

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
5th December 2016 in the Council Chamber, Kesgrave Town Council

Councillors:

A Athwall
K Archer
N Beecroft-Smith (Chairman of the Council)
R Bridgeman (*Apologies*)
A Comber
D Fairbrother
S Fairbrother
N Goodchild (*No Apologies given and Not Present*)
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 Development Manager)
2 Members of the Public

1. **Welcome and to Receive Apologies for Absence** – The Chairman welcomed everybody to the Meeting, including Members of the Public. Apologies for absence were received from Town Councillors Bridgeman and Goodchild, District Councillor McCallum. Town Councillors Lawson and Wallace were not present and did not send an apology for absence. County Councillors Hudson and Whiting sent apologies for absence and also Mr G Hamilton, Town Photographer and applicant as co-opted casual vacancy Town Councillor role.
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.	11	Yes
Town Councillor Ogden	Non-Pecuniary	1 st Kesgrave Scout Group	11	Yes

Town Councillor Comber	Non-Pecuniary	Rupert Fison Centre etc. (Budget)	11	Yes
Town Councillor Comber	Pecuniary	Town Council's current ICT provider (Budget)	11	Yes
Town Councillor Comber	Non-Pecuniary	1 st Kesgrave Scout Group	11	Yes
Town Councillor Athwall	Non-Pecuniary	Suffolk Libraries Ips. Ltd.	11	Yes
Town Councillor Spittle	Pecuniary	Employee of Kesgrave Church of England (Budget)	11	Yes

3. **Minutes** of the last Full Town Council Meeting held on the 14th November 2016. These Minutes were received, considered and agreed, following the vote. (**Copy in Minute Book**).

4. **Clerks Report/Update**

- **Matters Arising Minute Number 13 – Speed Watch Scheme** – Councillors noted that Playford Parish Council has not as yet Resolved to join this partnership scheme and is currently liaising with Rushmere St Andrew Parish Council, where Playford Parish Council has asked for a policy document to cover the operating procedures and methods for ensuring the camera equipment and monitoring of the images and data captured.

5. **Chairman's Communications** - The Chairman – Town Councillor Beecroft-Smith reported on the success and excellent turn-out for the Christmas Lighting up Event and the Evening of Reflection. He also advised the Meeting that the gate/barrier at the Millennium Jubilee Hall Field seems to be working well and the presence and flexibility of our PCSO has assisted with anti-social behaviour issues, where some warnings and fines have been issued. Councillor Beecroft-Smith took the opportunity to wish everybody good wishes for the imminent festive period, given that this is the last full Town Council Meeting for 2016. He wished the Kesgrave Scouts and All Saints Church well for the Christmas Lunch event being held on Christmas Day and thanked all the volunteers involved with this excellent community initiative.

The Chairman asked Councillors to ensure that if any Policing matters are brought to the attention of individual Town Councillors, that these please be communicated to the Town Council Officers, as opposed to instructing the PCSO as an individual Councillor to prioritise any particular issues.

6. **Members of the Public –** No members of the public wished to speak at this point of the Meeting.
7. **County and District Councillors Reports** - Councillors received and noted the written reports, verbal presentations and asked questions and points of clarification. (Copies with Minute Book).

Town and District Councillor Lynch advised the Meeting that he had attended the Scrutiny Committee of the District Council and he reported on the Broadband Meeting, which was poorly attended and so which will be rescheduled. He reported on the Audit and Governance Committee Meeting and Devolution. Town and District Councillor Lynch also referred to various other matters as already fully detailed in District Councillor Mower's written Report.

District Councillor Mower's written Report was received and noted.

8. **Match-Funded PCSO Shift Patterns and Reports – November 2016** - Councillors noted the PCSO report for November 2016. (Copy in Minute Book).
9. **Future of 12PT Forum in conjunction with the Woodbridge and District Anti-Social Behaviour Tasking Group** – Councillors discussed and agreed the Town Council's various options regarding the future of the 12PT Group, following the Woodbridge and District Anti-Social Behaviour Tasking Group Meeting held on the 24th November 2016 and in readiness for the next 12PT Meeting on the 23rd February 2017. The preferred option, following the vote, being that both forums and meetings do not continue as they are now, i.e. 12PT and the Woodbridge and District Anti-Social Behaviour Tasking Group running in parallel, but that just the Woodbridge and District Anti-Social Behaviour Tasking Group only continues.
10. **Co-Opted Town Councillor Casual Vacancy**– Councillors noted that Mr Gavin Hamilton has expressed an interest in the current co-opted Town Councillor Casual Vacancy role. Councillors agreed/Resolved, following the vote, that Mr Hamilton should fill this vacancy and the Chairman asked that the Declaration of Acceptance of Office is signed by Mr Hamilton as the new co-opted Town Councillor, following the Council's Resolution, as soon as practicable. Mr Hamilton was congratulated in his absence.
11. **Finance and Governance**
 - **Schedule of Accounts** – Councillors received and agreed, following the vote, payments in the sum of £13,977.42 including the transfer of £14,000.00 from the savings account.

- Budget Finance and Governance Committee Meeting Minutes – 28th November 2016 – Councillors received, considered and agreed/Resolved the Minutes of the Budget Finance and Governance Committee Meeting held on the 28th November 2016. (Minutes Attached), including the financial matters as follows:
 - a) Draft Budget 2017-18. Councillors thanked Mrs Jimpson for her hard work in this respect. The Budget included the allocation for the Town Guide, Website and Newsletter Project and substantial Grants to Kesgrave Library and Kesgrave Church of England. (Kesgrave Library Report, Kesgrave Church of England Report and Officer Kesgrave Church of England Reports in Minute Book. Full details in Budget papers).

Councillor Spittle made a statement and presentation regarding the Budget item regarding the request for a Grant to fund a Youth Club worker who works for the Kesgrave Church of England, together with other youth related projects within the Church and High School. (This was against the advice of The Clerk, given Councillor Spittle's pecuniary interest as an employee of the Church of England and the written information that he has already submitted to the Town Council).

Once his statement was made, Councillor Spittle left the Meeting for the duration of this Grant request in conjunction with the Budget item, as he had proposed and as advised by the Clerk.

A full and detailed discussion ensued. It was agreed, following both votes to allocate an extra £5,000.00 into the Grants Budget which can be distributed accordingly to any grant requests received for youth work, including from The Family Christian Church and The Hive Youth Club project and any other faith or youth associated project in the Town. The existing £2,500.00 allocated in the Budget will remain. It was also agreed that the Kesgrave Church of England and Town Council Agreement for the volunteer Youth Worker for 2017/2018 will not now be pursued. Quarterly reports will be required and the Council's Grants Policy needs to be abided by.

Councillor Spittle returned to the Meeting.

With regard to the Kesgrave Library Grant, a full and detailed discussion ensued. It was agreed, to ask for quarterly Reports from the Library, following the vote, together with agreeing the annual Grant within the Budget of £11,500.00, which will also be paid quarterly.

It was agreed that if any reductions in opening hours were made during 2017-18, the Council would reconsider the payment for that and future quarters. The Council's Grants Policy needs to be abided by also.

Councillors discussed the provision of inclusion of a Budget Bid for suitable, portable speed restriction signage in Kesgrave of £5,000.00, to include areas such as Bell Lane. Mrs Jimpson commented that normally this sort of remedy would be considered as a result of data indicating that there are speed issues in specific areas. Councillors made the comment that it would be preferred to establish the outcome of such equipment following future statistics if the Speed Watch initiative commences. Following the vote, it was agreed not to pursue this bid any further for the Budget 2017/2018.

The Budget 2017/2018 was agreed/RESOLVED following the vote.

District Councillor Mower left the Meeting at this point.

- b) Virements Budget Transfers 2016-17. These were agreed by Councillors following the vote.

12. Planning and Development Committee Meeting Minutes – 21st November 2016 –
Councillors received and noted the Minutes of the Planning and Development Committee Meeting held on the 21st November 2016. (Minutes Attached).

13. Community Services Matters

- Community and Recreation Committee Meeting Minutes – 21st November 2016 – Councillors received, considered and agreed, following the vote, the Minutes of the Community and Recreation Committee held on the 21st November 2016. (Copy in Minute Book), including financial recommendations as follows;
- Update regarding the future of The Hive Youth Club - Due to lack of volunteers this will finish in December 2016 and may be reinstated during Easter 2017, depending upon funding and the appointment of a paid suitably qualified Youth Worker.
- Youth Club Workers – Mrs Jimpson was pleased to report that two new staff have been appointed following the recruitment and selection process.

14. Report from the Clerk and Press Officer & Social Media Update– Councillors received an update, including the Social Media Officer Report Update. Other updates, with photographs, include; the Christmas Lighting Up Event, the Evening of Reflection, thanking those involved with the Remembrance Service, Kesgrave Town Council Market update, Kesgrave Town Council Youth Club recruiting new youth members and adult volunteers, Play Area and Open Spaces update, Skate Park update and request for volunteers and funding of the PCSO for the next financial year and as detailed in the latest local publications, press and radio details. With regard to the Social Media

Officer Report Update, Councillors noted that the key social media option and platform, i.e. Facebook, is the best way of engaging effectively with local residents and optimising the Council's website, as a link from social media. It is also the medium for adding the most value and impact for the Council and ultimately would benefit local residents more fully.

Facebook will target local residents and is the best influencer network. They noted that it is impossible for the part-time Officer Team to manage every type of social media and that the preferred social media option needs to be kept simple and needs to be the source which works best and is the focal point. (Report Attached).

15. Suffolk Association of Local Councils (SALC) Annual General Meeting (AGM) –

Councillors received and noted the written Report as prepared by Councillor Archer (the SALC Representative), following his attendance at the Annual General Meeting on the 14th November 2016. Councillor Archer responded to any points of clarification. (Report in Minute Book).

16. Annual Town & Parish Council Budget Liaison Event with Suffolk Coastal District Council (SCDC) –

Councillors received and noted the written Report from Councillor Archer following his attendance at this event on behalf of the Chairman on the 28th November 2016. Councillor Archer responded to any points of clarification. (Report in Minute Book).

17. Woodbridge and District Tasking Group Anti-Social Behaviour Meeting –

Councillors received a brief verbal update from Councillor Comber and Councillor S Fairbrother following their respective attendance' at the last Meeting on the 24th November 2016. Updates included Kesgrave Town Council Youth Club (both Tuesday and Thursday evening Groups/Clubs), the Dispersal Order at the underpass near to Kesgrave Library, anti-social behaviour issues and arson at Oak Meadow, bollards and gate installation at the Millennium Jubilee Hall (MJH) car park, the PCSO assisting with dangerous and illegal parking at Kesgrave Schools, the Speed Watch partnership initiative and play equipment being upgraded, including astro/artificial turf being added to the goal area. (Report in Minute Book).

18. Suffolk Local Policing Review Feedback –

Councillors received and noted the consultation details and noted the deadline is the 23rd December 2016. Councillors agreed that the Council should regularly contact and email the Chief Constable regarding PCSO's and the fact that in order for PCSO's to operate and perform their respective functions effectively, they need to be working their shift patterns during the evenings and weekends. (Copy in Minute Book).

19. Chairman/Clerk Other/Urgent Communications – There were no urgent matters.

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

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

21. Resolution to exclude the Public and the Press – The Public Bodies (Admission to Meetings) Act 1960 – The Council is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially.

22. Confidential Minutes of the full Town Council Meeting held on the 14th November 2016 - The Council, under closed session, is asked to receive, consider and agree the Confidential Minutes of the full Town Council held on the 14th November 2016. (Confidential Minutes in Confidential Minute Book).

23. Confidential Minutes of the Finance and Governance Committee Meetings held on the 28th November 2016 – The Council, under closed session, is asked to receive, consider and agree the Minutes of the Finance and Governance Committee Meetings held on the 28th November 2016, (Confidential Minutes in Confidential Minute Book).

24. Town Councillor Illness – The Council, under closed session, is asked to consider this matter further in confidence and sensitivity and as agreed previously, and to review further the previous Resolution made in this regard.

Date of the next Full Town Council Meeting – Monday, 16th January 2017 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.....