

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
14th November 2016 in the Council Chamber, Kesgrave Town Council

Councillors:

A Athwall
K Archer (*Apologies*)
N Beecroft-Smith (Chairman of the Council)
R Bridgeman
A Comber
D Fairbrother
S Fairbrother
N Goodchild (*Apologies*)
S Lawson (*Apologies*)
G Lynch
J Ogden (Vice-Chairman of the Council)
P Mills
R Spittle
G Thomas
I Wallace (*No Apologies given and Not Present*)

In Attendance:

Mrs S Clements (Town Clerk)
Mrs D Jimpson (Business and Finance Manager)
District Councillor McCallum (*Up to Minute No. 12*)
County Councillor Hudson (*Up to Minute No. 10*)
County Councillor Whiting (*From Minute No 2 – 5*)
6 Members of the Public including Ms S Hall – Public Transport Liaison Officer – Kesgrave Town Council and Mr G Hamilton Town Photographer
Mr M Peace – Economic Development Officer – Suffolk Coastal District Council (SCDC) (*Up to Minute Number 7*)

1. **Welcome and to Receive Apologies for Absence** – The Chairman welcomed Mr M Peace (SCDC), Ms Hall, Mr G Hamilton, Members of the Public and all those present to the Meeting. Apologies for absence were received from Town Councillors Archer and Goodchild, Town and District Councillor Lawson and also District Councillor Mower (due to attending Suffolk Coastal District Council's Devolution Briefing Meeting this evening). Town Councillor Wallace was not present and did not send an apology for absence. Councillors noted that Councillor Archer is attending the Suffolk Association of Local Councils (SALC) Annual General Meeting (AGM).
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 | Suffolk Libraries Ips. Ltd. | 16 | Yes |
| Town Councillor Ogden | Non-Pecuniary | 1 st Kesgrave Scout Group | 16 | Yes |
| Town Councillor Comber | Non-Pecuniary | 1 st Kesgrave Scout Group | 16 | Yes |
| Town Councillor Mills | Non-Pecuniary | Finance and Governance Committee & Grant to Cricket Club of £500. | 16 | Yes |

3. **Minutes** of the last Full Town Council Meeting held on the 12th September 2016. These Minutes were received, considered and agreed, following the vote. (**Copy in Minute Book**).

4. **Clerks Report/Update**

- Matters Arising Minute Number 4– Junior Parkrun – Councillors were pleased to note that following the official launch on the 16th October 2016, this initiative has been well supported and received, with no reports about parking issues or similar matters have so far been reported to the Town Council.

5. **Chairman's Communications** - The Chairman – Town Councillor Beecroft-Smith emphasised the importance of Councillors reading all documents which are sent to them, together with agendas and minutes. He emphasised the importance of Members reading and understanding the content, checking with the Clerk or Office if necessary, prior to any given Meeting. Councillor Beecroft-Smith reminded Councillors that in order to take part in any discussion, the subsequent vote and decision, all Members of the Council need to be fully informed of what Resolutions are being made, together with relevant background information, (acquired from reading the content supplied). He was delighted to advise Councillors that following on from nominations by this Town Council, that Ms Sue Hall was really pleased that she was selected as a finalist for the Suffolk Coastal District Council (SCDC) Business and Community Award and that Parkrun were the winners within two categories of this Award.

Councillor Beecroft-Smith advised Councillors that he has' recently had a very helpful and worthwhile stakeholder Meeting with the Kesgrave War Memorial Community Centre (KWMCC) Chairman, with a view to discussing new ways to forge stronger links and more partnership working, and that the Clerk has met with the KWMCC's Leisure and Community Manager - this meeting which was also very successful and helpful. The Chairman was delighted to report on the very successful Kesgrave Market 5th Anniversary Celebrations' held Saturday, 15th October 2016, where the event included the very popular use of a free of charge portable rock wall for all ages to enjoy. He thanked the Market Manager, Mrs Marsh and all those involved with assisting to coordinate and organise these celebrations. The Chairman thanked Town, District and County Councillors, Officers, local Schools, and local organisations for supporting and attending the significant Remembrance Service Civic Ceremony on the 11th November 2016 at Legions Green. In particular Councillor Beecroft-Smith wished to convey his appreciation to the Royal British Legion Branch at Kesgrave for organising this important event in the Town. Councillor Beecroft-Smith updated Councillors following the Meeting that he called and held on the 11th November 2016 with Suffolk Constabulary regarding the cost of a fully-funded PCSO for 2017. (This will be discussed further under item numbered 16. e) and the Finance and Governance Committee Meeting discussions).

County Councillor Whiting arrived at this point. (He had been monitoring the setting-up of the temporary traffic lights in the Town prior to arriving).

6. **Members of the Public** – During the Meeting, a member of the public spoke about the benefits of the Speed Watch Scheme should the Town Council agree to partake in this initiative. Another member of the public spoke about his grave concerns and the anti-social behaviour issues at Oak Meadow, including Arson and the premeditated use of petrol.
7. **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 September 2016, on the County Council, including updates on Devolution for Suffolk and Norfolk, Better Broadband for Suffolk Programme, including the Supporting Team and its support email address, the Fire Stations Blue Light Property Sharing in Suffolk, based around Felixstowe and Saxmundham Fire Stations and also The Suffolk Record Office making a shortlist of International Digital Preservation Awards and the pioneering project providing digital preservation and access to 900 years of Suffolk history.

In the County Councillors joint written Report for October 2016, County Councillors Hudson and Whiting reported on Suffolk's Early Years Foundation Stage Results for 2016, where 70.2% of early years aged children achieved a good level of development, the new Greater Anglia Rail Franchise, where there is still a lot more which needs to be achieved for Suffolk's residents and businesses in the next 10 years, the County Council's partnership with BBC Radio Suffolk to launch a new road safety campaign this Autumn under the "Be Safe and Seen in Suffolk" initiative, which is part of the Suffolk's Year of Walking campaign, and also the Suffolk Record Office award updates.

Following the representation from a member of the public (Minute Number 7), County Councillor Hudson raised his concerns about the anti-social behaviour in the Town and in particular of late, in the Oak Meadow area. He asked that the Town Council keeps the County updated regarding this worrying matter. County Councillor Hudson referred to the Trial Switch-Off with the Traffic Lights on the A1214 Main Road, where the trial worked well and will become a permanent solution, with some outstanding works that need to be finalised in this area. The extensive media coverage in the press regarding highways matters in Kesgrave was referred to. County Councillor Hudson made reference to the current pressures on roads, infrastructure and traffic movements from the Grange Farm area and its various exits. Flooding was noted as another issue in Kesgrave with a few outstanding cases. He referred to social housing tenants in the area where some local people feel overlooked. County Councillor Hudson referred to the Grants for disablement, where on occasion there are contractors engaged who are not always carrying out the necessary work correctly, which means that residents need to apply for a further grant in order to bring this work up to a satisfactory standard. Therefore, there are some value for money issues. County Councillor Hudson highlighted that Highways issues are the main concerns for local residents, including problems with potholes, roads and flooding.

County Councillor Whiting addressed the Meeting and advised Councillors about the emergency work at Gayfer Avenue which will be completed today and tomorrow (14th and 15th November 2016). He referred to hedge clearance which will take place on Sundays in order to assist with alleviating the traffic congestion. Landowners have been contacted regarding any outstanding clearance works. Councillors are aware that clearing works include skirting some areas along the stretch of the A1214 Main Road. County Councillor Whiting referred to the traffic lights set up which commences at 7pm each evening during this period of work. County Councillor Whiting noted that some of the traffic lights have been removed. Reference was made to the area near to the proposed Crossing at the A1214 Main Road – Cambridge Road, where the design is now in place. County Councillor Whiting emphasised that if the “ring-fenced” County Councillor Locality Budgets are not taken up, then this funding will be lost. Councillors are aware that flooding continues to be an issue in the Town. County Councillor Whiting referred to the recent successful completion of a number of flooding schemes in Kesgrave. Councillors noted that other flooding projects which are imminent are in Edmonton Road and Orchard Grove, where it is anticipated that this work will be completed by Easter 2017. Councillors also noted the traffic light scheme, where full details are available on the County Council’s website. At this point at the Meeting, the plan of the scheme was displayed for Councillors to view and note the details.

County Councillor Whiting left the Meeting at this point.

One Member of the Public left the Meeting at this point.

Town and District Councillor Lawson’s written Report was received and noted. His Report included items which District Councillor Mower has included within her written Report.

Town and District Councillor wished to convey his thanks on behalf of local residents to District Councillor McCallum for again coordinating and organising the very successful and popular Fireworks event for the Town on Saturday, 5th November 2016.

Town and District Councillor Lynch advised the Meeting that he had met with a local Housing Association recently where requests have been received for single storey accommodation with wet-rooms. He referred to various Meetings at SCDC including the Meeting this evening (14th November 2016), regarding the Devolution Briefing. Town and District Councillor Lynch referred to Better Broadband, Community Infrastructure Levy (CiL) and various other matters as already fully detailed in District Councillor Mower's written Report.

District Councillor Mower's written Report was received and noted, including updates on the Members Briefing on Devolution on the 14th November 2016 (this evening), the full District Council Meeting now scheduled for the 21st November 2016, where the Devolution Draft Order will be considered, the Merger Consultation which ends on the 12th December 2016 and where the majority are so far in favour of a new Council for East Suffolk, Better Broadband for those who receive less than 2mbp to their property and a free voucher which has been extended to wireless systems for speeds of less than 2 mbp, the Community Call to Action grant scheme which targets community, health and wellbeing initiatives and the focus on key areas such as mental health, dementia, carers support, social isolation/loneliness and encouraging people to be fit and active with a deadline for receipt of applications on the 30th November 2016. District Councillor Mower's Report also detailed the Enabling Communities Exemplar Programme which is aimed at helping to deliver new projects that will have a significant impact on communities and tackle need in a sustainable way. Voluntary and Community organisations can apply for grant assistance, between £1,000-£10,000, to help a specific project or activity which needs more funding than is available through the Enabling Communities Budgets. The Report also referred to the Local Plan Modifications to the Site Allocations and Area Specific Policies Development Plan, including the Felixstowe Peninsula Area Action Plan, where the public consultation ends on the 28th November 2016.

District Councillor McCallum advised Councillors that SCDC within its policies (and national policies), prefer to see that any future housing developments include a percentage of social housing within any proposals. She referred to the various current and imminent temporary road closures within the Town. District Councillor McCallum was pleased with the outcome of the well-attended Remembrance Day Service on Sunday 13th November 2016. She referred to the SCDC Planning Committee and the Emerald Close proposal, which was subsequently approved by SCDC as a result of the changes made to the original scheme. District Councillor McCallum referred to the footpaths and hedgerows, where the improvements in some areas of the Town are pleasing to see. She raised concerns about some of the skirting and pathways and she is aware of some local residents who are still struggling to use this public footways' given how overgrown some areas still are. District Councillor McCallum advised the Meeting that she has met with the Orthodontist regarding parking issues and referred to the planning application which is currently being processed where the Orthodontist is proposing a further 17 car parking spaces.

She thanked all those involved with making the recent Fireworks event, including Town and District Councillor Lynch, the Scouts and Spark (Sport and Recreation in Kesgrave), for assisting with funding for the event. It was noted that around 3,000 people attended and that approximately £9,200 has been carried forward towards paying for next year's event. It was also noted that the cost of this year's event was in excess of £10,000. District Councillor McCallum advised the Meeting that a contribution of £1,800 has been donated to the High School for its assistance with hosting the event. She was pleased that the Fireworks event received excellent media coverage. District Councillor McCallum also advised the Town Council that the applicant/agent for the planning application for the proposed 300 dwellings on land off of Long Strops, Bell Lane has submitted an Appeal.

8. **Economic Development & Regeneration –** Councillors received and noted the Presentation received from Suffolk Coastal District Council (SCDC) regarding developing ideas in Kesgrave in order to enhance the community, together with possible funding opportunities. The Chairman thanked our SCDC colleagues for attending this Meeting and presenting and sharing this information with the Town Council. They received and noted the 5 objectives within SCDC and its strategy. The tabled documents were received and noted. References were made to enhancing the Town Council's Monthly Market and any other needs as identified within the emerging Neighbourhood Plan. Suggestions were made to possibly investigate further mixed use development with residential/business usage, naturally subject to the Local Planning Authority (LPA) consents.
9. **Match-Funded PCSO Shift Patterns and Reports – September & October 2016 -** Councillors received and considered the proposal regarding the request for temporary changes in the PCSO's shift patterns in order to assist with parking problems and safety at local Schools. Following the vote, this was agreed.

Councillors also noted the PCSO reports for September and October. (Copies in minute book). Councillors noted that there is now a Police Twitter feed. The Chairman reported briefly on the Meeting that he called which was held on the 11th November 2016 with himself, the Vice Chair of this Council, the Police, the Clerk and the Business and Facilities Manager regarding negotiation of the terms and conditions of the future Service Level Agreement, should this be taken up next year, this was further discussed under item 16 (e).

10. **Co-Opted Town Councillor Vacancy following Resignation of Town Councillor –** Councillors considered and discussed the next steps for filling the casual vacancy as a result of the resignation of Councillor Crutchfield. It was agreed, following the vote to consider and agree the best candidate in open session and by voting by a show of hands, at the next full Town Council Meeting, inviting those who have expressed an interest in this role to attend.

County Councillor Hudson left the Meeting at this point.

11. **Proposed Crossing – A1214 – Main Road – Cambridge Road Area** – Councillors received and considered the details following the latest professional investigative work regarding this scheme.

They Resolved (following the subsequent vote), to ask County Council colleagues to pursue this scheme further in light of the new information received from professional Highways Officers. Councillors were also mindful of retaining the funding already agreed and earmarked and for this not to be lost to another highway scheme in the County.

12. ***Neighbourhood Plan** – Councillors received an update regarding the outcome of the Neighbourhood Plan boundary, the consultation and the Meeting with Suffolk Coastal District Council (SCDC), Kesgrave Town Council and Rushmere St Andrew Parish Council held on the 30th September 2016. They considered and subsequently agreed, following the vote, to make a revised RESOLUTION regarding the boundary area, which will encompass the boundary of Kesgrave only. The Chairman of the Council signed the Agreement between Kesgrave Town Council and Suffolk Coastal District Council. (SCDC).

District Councillor McCallum left the Meeting at this point.

13. ****Speed Watch Scheme** – Councillors noted the details of this local partnership scheme. It was agreed, following the vote, to make a RESOLUTION to include Kesgrave within this partnership scheme. It was noted that no costs are involved for the Town Council and that three potential Volunteers for Kesgrave are already in place.

A member of the Public left the Meeting at this point.

14. **Parish/Town Councils and Policing Public Meeting – East Suffolk** – 19th September 2016 – Councillors received and noted Councillor Athwall's written Report following her attendance at this event on behalf of the Town Council. They noted the local issues raised regarding Policing and that the primary objective is keeping Suffolk safe, including setting objectives for tackling crime and disorder, getting communities involved, setting budgets, the fact that Inspector Roger Salmon works closely with the Safer Neighbourhood Team (SNT) in East Ipswich, issues that concern communities, and also a question and answer session which included areas relating to; cyber-crime, fly tipping, speeding, rape/sexual assault, local Police Review and the Fire Service. Councillors conveyed their thanks to Councillor Athwall for attending and reporting back.

15. **Working Party Meetings** – Councillors received, considered, agreed, following the vote, the following Minutes and the recommendations and actions contained therein-
- **The Play Area/Open Spaces Working Party Meeting – 17th October 2016** - Councillors received, considered and agreed, following the vote, these Minutes and the recommendations within the Minutes. Councillor S Fairbrother was opposed to installation of the play equipment at Oak Meadow due to the current anti-social behaviour issues of late and asked for her vote against this to be recorded in the Minutes. (Copy in Minute Book).
 - ***Neighbourhood Plan Working Party Meeting – 31st October 2016** - Councillors received, considered and agreed, following the vote, these Minutes and the recommendations within the Minutes, including the recommended boundary. (Reference Agenda item numbered 12 above). (Minutes Attached).

- **The Transport and Pedestrian Working Party Meeting – 19th September 2016 and the 7th November 2016 – Councillors received, considered and agreed, following the vote, both these Minutes and the recommendations within both of these sets of Minutes, including the recommendations regarding the Community Speed-Watch Scheme. (Reference Agenda item numbered 13 above). (Minutes in Minute Book).

One member of the public left the Meeting at this point.

16. Finance and Governance

- Schedule of Accounts – Councillors received, considered and approved, following the vote, payments in the sum of £176,193.50 which included the transfer of the first half of the Precept from the Savings Account. (Copy in Minute Book).
- Finance and Governance Committee Meeting Minutes – 26th September 2016 and 31st October 2016 – Councillors received, considered and agreed, following the vote both sets of Minutes of the Finance and Governance Committee Meetings held on the 24th September 2016 and the 31st October 2016. (Copies in Minute Book), including the financial recommendations as follows:
 - a) Government Procurement Card – to increase to £1,000.
 - b) Donation to All Saints Church for Nativity Play £500 – Councillors noted that this grant is no longer needed as the event has been cancelled.
 - c) Donation towards Christmas Day Lunch for food/transport £500.
 - d) Donation to Kesgrave Cricket Club of £500.
 - e) The PCSO - The Chairman of the Council updated Councillors following the Meeting with Suffolk Constabulary on the 11th November 2016. A full and detailed discussion ensued. It was noted that the cost of a fully-funded PCSO is £32,500. The operational hours and shift patterns, objectives and priorities, Service Level Agreement (SLA) and options to re-join the scheme if the decision is made not to fully fund for 2017 were all areas discussed at length. Following the debate, it was agreed and RESOLVED, following the subsequent vote, to agree to budget for a fully-funded PCSO at a cost of £32,500. (It was noted that this funding will be reduced, should Rushmere St Andrew Parish Council agree to enter into the SLA).
 - f) Be-Spoke SALC Training for Councillors and Officers. The dates were noted and agreed, namely 6th February, 20th February and 6th March 2017 at 7.15pm at a total cost of £520 for 3 two hour sessions.

17. Planning and Development Committee Meeting Minutes – 12th September 2016, 26th September 2016, 10th October 2016, 24th October 2016 and the 7th November 2016 – Councillors received and noted the Minutes of the Planning and Development Committee Meetings held on the 12th September 2016, 26th September 2016, 10th October 2016, 24th October 2016 and the 7th November 2016. (Minutes in Minute

Book). Councillors noted the events being organised with regard to the Adastral Park Development at Martlesham Heath, where the consultation events will be held on the 1st, 2nd, 6th and 7th December 2016. Councillor Ogden agreed to attend a session with Mrs Marsh and report back, as naturally this large development will have a huge impact on Kesgrave. Councillors conveyed their thanks to Councillor Ogden and Mrs Marsh for agreeing to attend and report back. The Clerk will establish if a session can be arranged for the full Town Council.

18. Minutes of the Personnel Committee Meeting held on the 10th October 2016 (Part 1) - Councillors received, considered and agreed, following the vote, the Minutes of the Personnel Committee Meeting held on the 10th October 2016. (Minutes Attached).

19. Community Services Matters

- a) Community and Recreation Committee Meeting Minutes – 19th September 2016 – Councillors received, considered and agreed, following the vote, the Minutes of the Community and Recreation Committee held on the 19th September 2016. (Copy in Minute Book), including the financial recommendations as follows;
- b) Cemetery – quote to back fill sunken graves £1,150. (This was approved).
- c) Assistant Youth Worker – the progress update was noted.
- d) Refreshment Van at the Millennium Sports Ground (MSG) – The revised vendor was approved.
- e) Signage & Wording for the Millennium Jubilee Hall (MJH) Car Park & Opening & Closing the Car Park – (This was approved, including engaging a suitable security contractor to lock the car park at a cost of £8.95 + VAT per visit. The sign should state the opening and closing times of 8am – 11pm each day).
- f) There were no other Community Services matters raised.

20. Report from the Clerk and Press Officer – Councillors received a verbal update regarding media updates, including, the Neighbourhood Plan, promoting Kesgrave Market and the 5th anniversary celebrations, advertising for the Casual Vacancy for a Co-opted Town Councillor, Remembrance Day on the 11th November, the Christmas Tree Lights Switch On event to be held on the 25th November 2016 at the Rupert Fison Square, the Evening of Reflection to be held at Legions Green on the 16th December, the Play Area and Open Spaces Working Group latest news, the Traffic and Pedestrian Working Group latest news, Road Works and Traffic delays information updates, the Change of the Town Council office increased opening days and hours, the Assistant Youth Club Vacancy and Voluntary Youth Club Workers posts for Kesgrave Town Council's Youth Club, Parking and Emergency vehicles, and updates on the dates and times of Town Council Meetings, including Committees and Working Party Groups.

21. Suffolk Association of Local Councils (SALC) Area Meeting – Councillors received and noted the written Report as prepared by Councillor Archer (the SALC Representative), following his attendance at the SALC Area Meeting on the 19th September 2016, including updates from Senior Suffolk Coastal District Council (SCDC) Planning officers and their respective presentations. Councillors conveyed their thanks to Councillor Archer for attending and reporting back. (Report in Minute Book).

22. East Suffolk Partnership Annual Forum – 11th November 2016 – Councillors noted that the Town Council's Service Development Administrator attended this networking event. The briefing Report regarding this forum was received and noted, including the Partnership Priorities, the Funding Workshop Presentation details, Community Action Suffolk and Funding, Town and Parish Councils and recent changes and initiatives, Difficulties of Town and Parish Councils, and how Town and Parish Councils could serve their communities better. Councillors conveyed their thanks to Mrs Marsh for attending this event and reporting back to the Council. (Copy in Minute Book).

23. Woodbridge and District Anti-Social Behaviour Tasking Group – Councillors received a brief verbal update from Councillor Comber following his attendance at the last Meeting on the 13th October 2016. They noted that issues relating to Kesgrave included the underpass near the Library and the School and suspected signs of illegal drug usage and anti-social behaviour with mopeds, Kesgrave Town Council and the purchase, installation and subsequent maintenance of a suitable gate/fencing at the Millennium Jubilee Hall (MJH) car park, Kesgrave Town Council's Youth Club needing an Assistant Youth Club Leader and Volunteer Workers, investigations by the Town Council about upgrading its Play Areas and 12PT and its future - which will be discussed at its Meeting during February 2017. Councillors conveyed their respective thanks to Councillor Comber for attending and reporting back. At this point Councillor S Fairbrother referred to the future of the 12PT and the split with Woodbridge and the East of Ipswich. At the last 12PT Meeting, Councillor S Fairbrother agreed that this Forum should continue. Councillor Beecroft-Smith highlighted the various options, going forward, for the Town Council to decide upon. Following a discussion it was agreed to discuss the future of the 12PT Group and this Council's preferred option at the next full Town Council Meeting on the 5th December 2016. (This will coincide with the next Woodbridge and District Anti-Social Behaviour Tasking Group Meeting on the 24th November 2016 and the next 12PT Meeting on the 23rd February 2017).

24. Chairman/Clerk Other/Urgent Communications – The following matters were noted by Councillors;

- Removal of BT's Payphones – Junction of Fentons Way & Ropes Drive, Outside Post Office, Junction of Ropes Drive & Main Road, Glanville Place & Opposite 168 Bell Lane, Outside of 13 Main Road and the Junction of Dobbs Lane & Adjacent to 307 Main Road – Councillors noted the formal consultation process regarding proposed payphone removals which closes on the 8th January 2017.
They noted that the Town Council has the option to adopt any of the above mentioned kiosks and that the data indicates that no calls have been made from any of these kiosks in the last year. Given the foregoing, the Council, following the vote, agreed not to pursue the matter of adopting any of these kiosks.
- Temporary Road Closure A1214 Main Road from Bell Lane to Ropes Drive – from the 23rd to 25th November 2016 (7pm – 5am) for carriageway resurfacing and associated works. Access will be available for pedestrians and cyclists. The alternative route is the A1214-A12-Foxhall Road, Foxhall – A1189-A1214 and vice versa.

- Temporary Closure of Part of the U3209 Gayfer Avenue – from the 14th-15th November 2016 the Junction with Dobbs Lane will be closed to facilitate repairs to a burst water main. Access will be available for pedestrians and cyclists. The diversion route will be Dobbs Lane, A1214, Deben Avenue and vice-versa.
- Local Resident Letter – Closure of Long Strops Car Park – Councillors noted the letter received today (14th November 2016) from a local resident claiming that as a result of closing this privately owned car park, this matter is now an imminent life threatening potential accident. Councillors also noted that the Police are aware of illegal and dangerous parking in this area and they have brought this matter to the attention of Orthodontist.

25. Newsletters & Circulars – The following publications were received and noted:-

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

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

27. Confidential Minutes of the full Town Council Meeting held on the 12th September 2016 – Councillors are asked to receive, consider and agree the Confidential Minutes of the full Town Council held on the 12th September 2016. (Copy in Confidential Minute Book).

28. Confidential Minutes of the Finance and Governance Committee Meetings held on the 24th September 2016 and the 31st October 2016 – Councillors are asked to receive, consider and agree the Minutes of the Finance and Governance Committee Meetings held on the 24th September 2016 and the 31st October 2016, including the following financial recommendations as follows;

- a) Staffing and Annual Salary Review and Spinal Column Points (SCP) increases for Staff.
- b) The Clerk and the Business and Facilities Manager roles should be equal.
(Minutes in Confidential Minute Book).

29. Confidential Minutes of the Personnel Committee Meeting held on the 10th October 2016 – Councillors are asked to receive, consider and agree the Confidential Minutes of the Personnel Committee Meeting held on the 10th October 2016, including the financial recommendations as follows;

- a) Staffing and Annual Salary Review and Spinal Column Points (SCP) increases for Staff.
(Minutes in Confidential Minute Book).

Date of the next Full Town Council Meeting – Monday, 5th December 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.

ChairmanDate.....

