offices.

12. Finance and Governance

- Schedule of Accounts – Councillors considered these details and following the vote, approved the payments in the sum of £42,466.45 and the transfer of £25,000.00 from the Savings Account. (**Copy in Minute Book**)
- External Audit – Mrs Jimpson advised the external auditors had returned the 2015-16 Annual Return and confirmed that the information is in accordance with proper practices. Issues arising reported that the Risk Assessments should be approved at a meeting of the full town council and not at committee level. These details were received and approved following the vote.
- Finance and Governance Committee Meeting Minutes - held on the 25th July 2016 – Councillors received, considered and agreed the Minutes including the financial recommendations; - the purchase of a projector or TV screens for Meetings and the extension to the opening days and hours of the Town Council offices, where the office will be open Tuesdays from 9am – 1pm with effect from the 3rd October 2016.
- Any other Finance and Governance matter – There were no other matters.

13. Planning and Development Committee Meeting Minutes – 18th July 2016, 1st August 2016 and the 15th August 2016 – Councillors received, considered and noted/agreed the Minutes of the Planning and Development Committee Meetings held on the 18th July 2016, 1st August 2016 and the 15th August 2016. (The 18th July 2016 and the 1st August 2016 Minutes having already been approved at relevant Planning and Development Committee Meetings under delegated powers). (**Copies in Minute Book**).

14. Community Services Matters

- Community and Recreation Committee Meeting Minutes - held on the 18th July 2016 – Councillors received, considered and agreed these Minutes, including the financial recommendations – erection of a “sail” at the area used by the Playgroup at the Millennium Jubilee Hall (MJH), Budget provision for possible staffing and associated costs for the Youth Club to open during the Summer holiday period, and inclusion in the Budget for a more enhanced Grounds Maintenance Contract and a Tree Management Agreement. Mrs Jimpson reported on the request from a local business to utilise and hire the Town Council’s car park for a kebab vehicle. However, the Council was concerned to note that this organisation has been trading illegally at Kesgrave High School and has incorrectly advised the School that both the Town Council and District Council has already given authority for the vehicle to operate at the High School. The Council will not now permit this vehicle to trade on its land. The refreshments vehicle during the weekends at the MJH car park was agreed, where the landowners – The Kesgrave Covenant has agreed to this. Rent will be charged at £20 per day. All of the foregoing recommendations were agreed by the Council following the subsequent vote. (**Copy in Minute Book**).

- Community Services Matters – Kesgrave Market and Marketing - Councillors received an update from Mrs Marsh. It was noted that the cost of printing marketing literature, including postcards is £100.00 following the vote, it was agreed to proceed. Mrs Marsh also reported on the marketing boards on a free of charge basis in partnership with Fenn Wright Estate Agents for the purposes of promoting the Market and other Kesgrave events. Following the vote, this was also agreed. Mrs Marsh asked if Councillors could please email the Town Council offices if they would like to assist in promoting events in the Town and would be willing to have a marketing board erected outside of their respective residential properties.
- Tree Condition Survey – Mrs Marsh updated Councillors regarding this project and the research and investigative work, which has already been undertaken for the Survey. She emphasised the importance of this work, in conjunction with risk assessments and health and safety matters. The first stage of the work will cost approximately £2,500.00 in connection with the Tree Mapping List. Following a discussion and clarification of any points and the subsequent vote, Councillors agreed to proceed further with this vital work, where funding for this financial year will need to be taken from the General Reserves Fund.
- Millennium Jubilee Hall (MJH) Car Park Area – Mrs Marsh explained that there is currently a shortfall in the Town Council's Budget of some £2,500.00 for the necessary solutions to protect various open spaces and land in the Town from either anti-social behaviour and/or illegal encampment of travellers. One of the key areas includes the approach to the MJH and the purchase and erection of suitable and robust guardrails, barrier and bollards. (Some of the District Councillor Enabling Community Budget grants have been agreed in principle to assist towards this project). Following the vote, it was agreed to fund the additional £2,500.00 towards the cost of this work and to proceed with engaging a suitable contractor/s, the funding would be taken from the Longstrops reserve.

15. Report from the Clerk and Press Officer – Councillors noted the details, including the latest local publications, press and radio details and updates regarding Grants from Kesgrave Town Council, an update on the proposed new Co-operative Store at Hartree Way, overgrown Trees, Hedges and Vegetation, the Kesgrave Fun Day/Big Lunch event on Saturday, 10th June 2017, the Kesgrave Market 5th Anniversary celebrations on Saturday, 15th October 2016 and a news update on the Market Stalls, a reminder about the Remembrance Day Ceremony on the 11th November 2016 and other Diary Dates updates, Dog Fouling notices, Cycling Safely and the Notice about the temporary Road Closure from number 182 Bell Lane to the junction of Foxhall Road during October 2016.

- 16. Nominate your Star of Suffolk** – Councillors considered these nominations again and were asked by the Chairman of the Council to contact the Town Council offices with any nominations, together with the necessary statement/application. It was noted that the deadline is the 30th September 2016.
- 17. 12PT Tasking Group Meeting** – The written Report was received and noted following the Meeting held on the 18th August 2016. Councillors noted that phoning 101 is not proving very effective at present, that Inspector Salmon is currently consulting with Trade Unions and that the Police are considering the financial implications of implementing more flexibility regarding Police Community Support Officers (PCSO's) working during the evening, that for the next financial year, no match funding will be available for PCSO's and only consideration of fully funded PCSOs can be considered by Parish/Town Councils. It was also noted that there has been some speeding along Ropes Drive, near to St Isidores in particular and that some criminal damage to vehicles has occurred. Councillors agreed, following the subsequent vote, that Councillor S Fairbrother should continue to be the Town Council's Representative at these Meetings, where it was hoped that this Forum would continue, going forward. **(Copy in Minute Book)**.
- 18. Professional Networking Event – Community and Business** – Councillors noted the attendance at this free of charge networking event by Councillor Archer and Mrs Marsh on the 7th September 2016 at Alice Grange, Kesgrave. It was hoped that this session would assist with enhancing existing partnership and community stakeholder engagement for the emerging Neighbourhood Plan and next year's Kesgrave Fun Day/Big Lunch event. However, attendance and representation was quite low from both community and business groups and organisations.
- 19. Kesgrave Market 5th Anniversary Celebrations** – Following a discussion and an update about his event, Mrs Marsh asked if Councillors would support and attend this event on Saturday, 15th October 2016 from 9.30am – 12.30pm. They noted that the event includes use of a free of charge portable rock wall for all ages to enjoy.
- 20. Enabling Community Roadshow** – Councillor Ogden provided the Council with a brief verbal update following his attendance at this event on the 19th July 2016. Councillors noted that presentations were received regarding Speed-Watch, Emergency Planning, Dementia Friendly Communities, Enabling Community Budgets (ECB), Community Litter and also from Community Action Suffolk.
- 21. Chairman/Clerk Other/Urgent Communications** –
- Notification of Temporary Traffic Order – Road Closure from outside Number 182 Bell Lane to the junction with Foxhall Road – Councillors received and noted these details and are aware that the temporary closure is from the 10th October 2016 to the 28th October 2016 in order to lay a new reinforcement water main for

Sink Pit. The alternative route is Foxhall Road, Dobbs Lane, A1214, Bell Lane and vice versa.

- Notification of Temporary Traffic Order – Road Closure from Doctor Watsons Lane, Hall Road, Little Bealings. From Kesgrave Hall (Milsoms) to Playford – The Chairman updated the Meeting regarding this closure today (12th September 2016) from 8am – 4.30pm for one day for urgent carriageway repairs. The alternative route details were also noted.
- Kesgrave High School – Multi Academy Trust Consultation – Councillors received and noted the consultation document, which ends on the 21st October 2016. They noted the Meeting at Kesgrave High School regarding these proposals on the 4th October 2016 at 7pm, where Councillor Ogden will attend on behalf of the Council. The Clerk asked for any comments and observations to be communicated to the Town Council office regarding this consultation process by the 20th October 2016.

22. Newsletters & Circulars – Councillors received and noted the following:-

- Kesgrave News - latest edition.
- Kesgrave Flyer – latest edition.

23. Resolution to exclude the Public and the Press – The Public Bodies (Admission to Meetings) Act 1960, was considered and agreed, following the subsequent vote, to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.

24. Confidential Minutes of the full Meeting held on the 11th July 2016 – to receive, consider and agree these Minutes. **(Copy in Confidential Minute Book)**

25. Confidential Minutes of the Finance and Governance Committee Meeting held on the 25th July 2016 – to consider and agree these Minutes, including an update on Staff Performance Development Plan (PDP) Reviews. **(Copy in Confidential Minute Book)**.

26. Performance Development Plan (PDP) Reviews – to receive a verbal update on the review process as part of this cycle.

Date of the next Full Town Council Meeting – Monday, 14th November 2016 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.

This part of the Meeting concluded in order to facilitate the second and confidential section of the Meeting in order to consider and agree the confidential matters.

Chairman **Date.....**

