

Minutes of the Annual meeting of the Kesgrave Town Council held on Monday 11th May 2009 at 7.15pm in the Council Chamber.

Present:

Mr K Beecroft
Mrs J Klaschka
Mr R Bridgeman
Mr G Lynch
Mr A Comber
Mrs S Ogden (District Councillor)
Mrs S Coupe
Mr C Pryke
Mrs S Evans
Mrs E Smith
Mr R Haskell
Rev R Spittle
Mr R Walkling

In attendance:

Mrs V R Read (Clerk to the Town Council)
Mrs J Francis (Deputy Clerk to the Town Council)
Mrs L Bennett (Administrative Assistant)
Mrs D [McCullum](#) (District Councillor)
Mrs M Neale (District Councillor)
Mr M Grimwood (District Councillor)
Mr S Hudson (County Councillor)
Mr J Klaschka (County and District Councillor)
Mrs P Brown (LHR)
Mrs J Abernethy, Representative from All Saints Church
3 Members of the Public

1. Apologies

Mr P Mills – holiday
Mrs N Goodchild – illness
PCSO Glynn Bown – shift pattern

2. Election of Chairman and Declaration of Acceptance of Office

Council **agreed** that Mrs Evans be elected Chairman. The Clerk apologised for not having the Declaration of Acceptance of Office form to hand and it was agreed this would be signed at the end of the meeting.

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

Council **agreed** that Mrs Ogden be elected Vice-Chairman. Again the Clerk apologised for not having the Declaration of Acceptance of Office form to hand and it was agreed this would be signed at the end of the meeting.

An adjournment was declared:

– to receive a presentation by Julie Abernethy, All Saints Church, on their Parish Nurse Project

Mrs Julie Abernethy informed Council that she has been qualified as a Registered Child Nurse since 1997 and gave a resume of her qualifications which equipped her for her future role as Parish Nurse. She explained the role of a Parish Nurse responding to individual needs in the Community and how she would be working with the support of local schools and the PCT through the Birches Medical Centre. Her speciality field was dealing with youngsters up to 18 years but her role as Parish Nurse would not be exclusive when individuals needed help to access other specialised services and authorities. A venue for consultations is yet to be confirmed with contact being made via mobile phone or email.

The Chairman thanked Mrs Abernethy for her comprehensive presentation and explained that further discussion, by Council, would take place at item 10.a.v.

Mrs Abernethy left.

4. Appointment of Committee and Council Representatives (paper attached)

A list of Committee and Council Representatives had been issued to Councillors. Council **agreed** the list be accepted for 2009/2010 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 the magazine photographer, 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 of the Kesgrave News Committee, remained in the meeting and took part in consideration and discussion of the matter.

Mr Bridgeman declared a personal interest in item 14, Boundary Review being an employee of Ipswich Borough Council and remained in the meeting and took part in consideration and discussion of the matter.

Mrs Evans declared a prejudicial interest in item 10.a.v., grant to All Saints Church for the Parish Nurse Project being a member of the congregation, and left the room while the matter was under consideration.

Mrs Evans declared a personal interest in item 11.c.i., Planning & Development Matters, planning application C09/0429 being a member of the Social Club and near neighbour, and

remained in the meeting there being no discussion on the matter.

Mrs Evans declared a personal interest in item 11.e., Adastral Park revised application being an employee of BT, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Evans declared a personal interest in item 15., Chairman's Reception, being the Chairman of the Council, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 14, Boundary Review being a member of another authority and remained in the meeting and took part in consideration and discussion of the matter.

Reverend Spittle declared a prejudicial interest in item 10.a.v., grant to All Saints Church for the Parish Nurse Project being the Incumbent, and left the room while the matter was under consideration.

6. Minutes of the last regular meeting held on 6th April 2009

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

7. Matters arising

a. Late items for information None.

8. Chairman and Vice Chairman Reports

The Chairman reported:

– the first meeting with District and County Councillors has been successful with a variety of subjects being discussed. It was agreed future meetings will be held once a month, the next having been arranged for the 29th May 2009 to be held at Kesgrave Council Office.

The outgoing Vice Chairman reported:

– he had attended a 12PT meeting and the County/District meeting held on the 24th April.

The new Vice Chairman had nothing to report.

An adjournment was declared:

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

Mr Klaschka, as County Councillor, reported the Grange Lane Compulsory Purchase Order has been served.

Mr Hudson , as County Councillor reported:

- all responses on the Boundary Review had to be received by the 14th May;
- SCC had received a 4star performance rating;
- SCC increase in the 2009/2010 Council Tax had been reported to be the lowest ever recorded.

Mr Grimwood, as District Councillor reported he had received a letter from Viridor as receipt of the CAIK contribution towards the Long Strops Information Boards.

Mrs Ogden, as District Councillor, reported:

- SCDC, as part of their 'Home Composting Campaign', are offering cheaper compost bins;
- on the new adventure equipment at Rendlesham Forest;
- the candidates for the County Elections had been posted.

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

- the extremely successful Fun Run and plans to extend the event in 2010;
- the progress of the Music Festival;
- the success of the Bike Show to raise funds for the Music Festival.

Mr Klashka, as District Councillor, stated he had written on behalf of the residents in response to the appeal on the planning application at 139 Main Road.

Mrs Neale, District Councillor, reported on SCDC's robust response to the Boundary Review Consultation.

The Police had submitted a report for the 12PT area which was issued to Members and is held on file.

– to allow members of the public to speak

Mr Walkling, of Peasey Gardens expressed his concerns regarding the use of cycles and the conflict with pedestrians using the footway at Tesco asking if the Council could write to the Police and Tesco asking them to address this potentially dangerous situation. The Clerk stated the Police are aware having recently contacted KTC asking for clarification regarding the 'Cyclist Dismount' signs at RFC but Tesco will be contacted. It was also suggested an article be submitted for publication in Kesgrave News highlighting the problem.

Mr Walker, of Peart Grove reported motor cycles were being used on Long Strops and Cedarwood Green POS where there is also a problem with the dispersal of youth after lights out on Friday evening. He stated the Police are aware and the Clerk confirmed they are trying to catch the culprits.

Mr Walker, as Chairman of the Town Plan Steering Group, asked if KTC would be willing for their office to be used as a collection point for completed questionnaires and Council agreed.

9. Notices and Correspondence

a. Local Councillor In response to a query the Clerk stated the new edition of Local Council Administration will be purchased, as is the usual Council practice.

b. Other Items for Discussion

14.D. Notification had been received from SCDC regarding the Sustainable Communities Act 2007 requesting any ideas for proposals which could be considered to be put forward to Central Government. Members had been issued with a précis of the Act, with their meeting papers, and were asked for any suggestions to be given to the Clerks by the end of May.

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.

10. Financial Matters

a. Draft Minutes of the last Committee meeting held on 27th April 2009 were issued to Councillors and are attached at **Annex 3** to the permanent copy of these minutes.

i. Effectiveness of Internal Audit and Appointment of Auditor Council **agreed** the F&R recommendation that Mr Hammond be appointed IIA for a further year and that a copy of the document downloaded from the BDO Stoy Hayward website be issued to Mr Hammond as further guidance on how the Internal Audit can be achieved.

ii. End of year accounts A copy of the 2008/2009 accounts had been issued to each Councillor and is attached at **Annex 4** to the permanent copy of these minutes. Council **approved** the Accounts. The Chairman and Clerk, as Responsible Finance Officer, signed the documents accordingly. Council also approved the Overview of the Statement of Accounts which will be presented at the Annual Town meeting which are also attached at Annex 4.

iii. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 The Council resolved that the public and the press be excluded for consideration of Item 10.a.iv Staff , since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 22 on the agenda

The following item was taken after item 22 and is minuted there.

iv. Staff (F&R item 11.i.a.)

v. Grant (F&R item 12.f.)

Reverend Spittle explained funding was available to cover the majority of Mrs Abernethy's training in August commencing her role as Parish Nurse in September beginning with 3 hours paid work per week matched with 3 hours voluntary service.

Mrs Evans and Reverend Spittle then left the meeting for the item having answered Members further questions.

Members considered the request for funding and **agreed** to make a grant under Sections 137 and 139 of the Local Government Act 1972, of £500 which would meet the shortfall to

December and give half the monthly requirement to the end of March. All Saints Church are to be informed that a report for the November F&R meeting will be required in order to consider whether further funding will be incorporated in the 2010/2011 Budget and that a request to Spark might also be considered.

b. Receipts and Payments Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at **Annex 5** 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 £72,000 be made from the Ordinary Account to the Instant Access Saver Account.

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

Product/service - Amount - Reserve fund

Rupert Fison Centre - 1,045.92 - From Recycling Credits

Election 12/03/2009 - 3,272.92 - From Election Costs

Suffolk Police Authority - 1,500.00 - To 12PT

Martlesham Parish Council - 100.00 - To 12PT

e. Chairman's Allowance Council **agreed, with 1 abstention**, the £500 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.

f. Late items for information None.

11. Planning and Development Matters

a. Election of Chairman The Members of the Planning and Development Committee **agreed** Mrs Coupe should be elected Chairman.

b. Minutes of the last meetings held 20th April and 5th May Draft Minutes of the last Committee meetings held on 20th April and 5th May 2009 were issued to Councillors and are attached at **Annex 6** to the permanent copy of these minutes.

c. Planning applications received since 3rd April 2009 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 7** 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.

d. Street naming None.

e. Adastral Park revised application Members had been issued with a copy of the email to the Clerk from Graham Murchie representing BT. This listed the changes in the revised Adastral Park application. A copy is attached at **Annex 8** to the permanent copy of these minutes. It was **agreed** Council still wished to support this application. The DVD detailing the application was offered to Members who wished to view it and it was issued to Mrs

Smith.

f. Bell Barn listing The Clerk read to members excerpts from the English Heritage letter which stated that Bell Barn is not to be included in their list.

g. Late items for information None.

12. Recreation and Amenities Matters

a. Election of Chairman The Recreation and Amenities Committee agreed Mrs Ogden be elected Chairman.

b. Roads, footways and footpaths

An further adjournment was declared:

– to enable Mr Klaschka to explain the position regarding a suggestion from Sgt Richardson that Kesgrave, Martlesham and Rushmere St Andrew have a 3.5 tonne gross train weight restriction on vehicles unless they are for the purpose of delivering or work in the area.

Members **agreed** in principle they were in favour of a restriction but were aware the detail of how this could be achieved would need considerable further investigation and were content to allow County Councillors to pursue this.

c. 2009 Kesgrave Guide It was reported work on the 2009 Guide is progressing.

d. Late items for information None.

13. Annual Town Meeting

Members were reminded of the format for the Annual Town Meeting and that although it is a Town meeting, and not a Council meeting, it is helpful if they are present.

14. Boundary Review response

Members had been issued with a second draft response and with one further addition brought to the meeting by the Clerk it was **agreed** the document as attached at **Annex 9** to these minutes should be forwarded to the Boundary Committee.

15. Chairman's Annual Reception

The issue of holding a Chairman's reception was considered and Members were agreed this serves a very positive function enabling networking with neighbouring parishes on an informal basis. All Saints Church have already suggested the reception could be held at the church this year and Members **agreed** to accept this offer. It was also agreed the previous

years caterers should not be used again and the Clerks will make some investigations on how catering can be achieved and report to a Council meeting in the future.

16. Kesgrave Allotment Association

The Allotment Society will be making a presentation at the Annual Town Meeting on Monday 18th and Members were informed that as Council are now a Member of the National Association the Society magazine had been received and is available for anyone who wishes to read it.

17. Kesgrave Community Trust

Following the query raised at the April meeting the Clerk had had correspondence with the Chairman of the KWMCC who has confirmed she will advise Council of whether or not a change to the Community Trust is to go ahead after the KWMCC AGM later in the month.

18. Model Publication Scheme

Members had received a copy of the document considered at the F&R April meeting and some further minor adjustments were made. Council **adopted** the document which is attached to the permanent copy of these minutes at **Annex 10** and the Clerk will liaise with Mr Comber to have the various specified documents put onto the website.

19. Quality Status

a. Training Needs Analysis A first draft of a training needs analysis had been issued to Councillors with their agenda and is attached at **Annex 11** to the permanent copy of these minutes. Some discussion was held on the availability of training sessions at SALC and also bespoke training being held at Kesgrave with the possibility of sharing the cost with the neighbouring parishes. Council agreed the Chairman and Clerk will liaise over the document and bring it back to Council with some adjustments. The Clerk explained a register will be kept of Councillors applying through the office to attend training courses at SALC in order that an audit trail is available for costs incurred.

20. Town Plan Revision

a. To receive Representatives report Mrs Klaschka reported the questionnaire is to go to the printers this week and she and Mr Walkling are meeting this week to finalise the Website. As reported at the adjournment the Town Council will act as one of the depositories for hard copy questionnaires.

Council were also informed by Mrs Klaschka, that in her capacity as Town Councillor she had visited Gorseland School and spoken to 8 year olds about planning issues.

21. Report from Clerk and Press Officer

Articles for inclusion in June issue of Kesgrave News will be submitted on:–

Page 3 - The popularity of the use of POS in the better weather

Others

- The Senior Citizens Outing
- Cycling across Rupert Fison Square
- The Spring Clean Litter pick
- The Cedarwood Green Annual Event

22. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion (To be notified to the Clerk by 12.00 noon on the day of the meeting)

None.

10. Financial Matters

a. Draft Minutes of the last Committee meeting held on 27th April 2009

iv. Staff (F&R item 11.i.a.) Mr Comber, as the F&R Chairman of the last meeting, explained that the recommendation was to make Ex gratia payments to Mrs Francis in recognition of the 0.82 hours and Mrs Read of the 1.34 hours on average worked in excess of paid hours. Because of the added burden of working without an Administrative Assistant for two months, on this occasion, these be rounded to 1 hour and 1.5 average hours. Council **agreed.**

23. Date of next meeting – Monday 8th June 2009 in the Council Chamber.

The Chairman closed the meeting at 9.25pm.

Chairman