

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th December 2008 at 7.15pm in the Council Chamber.

Present:

Mrs S Evans (Chairman)
Mr P Mills
Mr K Beecroft (Vice-chairman)
Mrs S Ogden (District Councillor)
Mr R Bridgeman
Rev R Spittle – arrived during the adjournment
Mr A Comber
Mr R Walkling
Mrs J Klaschka

In attendance:

Mrs V R Read (Clerk to the Town Council)
Mr M Grimwood (District Councillor)
Mrs Brown (LHR)
1 Member of the public

1. Apologies

Mr J Briggs - Family commitment
Mrs S Coupe - Illness
Mrs N Goodchild - Illness
Mrs D [McCallum](#) (District Cllr) - Alternative meeting
Mrs E Smith - Alternative meeting
Mrs Francis - Annual leave
Mrs M Neale, District Cllr - Family commitments
Mr J Klaschka (County & District Cllr) - Alternative meeting

A short silence was held in memory of Councillor Norman Bugg who had died that morning after a long illness.

2. Declarations of Interest

Mr Bridgeman declared a personal interest in item 13, Boundary Review, being an Ipswich Borough Council, employee remained in the meeting and took part in consideration and discussion of the matter.

Mrs Klaschka declared a personal interest in item 14, Kesgrave Community Trust, being a Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mr Mills declared a personal interest in item 14, Kesgrave Community Trust, being a Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 13, Boundary Review, being a Member of another Authority, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 14, Kesgrave Community Trust, being a Trustee, remained in the meeting and took part in consideration and discussion of the matter.

3. Minutes of the last regular meeting held on 10th November 2008

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

4. Matters arising

a. An email received from Mrs Neal was read to Council stating that at the previous meeting she had read actual wording from the Charity Commission on their definition of Custodian Trusteeship.

5. Report from Chairman and Vice Chairman

Mrs Evans reported she had attended:

- a Coffee afternoon at the Flagship Housing complex at Century Drive;
 - the Civic Ceremony on Legion Green on 11th November to lay the Council wreath;
- She also stated delivery of the gondola ordered for the Library and to be funded by KTC had been expected on 4th December but it had not yet arrived.

Mr Beecroft reported he had attended:

- a Youth Club meeting, a report on which is minuted at Item 11;
- 2 Coastal Potato meetings;
- A seminar on the Freedom of Information Act, details of which are minuted at Item 12.

An adjournment was declared:

– to receive reports from the County and District Councillors, Police, Crime Prevention representatives and Local History Recorder

Mrs Ogden, as District Councillor reported:

- on the postponement of the recommendation from the Boundary Committee;
- the necessary changed agenda items for the January Town and Parish Liaison meetings which will now be on the SCDC Budget.

Mr Grimwood, District Councillor reported:

- on the consultation regarding the boundary of Kesgrave and Rushmere St Andrew at Yew Tree Grove.

Mrs Brown, Local History Recorder reported:

- SCDC had requested a list of items of interest in Kesgrave and she had suggested they consider Dobbs Grave, BT, the War memorial and the Pump House;
- Consideration is being given to having two LHRs, one for the West and one for East Kesgrave.

Members were issued with a Police Report which is held on file.

– to allow members of the public to speak

The Member of the Public did not wish to address the Council.

Reverend Spittle arrived and the Chairman invited him to speak on the recent death of Councillor Bugg.

Reverend Spittle had spoken to Mrs Bugg during the day and was able to report she is very grateful for all the support she and Mr Bugg have received, particularly over the last few months. Although unable to attend meetings Mr Bugg had taken a keen interest in Council affairs right to the end. The funeral is to be held on 18th December at All Saints Church with a private service later at the crematorium. There are to be no flowers but donations are to go to the Hospice.

Councillors agreed with the Clerk's suggestions that they should send a card and flowers to Mrs Bugg and a collection was made on the understanding that any monies left over would be sent to the Hospice with a Council grant in January. Mr Beecroft agreed to purchase flowers on Councillors' behalf and deliver them the following day. Discussion was also held on when the Council vacancy should be announced. Although on previous occasions there has been an announcement on the day of death the Clerk had made enquiries of both SALC and SCDC and it was understood that SCDC do not insist on such an early declaration. The Clerk will ask if the declaration can be made the day after the funeral. **Later:** This was agreed with SCDC.

6. Notices and Correspondence

a. Other Items for Discussion

2.D. An email from Sgt Richardson of the SNT explained that as a result of a conversation with the Clerk a revised method of reporting to Councils is to be used. A single report to all 12 parishes within the newly formed SNT area will be issued in future. This will enable Councils to disseminate the information for their parish or view the report for the whole area, while simplifying the task for the Police officers.

5.D SCDC had issued an invitation to attend an exhibition regarding the Adastral Park application at Martlesham Parish rooms on the 16th and 17th December.

8.D. Members were advised of the SALC training courses on offer and reminded the course fees are paid for by the Council and mileage is refundable. Councillors who have attended have found the courses invaluable and Council was reminded that a Statement of Intent on Training is necessary to qualify for Quality Status.

12.D. SCDC are consulting again on the Kesgrave/Rushmere St Andrew Parish Boundary in respect of Yew Tree Grove. Since the original consultation the power to change parish boundaries has devolved from the Secretary of State to Principle Councils. SCDC suggested that as some time has elapsed since the original consultation, and additional properties have been built, that a further consultation is necessary and have asked for the Council views on this. Council agreed with the suggestion and as before considered it more logical for Yew Tree Grove to be in Kesgrave as it is accessed though Kesgrave. The Clerk will respond accordingly.

16.D. A rebuttal of the inaccuracies contained in the Councillor Diary article in December Kesgrave and Rushmere Community News will be sent to the Editor.

17.D A thank you letter had been received from The Royal British Legion for the Council donation.

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 1** to the permanent copy of these minutes.

7. Financial Matters

a. Draft Minutes of the last Committee meeting held on 24th November 2008 were issued to Councillors and are attached at Annex 2 to the permanent copy of these minutes.

i. 2009/2010 Draft Budget and Precept Council considered the recommendation regarding the Budget and Precept and its implications now the tax base figures for the year had been made available. Certain specific budget figures and the need to retain earmarked Reserve Funds were explained. Mindful that the resultant increase to the Tax payer was more than Members had hoped to see but also of the need to be prudent for the current and subsequent years Council **agreed** the F&R recommendation to approve the draft budget attached at **Annex 2 to the F&R minutes** and the consequent precept of £170,000.

ii. Appraisal and Grievance Procedures/Organisational Chart Council **agreed** the F&R recommendation to adopt the Appraisal and Grievance Procedures/ Organisational Chart as attached at **Annex 3 to the F&R minutes**.

iii. Utility Supply Council were advised of the results of the Clerks enquiries of Martlesham and Rushmere St Andrew Parish Councils with regard to their Utility providers. Mr Walkling agreed to undertake some investigation to seek possible alternatives.

iv. Annual Town Meeting dates Council **agreed** with the F&R recommendation that as from 2010 the Annual Town Meeting be held in either March or April with a date to be determined each year so as not to coincide with Easter.

v. Treasury Bond availability Reverend Spittle agreed to make some enquiries before the March Full Council meeting on alternative Bonds available.

b. 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** the Receipts and Payments be accepted with no further discussion and settlement of the accounts was approved.

c. Transfer between accounts Council **agreed** a transfer of £19,900 be made from the Instant Access Account to the Ordinary Account and understood an additional transfer will be necessary to cover the Scattering of Ashes construction invoice of no more than £9,610 when the work is signed off. Two Councillor signatories will be asked to sign cheques when appropriate.

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

Product/service - Amount - Reserve fund

Wicksteed/CWG facilities - £6,000.00 - From Long Strops

Wicksteed/CWG facilities - £2,162.00 - From Long Strops

Grass cutting/inspections - £29.06 - From RFC

Equipment sales - £50.00 - To 3PT

e. Late items for information None.

8. Planning and Development Matters

a. Planning applications received since 7th November 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 4** 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.

b. Street naming None.

c. Meetings schedule Mr Beecroft asked P&D Members to consider the possibility of holding planning meetings on Monday afternoons. It was considered agendas could be issued once a month with meetings cancelled if not required and Members checking each week if a meeting is needed. The suggestion was also made there would be no need for a Clerk to be in attendance throughout the meeting providing one was on hand to take instructions regarding the comments needed and for clarification if necessary. The attention of absent Members of the Committee will be drawn to the debate and a decision will be made at the January meeting.

d. Late items for information A consultation document on the Local Development Framework had been received on the day of the meeting. The Clerk explained she had not had time to consider it and would bring a report to the January meeting. A response is not required until the 16th February.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths None.

b. Jute Bags Delivery of the bags was expected on Friday 12th and a decision was necessary on a selling price. Council believed that although other similar bags are sold at £1 a jute bag with a Kesgrave logo could sell for £1.50. It is not possible to make a profit on the sales and it was agreed therefore to sell the bags at £1.50 providing this would not exceed the cost price. **Later:** An individual bag costs £1.58 and will therefore be sold at £1.50.

c. Late items for information Work on the Scattering of Ashes area has been delayed because of the weather but it is hoped to install the sculpture by the end of the week or Monday 15th at the latest. Miss Hall and the Clerk will then sign off the work and two Councillors will be asked to attend the office to sign cheques. The Cemetery will be opened to the public as soon as practicable.

10. Town Plan Revision

a. To receive Representatives report Mrs Klaschka presented the written report she had supplied and which had been issued to Members and is attached to the permanent copy of these minutes at **Annex 5**. It is understood that one of the members of the group has had an operation on his knee and has been unable to attend the roadshows, one has had a heart attack and the Chairman's work commitments are particularly high at present.

11. Youth Provision

a. Youth Club Mr Beecroft reported he had visited the Youth Club on 14th November with Miss Hall to answer questions posed by the young people on Council and Parish issues. It became clear that many young people do not know what facilities in the area are available to them and some discussion was held by the Council on how this situation could be improved. Mr Beecroft also reported that young people do feel safe in Kesgrave.

b. Other Youth Issues Several Councillors had attended the two Coastal Potato meetings held by SCDC with the intention of co-ordinating the events which are to be put on for Kesgrave youth in 2009.

12. New Model Freedom of Information Publication Scheme

Mr Beecroft had attended the seminar at SALC on the new Model Freedom of Information Scheme which has to be adopted by all Councils by 1st January. He explained there is a template guide which details the various items of information which should be readily available and this had been handed to the Clerk. It is anticipated this will be completed for the January meeting as many of the items are already freely available.

It was noted it was not necessary to have the form completed before adoption of the scheme and Council therefore formally adopted the Model Publication scheme (without modification) with effect from 1st January 2009.

13. Boundary Review

With Judicial reviews pending on other Boundary Reviews the Boundary Committee have extended the consultation period until 24th December 2008. A recommendation will not therefore be made to the Secretary of State until 13th February 2009.

14. Kesgrave Community Trust

Nothing to report.

15. Match Funded (Buy Your Own) PCSO

The Clerk reported the Service Level Agreement had been signed on 28th November for Rushmere St Andrew by their Clerk and for Kesgrave Town Council by Mr Comber. Glynn Bown, the designated PCSO, is already working the area and has a history of working with young people.

16. Response to Communities in Control Consultation

Members had been issued with a draft letter to the consultation on the Codes of Conduct for Councillors and for Staff and the approved response to be sent on Tuesday 9th December 2008 is attached at

Annex 6

to the permanent copy of these minutes.

17. Quality Status

Some discussion took place on the value of becoming a Quality Council when compared to the work involved to make an application. One of the reasons for becoming a Quality Council was that it should enable Parish/Town Councils to take on further powers and that other tiers of local government will work in partnership more pro-actively. From the recent Town Clerks/Chief Executives meeting held at SCDC it appears there is no SCDC policy for the latter and Clerks of Towns already awarded Quality Status have said they have perceived no benefits.

It was agreed that going through the investigations would be beneficial as this would enable the Council to examine their current practises and improve them in some areas. However the Chairman suggested, and it was agreed that, a working party be formed, to include the Clerks, to consider the implications of applying for Quality Status in terms of benefit and of cost in time. A date in February will be considered for a meeting and Mr Bridgeman, Mr Comber and Mrs Evans all indicated their willingness to participate.

18. Report from Clerk and Press Officer

The Clerk reported:

- on Office opening hours for Christmas – the office will close at 1.00 pm on Monday 22nd December and reopen at 9.00 am on Friday 2nd January. Staff will attend occasionally to pick up messages etc;
- the Evening of Reflection takes place on 19th December on Legion Green at 7.00 pm;
- the Annual Reception will take place at the Council Office at 7.30 pm on Friday 12th December.

Articles for inclusion in January Kesgrave News will be submitted on:–

Page 3 Budget, including PCSO

A short piece about Mr Bugg with the promise of a more extensive article in February

Others PTLO

Grass Verge protection in Bell Lane

Lawn Cemetery

Councillor list

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

None.

20. Date of next meeting – Monday 12th January 2009 in the Council Chamber

The Chairman closed the meeting at 9.10pm.

Chairman