

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th July 2008 at 7.15pm in the Council Chamber.

Present:

Mrs S Evans (Chairman)
Mrs J Klaschka
Mr K Beecroft (Vice Chairman)
Mrs N Goodchild
Mr R Bridgeman
Mrs D [McCullum](#) (District Councillor)
Mr J Briggs
Mr P Mills
Mr A Comber
Mrs S Ogden (District Councillor)
Mrs S Coupe

In attendance:

Mrs V R Read (Clerk to the Town Council)
Mrs J Francis (Deputy Clerk to the Town Council)
Mr S Hudson (County Councillor)
Mr J Klaschka (County and District Councillor)
Mr M Grimwood (District Councillor)
Mrs P Brown (LHR & PTLO)
1 Member of the public

1. Apologies

Mr N Bugg – illness
Mrs E Smith – work commitments
Rev R Spittle – work commitments
Mr R Walkling – work commitments
Mrs M Neale (District Councillor) – alternative meeting

2. Declarations of Interest

Mr Beecroft declared a personal interest in item 8.b.iii., Planning & Development Matters, application C08/1157 being a School Governor, and remained in the meeting, there being no discussion on the matter.

Mrs Evans declared a personal interest in item 8.b.iii., Planning & Development Matters, application C08/1077 being a neighbour, and remained in the meeting, there being no discussion on the matter.

Mrs Evans declared a personal interest in item 8.b.vii., Planning & Development Matters, application C08/1077 being a neighbour, and remained in the meeting, there being no discussion on the matter.

Mr Comber declared a personal interest in item 15., Senior Citizens Outing, as his mother-in-law benefits, and remained in the room during consideration and discussion of the matter.

Mrs Evans declared a personal interest in item 8.d., Local Development Framework, proposals for development at Martlesham, being a BT employee and remained in the meeting during discussion on the matter.

3. Minutes of the last regular meeting held on 9th June 2008

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

4. Matters arising

a. Late items for information None.

5. Chairman's Report

The Chairman reported she had attended a Suffolk Coastal Emergency Planning seminar to discuss the aftermath of possible disasters, such as adverse weather or the lack of water, and how assistance could be given to the affected community. SCDC Officers will be issuing outline documents in due course.

The Vice-Chairman stated he had attended:

- a 3PT meeting;
- the official opening of 'Alice Grange';
- a Parish Liaison meeting to discuss the Boundary Review.

The Chairman expressed her disappointment in the lack of response to the request at the last meeting for comments on the Enforcement Policy consultation, which had been required by the 25th June. She asked that in future if Councillors are asked for comment they should register their opinion with the Office even if that is a “no comment” in order that the Clerk is able to compile a response on behalf of the whole Council, not just one or two individuals. She realised it is not easy sometimes to remember requests made during meetings and a coloured sheet of paper will be available in future on which to note such requests. It is hoped this will be more easily distinguished from the other meeting papers at the end of the meeting.

An adjournment was declared:

The Chairman explained that item 13 would be brought forward to immediately after the adjournment and, in view of the importance of the issue but the length of the agenda, stated County and District Councillors would be invited to speak on this item then, but would be restricted in the time allowed them.

- 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, stated he would reserve comment until the agenda item on Boundary Review.

Mr Klaschka, as County Councillor reported that:

- previous press reports regarding the salary received by the SCC Chief Executive had been revisited and put into perspective with other similar posts in the Country;
- he had responded to County proposals regarding safety improvements at the junction of Foxhall Road and Bell Lane with the suggestion of a mini roundabout.

Mrs [McCullum](#), as District Councillor, had nothing to report but as Town Councillor expressed her appreciation on being elected to the Council. She also asked that at item 16.a. Town Plan Representative she be considered for the post.

Mrs [McCullum](#) then left the meeting apologising for her early departure but explaining she needed to attend another meeting to discuss the imminent Music Festival.

Mrs Ogden, as District Councillor, stated:

- the Suffolk Coastal Leisure programme is now available;
- the third Kesgrave Walk would be taking place this evening and the programme of future walks can be found on the Suffolk Coastal Web site.

Mr Grimwood:

- as District Councillor, stated the Police Headquarters planning application will be discussed at Suffolk Coastal Development Control on the 22nd July;– as a member of CAIK, welcomed the Town Council's proposal to provide two information boards on Long Stops and offered financial assistance from CAIK funds.

Mr Klaschka, as District Councillor, had nothing to report.

In the absence of Mrs Neale, District Councillor, her report on the draft proposals from the Boundary Committee had been issued to Members and is held on file.

Mrs Brown, as LHR reported:

- she had taken a further 8 historical photographs of Kesgrave to the Archive Office and
- although requested by them, the Archive Office is now unsure whether the Kesgrave Parish Walks are required and a decision is yet to be made.

Mrs Brown as PTLO had nothing to report.

- to allow members of the public to speak

The Member of the Public present did not wish to speak.

It was agreed to bring forward the following item for immediate consideration.

13. Boundary Review

Members had been issued with a copy of the report from the Boundary Committee, minus those pages which refer to Norfolk, and additional information from SALC, SCDC, District Councillors and the Clerk, all of which are all held on file.

Mr Hudson, County Councillor, stated the draft proposal put forward by the Boundary Committee had not been expected and SCC would be putting evidence forward for Option B, [OneSuffolk](#).

Mr Klaschka, as County Councillor, presented his report which he stated would be emailed to the Clerk for distribution to Members. **Later:** Copies of Mr Klaschka's report were issued the following day.

Mr Grimwood, District Councillor, expressed his disappointment over the proposals from the Boundary Committee and stated in his opinion it was a waste of time and effort.

Mrs Ogden, as District Councillor, suggested members should read any information which is made available and encourage residents to comment.

It was agreed that Council should not restrict comments to the Boundary Committee on the recommended proposals in their comments and that the Clerk should write to the Boundary Committee posing a number of questions which Council believe necessary for informed debate on the issue as follows.

A copy of the letter is attached at **Annex 1** to these minutes.

An invitation to meet with James Hehir Chief Executive of Ipswich Borough Council had been received but Council believed this to be premature, and the Clerk will respond accordingly.

The Chairman asked that all the information be read and digested to enable every Councillor to contribute to an in depth discussion at next month's meeting.

Mr Klaschka, Mrs Goodchild and the Member of the public left.

6. Notices and Correspondence

a. Items for Discussion

10.D. A request had been received from SCC to assist in the distribution of road safety publicity materials during a campaign co-ordinated by the Suffolk Roadsafe partnership. Members were encouraged to contact the Council Office if they knew of any organisation which may be able to distribute this material.

15.D. A thank you letter had been received from Housing 21 for KTC's donation.

17.D. A consultation document had been received requesting comment on the way in which Safer Neighbourhood Teams are being organised across the force in response to recent internal and external inspections. Council discussed the proposals and the implications they

may have on the local community. The Clerk will write a response incorporating further questions to highlight Council's concerns regarding manpower.

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.

7. Financial Matters

a. Receipts and Payments Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at **Annex 3** to the permanent copy of these minutes. Council **agreed** Receipts and Payments be accepted with no further discussion and settlement of the accounts was approved.

b. Transfer between accounts Council agreed a transfer of £10,000 be made from the Instant Access Account to the Ordinary Account. Members were also informed that the VAT repayment had been received and with permission from the Chairman and Vice-Chairman a transfer of £26,700 of the £26,857.85 had been transferred from the Ordinary Account to the Instant Access Account on the day of receipt.

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

Product/service - Amount - Reserve fund

RFC Grass cut - £37.20 - From RFC

Kesgrave Covenant - £650.00 - To CWG Facilities

NCS Ltd - £313.16 - To Recycling Credits

Photocopier rent - £1925.00 - From Photocopier

d. Audit Annual Return The Clerk explained a calculation error on the Council's Fixed Assets had been discovered on the Annual Return before its submission. The External Auditors had been contacted and agreed the Annual Return as agreed by Council should be submitted without delay and if Council accepted the revised total an additional submission could be forwarded to rectify the position. Council **agreed** the alteration of a total of Fixed Assets of £744,254 be submitted for box 9 of the Annual Return and a copy of this minute, when signed in August, will be sent to the Auditors.

e. Late items for information None.

8. Planning and Development Matters

a. Draft Minutes of the last Committee meeting held on 14th July 2008 were issued to Councillors and are attached at **Annex 4** to the permanent copy of these minutes.

i. Appointment of Vice Chairman It was noted it had been agreed Mrs Coupe be Vice Chairman. This now enables a Finance and Resources Committee meeting to be held on 4th August.

b. Planning applications received since 6th June 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 In response to a request from SCDC, KTC had approved the suggested road name of “St Crispins Close” for the development of 8 new bungalows for the disabled at the junction of Ropes Drive and Century Drive. It was understood Kesgrave Covenant had been approached and had agreed this suggestion.

d. Local Development Framework Suffolk Coastal have written to all residents who had responded individually to the Local Development Framework consultation inviting them to a meeting at either Woodbridge or Felixstowe. It is intended these meetings will be conducted on the lines of Development Control Sub-Committee meetings and residents and Town and Parish Councils will be afforded the opportunity to speak to the Task Group for three minutes. Towns and Parishes have also received letters but Council agreed, although it was important to reiterate in writing their response on the areas identified for possible development, it was not necessary to attend either of the meetings.

The Clerk will therefore write again explaining it is not considered appropriate to have development either north of the A1214 or south of Long Strops because of the lack of cohesion which will result with the rest of the community. She will also explain that had sufficient infrastructure been attached to the proposals these areas might have been considered differently. Council also agreed that Westerfield was a more possible site, it having many of the facilities already in place including a railway station, and the two sites aligned to Martlesham are also more suitable than the Kesgrave sites, there being more adequate accessibility to the A12 and A14. **Later:** It was understood from information received after the meeting that repeat responses were not required. The LDF recommendation will be reported to the August meeting.

e. Late items for information None.

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

The Council resolved that the public and press be excluded for consideration of Items 10.a.i Burial Ground Scattering of Ashes area and 10.a.v Provision of Wildlife/Nature information board at Long Strops since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow item 18 on the agenda.

10. Recreation and Amenities Matters

a. Draft Minutes of the last Committee meeting held on 30th June 2008. Copies had been issued to Councillors and are attached at **Annex 6** to the permanent copy of these minutes.

i. Burial Ground, Scattering of Ashes area. This is minuted after Item 18.

ii. POS report Cedarwood Green Summer Event Members were reminded of the event and invited to attend to assist in the organisation of this event.

iii. POS report Cedarwood Green Risk Assessment A copy of the comprehensive Cedarwood Green Risk assessment had been approved by the R&A Committee and is attached at Annex 5 to those minutes. This document will be used as a basis for formulating other risk assessments for public open space in the ownership of the Town Council.

iv. Promotional Material Council approved the recommendation from the Committee to purchase 250 Jute bags and Trolley tokens, to be sold at cost price, to promote the Town of Kesgrave.

v. Provision of Wildlife/Nature information board at Long Strops This is minuted after Item 18.

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

- Notification from SCC had been received regarding the temporary closure to part of Dobbs Lane for works to commence on the installation of speed table, road humps and zebra crossing.
- In response to a letter from KTC regarding the implementation of road safety improvements at the junction of Foxhall Road and Bell Lane an acknowledgement had been received from SCC who will consult with the Town Council when a design for the Road Safety Scheme for this location is available.

c. Trial traffic light switch off There has not been official confirmation yet from County on whether the St Michaels traffic lights are to be removed. However surveyors have been seen on site and it is assumed they are working on the scheme to move the pedestrian crossing point further east which will be necessary if there are no lights.

At the previous meeting Council had discussed the possibility of some alterations also to the All Saints roundabout and the Clerk had held informal discussions with the Officer concerned. If any work is to be undertaken bids will need to be in for the August round. Council agreed the Clerk will therefore write asking for consideration of a revised scheme at this junction but explaining Council believe investigations must include the Bell Lane traffic lights. It was accepted these junctions are a more complex situation than St Michaels but the traffic model used by SCC had suggested that turning off the lights at the latter roundabout would result in long traffic queues and this had not been the case. It was therefore considered necessary to raise the issue of the other junction also. It was noted that originally KTC had welcomed the roundabouts instead of T junctions and had not wished to see lights put into either roundabout.

d. Late items for information None.

11. Youth Provision

a. Youth Club

Mr Beecroft informed Council the Ready Steady Cook competition, which he and Mrs Evans were to have judged, had been postponed. Their next visit will now be in the new term.

b. Other Youth Issues

Mrs Evans reported the updated “Council in the Classroom” scheme had been trialed at Cedarwood school and had been very favourably received by both teachers and pupils. The next visits to schools will be in the Autumn term. Martlesham Parish Council have indicated they would like to be involved in the introduction of the scheme at Gorseland, and Mrs Coupe will again prompt Heath School to make contact with the Council Office about their inclusion.

12. Annual Reception

It was agreed the Annual Reception should go ahead this year and the Clerks will enquire if the offer of All Saints Church is still available for the 12th December. As Mrs Francis will not be present it was also agreed catering should be sourced from outside. Several possible caterers were suggested and these will be investigated. A report will be brought back to the August meeting.

13. Boundary Review

This Item was taken immediately after the agenda and is minuted there.

14. PSCO Pilot Scheme

Mr Beecroft and the Clerk are to attend a meeting at Police Headquarters on 15th July, when more information on the scheme will be available. This item will therefore be agenda for further discussion at the August meeting.

15. Senior Citizens Outing

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 the Senior Citizens Outing which, in the opinion of the Council is in the interest of the area or its inhabitants and is cost effective.

16. Town Plan Revision

a. Town Council Representation Following the resignation of Mr Dowsett from the Council

a second representative is now possible. Council accepted Mrs [McCullum](#)'s offer to fill this position on the Town Plan Revision Group, joining Mrs Klaschka. It was understood that Mr Walkling is also connected with the Group but is only to act as IT advisor and not to have any influence on the Groups undertakings.

b. To receive latest report Mrs Klaschka presented her report which is attached at **Annex 7** to the permanent copy of these minutes.

17. Report from Clerk and Press Officer

Articles for inclusion in August Kesgrave News have been submitted on:–

Page 3 Boundary Review

Others Senior Citizens Outing reminder, Cedarwood Green birthday event, Kesgrave Annual Guide

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

None.

The remaining Members of the Public then left the meeting and the Council was able to consider the following

10. Recreation and Amenities Matters

a. Draft Minutes of the last Committee meeting held on 30th June 2008.

i. Burial Ground, Scattering of Ashes area. Council agreed the **R&A recommendation** to proceed with the Scattering of Ashes area in the Lawn Cemetery. It was recognised that only one estimate had been requested but it was believed in this sensitive area it was necessary to work with a firm who are already connected with the Lawn Cemetery and have a tried and tested reputation and connection with the area.

v. Provision of Wildlife/Nature information board at Long Strops Council agreed the **R&A recommendation** to provide two wildlife/nature information boards at Long Strops. While Mr Grimwood's offer of using CAIK funds was appreciated it was recognised this fund is used for the pond maintenance and might be needed for bulb planting on Cedarwood Walk. Mrs Ogden therefore volunteered to contact Steven Hudson, County Councillor, to see if he will match the locality budget funding already offered by John Klaschka of £1,000. This would leave only approximately £800 to find from other sources. **Later:** It was confirmed Mr Hudson will also give £1,000.

19. Date of next meeting – Monday 11th August 2008 in the Council Chamber

The Chairman closed the meeting at 9.27pm

Chairman