

Minutes of the meeting of the Kesgrave Town Council held on Monday 12th January 2009 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
- Mr P Mills
- Mr J Briggs
- Mrs S Ogden (District Councillor)
- Mr A Comber
- Mrs E Smith
- Mrs S Coupe
- Mr R Walkling

In attendance:

- Mrs V R Read (Clerk to the Town Council)
- Mrs J Francis (Deputy Clerk to the Town Council)
- Mr J Klaschka (County and District Councillor)
- Mr M Grimwood (District Councillor)
- Mrs D [McCallum](#) (District Councillor)
- 3 Members of the public

1. Apologies

Rev R Spittle – illness

Mrs M Neale, District Councillor – alternative meeting

The Chairman read the letter of resignation to the Town Council received that evening from Mrs [McCallum](#).

2. Declarations of Interest

An additional Declaration of Interest sheet was circulated with respect to Administrative Assistant applicants for Members to indicate if they had any personal or prejudicial interest in any of the applicants. This is held on file.

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.

Mr Briggs declared a personal interest in item 14, Kesgrave Community Trust, being a

Trustee, and remained in the meeting; there was no discussion on this matter.

Mr Comber declared a personal interest in item 7.b., Financial Matters, Receipts and Payments, being a recipient, remained in the meeting and took part in consideration and discussion of the matter, the amount having been previously agreed.

Mrs Evans declared a personal interest in item 8.d., Local Development Framework, being an employee of BT remained in the meeting and took part in consideration and discussion of the matter.

Mrs Klaschka declared a prejudicial interest in item 14, Kesgrave Community Trust, being a Trustee, remained in the meeting as no discussion took place on this matter.

Mr Mills declared a personal interest in item 14, Kesgrave Community Trust, being a Trustee, and remained in the meeting; there was no discussion on this 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, and remained in the meeting; there was no discussion on this matter.

3. Minutes of the last regular meeting held on 8th December 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.

Mrs Klaschka raised her disappointment that the Council Budget had not been published in Kesgrave News along with the article about the Precept. She asked whether this would be rectified in the February issue of the magazine and if it could be included on the Council web site. The Clerk suggested as the full budget paper is a working document that the Summary would be more appropriate for publication on the web site. Council **agreed**.

Mrs Klaschka also asked that electricity supply to the MSG Pavilion be monitored by Full Council in light of the high invoice recently received. Council **agreed** this could be carried out during the quarterly budget monitoring report.

Mrs Ogden stated she had expected to see a Councillor list including contact details published in Kesgrave News and asked if this had been submitted. The Clerk explained space had been limited in the January issue and the list would be resubmitted for February. Some comments were made about the availability and cost to the Council of space in the magazine.

5. Report from Chairman and Vice Chairman

The Chairman reported she had attended and spoken on behalf of Council at the funeral of Norman Bugg. She had also participated in All Saints Church carol service.

The Vice Chairman reported he had attended a photo shoot at the Community Centre promoting the newly appointed PCSOs.

An adjournment was declared:

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

Mr Klaschka, as County Councillor, reported on submissions to the Boundary Committee in particular that from the Ipswich Labour Party Group.

Mr Grimwood, District Councillor, reported that in response to an invitation from residents he would be attending a meeting on the provision of allotments in Kesgrave to be held at Cedarwood School on the 21st January 2009.

Mrs [McCallum](#), as District Councillor reported:–

- she will also be attending the meeting regarding the provision of allotments;
- on the quick response from Anglian Water to repair a burst water main in Bell Lane;
- on the Kesgrave 5km 'Fun Run' to take place on the 3rd May 2009;
- the organisers of Kesgrave Music Festival are applying to SCDC for a revenue grant and request KTC to consider writing a letter of support.

Mrs Ogden, as District Councillor reported:–

- Suffolk Coastal District Council has received a two star rating for resident's access to services;
- SCC had found accommodation in Cumberland Street, Woodbridge to open a Children's Centre;
- on the commencement of duties of the newly appointed PCSO in Kesgrave.

Mr Klaschka, as District Councillor, announced he would be attending Development Control in February to support the objectors to the proposals for infill behind number 139 Main Road.

No member of the Police was present but Members had been issued with a report, which is held on file.

– to allow members of the public to speak

Mr Bradbrook, of Felix Close, introduced himself as a member of the newly formed Kesgrave Allotment Association which will be holding a meeting on 21st January at Cedarwood School, to which several Councillors have been invited to attend. In response to questions Council were informed that 51 residents have shown an interest. The Clerk suggested it would be good practice to use hectares as a measurement, this being the term referred to in current documents.

Mr Walker, of Peart Grove, reminded Council he had asked if anything could be done to prevent the youth from climbing on top of the teen shelter at Cedarwood Green. The Clerk stated the manufacturers had been contacted but no solution had been found.

6. Notices and Correspondence

a. Items for Discussion

5.D. Thank you letters for grants had been received from Kesgrave First Responders and from East of England Ambulance Service, Headway and the Rotary Club.

7.D. Allotment applications had been received from Mr and Mrs Budgen. The Clerk had ascertained from Mr Bradbrook that Mr and Mrs Budgen are not part of the newly forming Allotment Association and will therefore put them in touch with the group and advise them of the meeting to be held on 21st January.

8.D. SCC Publications for the elderly had been received and contact will be established between SCC and the Help Centre, Mrs Neale and Mrs [McCallum](#) for future distribution.

12.D. Posters and notification of a Councillor briefing for the London 2012 Games had been received for February 9th at Stowmarket. This clashes with the KTC meeting but Members will consider whether they wish one of their number to attend and contact the Office for details if necessary.

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. Donation to Hospice St Elizabeth's Hospice was the local charity nominated for donations by Mr Bugg's family. Council **agreed** £150 be donated in view of Mr Bugg's long term on the Council (over 40 years) and that he held office as Chairman, Vice Chairman and Chairman of Planning.

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 grants to the Hospice which, in the opinion of the Council is in the interest of the area or its inhabitants and is cost effective.

The Clerk explained the collection made by Councillors at the December meeting to provide flowers for Mrs Bugg had resulted in £51.25. £23.90 remained and as this is not Council money and should not be included in the Council accounts Mrs Read will bank the money and issue a personal cheque to accompany the Council cheque to the Hospice. **Later:** An additional £5 was received from a Councillor and was added to the cheque.

b. Receipts and Payments Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at Annex 2 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 £10,000 be made from the Instant Access Account to the Ordinary Account.

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

Product/service - Amount - Reserve fund

Equipment sales - 21.00 - To 3PT

Equipment sales - 70.00 - To 3PT

RFC grass cut & inspection - 29.06 - From RFC

Grass cutting - 17.00 - From Cedarwood Walk POS

Scattering of Ashes/tarmac - 3,626.09 - From Improvements

Scattering of Ashes/stonework - 4,009.00 - From Improvements

e. Late items for information

Council had been asked if a letter of support for the revenue grant requested by the Music Festival Committee could be sent to SCDC. Members **agreed** this event is well recognised and worthwhile and as it is now the only Kesgrave Community event it should be supported. A letter will be sent.

8. Planning and Development Matters

a. Planning applications received since 5th December 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 3** 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.

It was **agreed** no objections would be made to **C08/00184/TPO** at 11 St Agnes Way.

There were no requests from Members for additional explanations regarding the plans displayed.

b. Street naming None.

c. Meetings schedule Following the debate at the December meeting Members **agreed** that a new regime for P&D meetings be trialed for 6 months. A meeting will be agenda'd for every Monday afternoon at 2.30pm in the Council Chamber, except for a Council meeting day when no meeting will be held. If no plans have been received the meeting will be cancelled and Members were requested to contact the office to ascertain if this is the case. Members were reminded that SCDC publish a list of applications lodged each Friday. Agendas for all three meetings between the January and February Council meetings were issued to Members. It was recognised that some adjustment may be necessary as the trial progresses, but Members agreed meeting regularly to discuss plans would be advantageous for all concerned.

d. Local Development Framework consultation Members were issued with the documents attached at **Annex 4** to the permanent copy of these minutes and the Clerk presented the matter using the notes attached to the same Annex. Some clarification was sought by

Members and answers were made to their satisfaction. The Chairman asked that Members read through the documents and submit their additional comments to the Clerk within the next fortnight. However there was general agreement that the SCDC preferred option under the Core Strategy be supported, that the sites specific which were discussed at Kesgrave and Playford should be objected to and that an augmented Adastral Park would better meet the requirements.

An article will be submitted to Kesgrave News explaining the Council have only recently been able to consider their position, a definitive response will be compiled at the February meeting and it will encourage residents to make their own representations to the District Council.

e. Late items for information The NHS had asked for comments on the application from Boots UK Ltd to open a pharmacy on the Martlesham Retail Park. Council **agreed** this should be left for Martlesham Parish Council to make comment.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths The Deputy Clerk advised Council of the following matter.

- Notification had been received from SCC regarding a temporary speed restriction on Foxhall Road for verge clearance and road marking work between 27th January to 9th February.

b. Burial Ground fees for Scattering of Ashes The Scattering of Ashes area is now complete and fees and regulations need determining. Council agreed Mrs Ogden's recommendation for the same fee as that already charged for interment of ashes to be applied. With no plot to purchase, on current rates this will be £31.50 (or 6 times if non-resident) This will cover administration costs and fees incurred by the Council handyman.

c. Late items for information None.

10. Town Plan Revision

a. To receive representatives report Mrs Klaschka reported the Awards for All application has been resubmitted and that the Group is to meet next week. Roadshows at Glanville Place and the schools will take place in February.

11. Youth Provision

a. Youth Club The Support Group which had been disbanded is now to be formed again and it is likely that volunteers will be required in the near future.

b. Other Youth Issues None.

12. New Model of recommended practice on Local Authority Publication Scheme

Members had been issued with copies of the consultation document with their agenda and a list of questions in their meeting pack. The Chairman asked that they complete the questionnaire and forward it to the Clerk for compilation for the next meeting. It was explained the issues covered were mainly concerned with the higher tiers but it was important for the Town Council to consider ways in which the other tiers publicise their business.

13. Boundary Review

Nothing to report.

14. Kesgrave Community Trust

Nothing to report.

15. Quality Status

A date has been set of the 23rd February for those interested to meet to consider the issue of whether to apply for Quality Status. Mrs Klaschka, Mrs Ogden and Mr Beecroft indicated they would join Mrs Evans, Mr Comber, Mr Bridgeman and the Clerk.

16. Report from Clerk and Press Officer

The Clerk reported that:

1. The date for the next Chairman's reception will be determined after Boundary Review recommendation has been made.
2. The dates for the Annual Town Meetings are 18th May 2009 and 22nd March 2010
3. The Interview panel will meet at Clerks house to consider the structure of the interviews for the Administrative Assistant applicants – this will then avoid opening the office building for what is not a public meeting.
4. SCDC confirmed earlier in the day an election has been called to fill the seat made vacant by Mr Bugg's death.

Articles for inclusion in Kesgrave News will be:–

Page 3 - Norman Bugg

Others - Councillor list, with vacancies, Meeting dates and change to P&D meetings, Local Development Framework

Later - Closure of Office on Monday 9th and Wednesday 11th February for meeting preparation

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

None.

18. Date of next meeting – Monday 9th February 2009 in the Council Chamber

The Chairman closed the meeting at 9.08pm.

Chairman