

Minutes of the Annual meeting of the Kesgrave Town Council held on Monday 12th May 2008 at 7.15pm in the Council Chamber.

Present:

Mr J Briggs
Mrs S Evans
Mr K Beecroft
Mrs J Klaschka
Mr R Bridgeman
Mrs S Ogden (District Councillor)
Mr A Comber
Mrs E Smith
Mrs S Coupe
Rev R Spittle

In attendance:

Mrs V R Read (Clerk to the Town Council)
Mrs J Francis (Deputy Clerk to the Town Council)
Mrs D [McCullum](#) (District Councillor)
Mrs M Neale (District Councillor)
Mr S Hudson (County Councillor)
Mr M Grimwood (District Councillor)
1 Member of the public

1. Apologies

Mr N Bugg – family commitments
Mrs N Goodchild – illness
Mr P Mills – family commitments
Mr J Klaschka (County and District Cllr) – alternative meeting
Mrs P Brown PTLO/LHR – family commitments

2. Election of Chairman and Declaration of Acceptance of Office

Council **agreed** that Mrs Evans be elected Chairman. Mrs Evans signed the Declaration of Acceptance of Office.

3. Election of Vice Chairman and Declaration of Acceptance of Office

Council **agreed** that Mr Beecroft be elected Vice-Chairman. Mr Beecroft signed the Declaration of Acceptance of Office.

4. Appointment of Committee and Council Representatives

A list of Committee and Council Representatives had been issued to Councillors. Council **agreed** the list be accepted for 2008/2009 en bloc. The amended list is attached at **Annex 1** to

these minutes.

5. Declarations of interest

Mr Beecroft declared a personal interest in item 10.b., Financial Matters, Payments to Kesgrave News being a member, remained in the meeting and took part in consideration and discussion of the matter.

Mr Comber declared a personal interest in item 10.b., Financial Matters, Payments to Kesgrave News being Chairman, remained in the meeting and took part in consideration and discussion of the matter.

Mr Beecroft declared a personal interest in item 11.b.v., Planning & Development Matters, planning application C08/0308 being a near neighbour, and remained in the meeting there being no discussion on the matter.

Mrs Evans declared a personal interest in item 11.b.vi., Planning & Development Matters, planning application C08/0341 being the next door neighbour, and remained in the meeting there being no discussion on the matter.

Mr Comber declared a personal interest in item 12.d., Recreation and Amenities, Reprint of Parish Walks being the producer of the artwork and remained in the meeting and took part in consideration and discussion of the matter.

Mr Bridgeman declared a personal interest in item 16, Ipswich Unitary Status/The Local Government Review being an employee of Ipswich Borough Council and remained in the meeting and took part in consideration and discussion of the matter.

6. Minutes of the last regular meeting – 14th April 2008

At the request of Reverend Spittle his status at apologies was altered and then minutes of the last meeting having been circulated were taken as read, approved and signed by the Chairman.

7. Matters arising

a. Litter pick The Deputy Clerk informed Council the Litter pick had been well attended by Kesgrave High, Gorseland and Cedarwood Primary Schools although there was a disappointing turn out of only 6 residents plus the Council employees. In recognition of this event Radio Suffolk had interviewed staff and pupils at KHS and the Clerk and had sent certificates to all the schools in appreciation of their efforts.

b. Late items for information None.

8. Chairman's Report

Mrs Evans had nothing to report having just been appointed Chairman.

Mr Briggs, as outgoing Chairman, reported he had attended the community Litter pick with Gorseland school and remarked on how enthusiastic the students had been being involved in the event.

An adjournment was declared:

- to receive reports from the County and District Councillors, Police, Crime Prevention representatives, Public Transport Liaison Officer and Local History Recorder

Mr Hudson, County Councillor, reported on:

- the current position regarding Unitary Status and the Boundary Committee;
- School's Organisation Review;
- University of Suffolk;
- Proposed improvements at the Great Blakenham waste disposal site;
- Council tax increase;
- SCC 4* accreditation.

Mrs [McCullum](#), District Councillor, reported on:

- a further cancellation of the LDF meeting;
- Stansted Airport proposals and the airbus shuttle timetables to and from Ipswich;
- a request to Environmental Health for information regarding the disposal of foxes as vermin;
- planning objections regarding various issues in Kesgrave;
- the Bike show event which raised £1,100 for the Music Festival.

Mrs Ogden, as District Councillor, highlighted the years achievements including SCDC membership, the Suffolk Coastal Web site improvements, Council Tax, national bus passes, affordable Housing provision, holiday guide ranking, twin bin Scheme, crime reduction, the dual role of the Chief Executive for Waveney and Suffolk Coastal District Councils, Felixstowe sea defences, the successful responses regarding the Travel survey requests.

Mr Grimwood, District Councillor, stated he had received a letter from Mr Whinney, as Tree Warden, regarding the proposed development at FF and part use of Fentons Wood. However he was unable to comment until a planning application had been received.

Mrs Neale, District Councillor, reported that:

– the Daily Telegraph newspaper had printed an article regarding best schools in which KHS had been mentioned;

– 12 people had attended the first Health Walk in Kesgrave. The second walk will take place on the 15th June 2008;

- a complaint had been received regarding the use of Dobbs Drift play area by teenagers and investigations were being made;
- SCDC had responded to the questions asked by the Boundary Committee.

In the absence of the Police a report had been issued with Members meeting papers and is held on file.

- to allow members of the public to speak

Mr Walker, of Peart Grove, expressed his disappointment in the extent of advertising, by the Town Council, for the two Councillor vacancies. It was explained the statutory notice had been displayed and additional notices had been placed in notice boards where space was available.

He also remarked on his dissatisfaction with the KTC proportional 9.8% increase in the 2008/09 Council Tax.

9. Notices and Correspondence

a. Other Items for Discussion

6.D. Information had been received regarding the promotion of a new project in Suffolk offering free interactive presentations to community groups on “Suffolk Local Crime Community Sentence”. Anyone wishing further information should contact the Office.

8.D. This item was taken at item 7.a. Matters arising.

16.D. An email had been received from a resident querying the manner in which his report to Council in the adjournment had been minuted. These minutes had been agreed at the April meeting and in agreeing them Council have given their approval to the way in which matters have been recorded. Minutes are not verbatim and the Clerk explained the views of individual residents are balanced against those of the majority in determining the relevance of minuting any particular comment. Both Sgt Richardson and Keith Beecroft as Cedarwood Governor have confirmed there is no serious litter problem. The Clerk will respond accordingly to the resident.

17.D. In response to a request from a resident, aged 7, her poster regarding litter has been displayed in the Office window.

20.D. Information had been received from SCDC on the changes to the Standards Regime for the Members Code of Conduct All complaints should now be directed to the Standards Committee at Suffolk Coastal not the Standards Board for England.

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 2** to the permanent copy of these minutes.

Mrs [McCullum](#) left during the following item.

10. Financial Matters

a. Minutes of the last meeting held 22nd April 2008 The Minutes of the last Committee meeting held on 22nd April 2008 were issued to Councillors and are attached at **Annex 3** to the permanent copy of these minutes.

i. Banking arrangements (F&R item 5.iii.) Council were advised of the report made to F&R, and minuted in the F&R April Committee minutes, regarding the consideration of revision of the Councils banking arrangements and the move from Tracker Account to Instant Access Savings Account and the Bond in which £100,000 had been invested. Because of time constraints it had been necessary for F&R to take these decisions without reference to Full Council but this was considered acceptable in view of the additional interest to be earned. Some discussion was held on the possibility of moving to another bank, however as had been discussed by F&R it was recognised this involves the registering of individuals as signatories, a difficult and time consuming process for Councillors in employment. F&R will however be considering at future meetings how continuing monitoring of the banking arrangements can be undertaken.

ii. End of year accounts (F&R item 8) A copy of the 2007/2008 accounts had been issued to each Councillor and is attached at **Annex 3 to the F&R minutes which are attached at Annex 3** to permanent copy of these minutes. Council **agreed** that the Accounts be accepted. The Chairman and Clerk, as Responsible Finance Officer, signed the documents accordingly. Mr Briggs reminded Council that the increase in Precept, and subsequent increase in Council Tax, was in order to make a grant to meet the shortfall in funding for the Sports Hall.

iii. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

Council resolved that the public and the press be excluded for consideration of Financial Matters item a.iv, Staff, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 18 on the agenda.

iv. Staff (F&R item 11.i.a.) This item was taken after item 18 and is minuted there.

v. Grants (F&R item 15.a.)

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 grant of £100 to Holm Court which, in the opinion of the Council is in the interest of the area or its inhabitants and is cost effective. Council also agreed that grant provision will be made for Holm Court in the budget process in subsequent years.

b. 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, including the payments made by Mrs Read on Councils behalf which for expeditious reasons were made, with the F&R Chairman's agreement, on line with her credit card and where VAT is recoverable; settlement of the accounts was approved.

c. Transfer between accounts Council **agreed** a transfer of £65,500 be made from the Ordinary Account to the Instant Access Savings Account, being the surplus following the receipt of the half yearly Precept payment and payment of this months invoices.

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

Product/service - Amount - Reserve fund

RFC Grass cut - £37.20 - From RFC

Suffolk County Council - £1,000.00 - To Locality Budget 2008/09

Suffolk Police Authority - £1,500.00 - To 3PT

e. Creation of Reserve Fund for Locality Budget 2008/9 Council **agreed** a Reserve Fund be set up for Locality Budget funding for 2008/9.

f. Chairman's Allowance Council **agreed, with 1 abstention**, the £450 Chairman's Allowance which includes the expenses incurred for Remembrance Day and the Evening of Reflection and some contribution towards the Annual reception, as budgeted.

g. Late items for information There was some discussion on the recommendation of the F&R Committee with regard to the Cemetery Land Reserve Fund and the possibility of using the funds for either Cedarwood Green or to cover the unexpected election costs. However as there is no urgency on these matters it was agreed to postpone any decision until September when Rev Spittle would again be able to attend Council meetings.

11. Planning and Development Matters

a. Election of Chairman

The Committee **agreed** Mr Beecroft be elected Chairman.

b. Planning applications received since 11th April 2008 The list of planning applications where comment was required, those which were not contentious and the decisions received, had been issued to each Councillor and is attached at Annex 5 to the permanent copy of these minutes. Those plans for which comment was required were displayed and further comments were invited, but none were made. The P&D Committee then approved this list and the comments en bloc.

c. Street naming None.

d. Foxhall Stadium Formula Members had been issued with copies of both the old and proposed Formula for Foxhall Stadium. The Clerk gave details of the discussions she had held with Mr Knowles, SCDC Enforcement Officer, who had put together the new Formula. Council **agreed** to accept the Clerks recommendation that Mr Knowles be advised Council agree with the changes which will make policing of the use of the stadium for Stock car and Speedway easier.

Members were also advised the Schedule of use will in future be available on the SCDC website.

e. Late items for information None.

12. Recreation and Amenities Matters

a. Election of Chairman

The Committee **agreed** Mrs Ogden be elected Chairman.

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

- Notification has been received of temporary signs to be erected at junctions alerting drivers to safety investigations which are to be carried out. Locations for safety improvements have been identified as a result of accidents where casualties have been killed or seriously injured; the junction in Kesgrave is at Bell Lane/Foxhall Road. The process will take 6 – 18 months and it is hoped the signs will prevent further accidents while in place.

c. 2008 Kesgrave Guide Progress is being made on the 2008 guide but issue will be delayed until August when the new Councillors have been elected and all Committee seats have been determined.

d. Reprint of Parish Walks The reprint of the Walks leaflets has now been completed and the documents delivered to the Council Office. The packs are being collated and the cost for each pack will be £1.35, a 35p reduction on the original packs because of the Locality Budget funding from Mr Hudson.

e. Late items for information None.

13. Youth Provision

a. Youth Club Nothing to report.

b. Other Youth Issues Details of the annual celebration to be held in August at Cedarwood Green and School are being considered and further information will be available next month.

14. Annual Town Meeting

a. Community Award Winners The Deputy Clerk gave details of the recipients of this years awards, Mr and Mrs A Basford, of Beechwood Stores, Mrs M Young and Mr N Howard.

Council had been issued with copies of the 2007/8 accounts details which have been prepared for issue at the meeting and these were accepted. The Chairman and Clerk will discuss the details on the running of the meeting in the new venue of the Conference Centre later in the week.

15. Elections to fill the two Councillor Vacancies

The Clerk explained that elections have been called for both vacant seats and the polling day has been set for 19th June. Nomination forms are available for KTC and SCDC. As both wards are affected the usual polling stations, 4 hirings in all, will be necessary and this together with the distribution of polling cards to ensure everyone is aware of the opportunity to vote, will cost in the region of £8,000.

The Kesgrave News Editor has agreed to include profiles in the June issue and Members were urged to make candidates aware of this. Rev Spittle asked if the election could be postponed in order that residents could be alerted to the opportunity to stand as well but the Clerk explained this had been questioned with SCDC however the poll has to be called within a statutory number of days which means it is not possible to delay it.

It was agreed therefore that Kesgrave News was the best option for bringing candidate details to the public as Town Councillors, who do not stand for a party, do not have the benefit of party political backing for leafleting. The page 3 article will explain there may be candidates whose profiles are not included in the magazine.

16. Ipswich Unitary Status/The Local Government Review

Members expressed their individual current feelings on the concepts which have been put forward. There was no agreement on any one concept and the majority believed that further information is needed on the possible extended Ipswich boundary before a view can be taken.

Well over 150 questionnaires have now been given to Mrs Neal for collating but most residents are expressing the view that they do not wish to see Kesgrave absorbed by Ipswich. This item is on the agenda for the Annual Town Meeting when it is hoped many residents will attend to express their views at that time.

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

Reverend Spittle explained that following his sick leave it has been agreed to bring forward his study leave. Council accepted he will therefore not be present at the next three Council meetings.

Members of the Public left the Chamber and Council were able to consider the following:-

10. Financial Matters

a. iv. Staff (F&R item 11.i.a. Council accepted the F&R recommendation to make Ex gratia payments to Mrs Francis in recognition of the 1.72 hours and Mrs Read of the 2.49 hours on average worked in excess of paid hours.

18. Date of next meeting – Monday 9th June 2008 in the Council Chamber

The Chairman closed the meeting at 9.13pm.

Chairman