

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th June 2009 at 7.15pm in the Council Chamber.

**Present:**

Mrs S Evans (Chairman) Mr R Haskell  
Mrs S Ogden (Vice Chairman & District Cllr)  
Mrs J Klaschka  
Mr K Beecroft  
Mr G Lynch  
Mr R Bridgeman  
Mr P Mills  
Mr A Comber  
Rev R Spittle  
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)  
Mrs L Bennett (Administrative Assistant to the Town Council)  
Mr S Hudson (County Councillor)  
Mr J Klaschka (County and District Councillor)  
Mr M Grimwood (District Councillor)  
Mrs M Neale (District Councillor)  
Mrs P Brown (LHR)  
1 Member of the public

**1. Apologies**

Mrs N Goodchild – Illness  
Mr C Pryke – Family commitments  
Mrs E Smith – Work commitments  
Mrs D [McCallum](#) (District Cllr) – Family commitments

**2. Declarations of Interest**

Mr Beecroft declared a personal interest in item 16, Primary School Provision, being a Governor at Cedarwood School, and remained in the meeting and took part in consideration and discussion of the matter.

Mr Bridgeman declared a personal interest in item 11, 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 Coupe declared a personal interest in item 16, Primary School Provision, being a Governor at Heath School, and remained in the meeting and took part in consideration and discussion of the matter.

Mrs Evans declared a personal interest in item 9.d., 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 Klaschka declared a personal interest in item 12, Health Care for Heart Patients, as she sits on Committees at Ipswich Hospital, remained in the meeting and took part in consideration and discussion of the matter.

Mr Mills declared a personal interest in item 9.b. Planning and Development Matters, planning application C09/0695, being a Trustee of the KWMCC, remained in the meeting there being no discussion on the matter.

Mrs Ogden declared a personal interest in item 9.b. Planning and Development Matters, planning application C09/0695, being a Trustee of the KWMCC, remained in the meeting there being no discussion on the matter.

Mrs Ogden declared a personal interest in item 11, 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 personal interest in item 8.a., Financial Matters, payment to All Saints Church for the Parish Nurse Project, being the Incumbent and remained in the meeting there being no discussion on the matter.

Reverend Spittle declared a personal interest in item 16., Primary School Provision, being a Governor at Cedarwood School, and remained in the meeting and took part in consideration and discussion of the matter.

Further interests were declared in item 7.a., Notices and Correspondence, Community Magazines by Mr Haskell, Mrs Klaschka, Mr Lynch and Mrs Ogden and these are listed in the confidential note.

### **3. Minutes of the last regular meeting held on 11th May 2009**

The minutes of the last meeting had been circulated, but a document of some minor alterations was issued with the meeting papers. The substantive minutes which incorporated the alterations, were taken as read, approved and signed by the Chairman.

### **4. Matters arising**

**a. Councillor Representative list** This item was taken at item 15 and is minuted there.

**b. Late items for information** None.

### **5. Annual Town Meeting**

Members had been issued with a copy of the draft minutes of this meeting which are attached at **Annex 1** to the permanent copy of these minutes.

**a. Matters arising** None.

## **6. Report from Chairman and Vice Chairman**

The Chairman presented her report which is attached at **Annex 2** to the permanent copy of these minutes.

The Vice Chairman presented her report which is attached at **Annex 3** to the permanent copy of these minutes.

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### **An adjournment was declared:**

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

The Chairman congratulated Mr Hudson and Mr Klaschka on being re-elected as County Councillors.

Mr Hudson, County Councillor, had nothing to report.

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

Mrs Ogden, as District Councillor, reported on the following and her report is held on file:

- the ‘Gateway to Homechoice’ letting scheme;
- Suffolk Acre is promoting their Community Initiative Awards 2009 and suggested that as the Community Awards for KTC would not be held until 2010, residents may wish to be informed of this Scheme through Kesgrave News. Council agreed the Clerk will notify residents through Kesgrave News. **Later:** This was not submitted as the information would not have been in time.

Mr Grimwood, as District Councillor reported:

- on the refusal of planning application C09/0535 at 19 Bracken Avenue;
- he was grateful to receive KTC comments regarding the planning application for 305/307 Main Rd
- he had attended an informative site visit at Adastral Park.

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

Mrs Neale, District Councillor, reported on the following and her report is held on file:

- SCDC’s robust response to the Health Secretary regarding the controversial decision to transfer Heart patients to neighbouring Counties, and requesting proper consultation;
- Suffolk Coastal launch of the Summer Activities brochure;
- a review of Suffolk Coastal services and provisions with a view to cut costs by 20%;
- the Judicial Review with regard to the Boundary Review.

Mrs Brown, LHR, thanked Council for allowing her to borrow photographs to show at Pastor Sayers leaving event.

– to allow members of the public to speak

The member of the public present did not wish to speak.

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## **7. Notices and Correspondence**

### **a. Items for Discussion**

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

**This Council resolved that the public and the press be excluded for consideration of Item 7.a.1 Notices and Correspondence, Community Magazines, since publicity would prejudice the public interest by reason of the confidential nature of the business, and that these matters be deferred to follow item 19 on the agenda.**

**The following item was taken after item 19 and is minuted there.**

**1.D. Community Magazines**

**7.D.** A thank you letter had been received from Suffolk Accident Rescue Service for the Council donation.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 4** to the permanent copy of these minutes.

### **b. Councillor Representative Reports**

Mr Beecroft, as Representative for 12PT Priority Tasking Group, presented his report which was issued to each Councillor and is attached at **Annex 5** to the permanent copy of these minutes.

Mrs Klaschka, as SALC Representative, presented her report which is attached at **Annex 6** to the permanent copy of these minutes.

Mrs Klaschka, as Representative on the Town Plan Steering Group, presented her report which is attached at **Annex 7** to the permanent copy of these minutes. Some Members requested clarification on particular issues such as personal identification and confidentiality, the statement that the questionnaire must be completed, the policing of the number of questionnaires from each household and further notification to residents regarding the publication of the questionnaires which were all noted by Mrs Klaschka and answered in part by Mr Walkling who is operating the website. The requirement to insert the post code will be deleted from the website.

## **8. Financial Matters**

The Chairman read to Council the statement which is attached at **Annex 8** to these minutes and Members various questions were answered. The Clerk will put an item on the F&R agenda for August for Members to consider if they wish to co-opt an additional Member

because, as in the previous year, a dual hatted member will reduce the membership to 5. Council considered that if the Committee do wish to co-opt then the decision should be brought back to Full Council.

**a. Receipts and Payments** Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at **Annex 9** 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.

**b. Transfer between accounts** Council **agreed** a transfer of £4,300 be made from the Tracker Account to the Ordinary Account

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

**Product/service - Amount - Reserve fund**

SCSC Recycling Credits - 162.36 - To Rupert Fison Centre

SNT Safety Equipment - 410.39 - From 12PT

**d. Annual return for Audit** The Clerk drew Members attention to a requirement by the External Auditors for a “No” response, at item 11 on page 2 and at item 9 on page 3, which is contrary to the advice from the Audit Commission and is grammatically incorrect. However rather than risk a requirement to supply further information which could increase the cost of Audit her recommendation was to put No in both places. Members **approved** the figures and other insertions as presented and Mrs Francis completed the form and the Chairman and Clerk then signed the document later in the meeting. A copy of the document is attached at **Annex 10** to the permanent copy of these minutes.

**e. Additional signatories** It was **agreed** that the 3 signatories with the banks should be increased and that Mrs Evans and Mrs Ogden are added. The Clerks will make the necessary arrangements.

**f. Late items for information** None.

## **9. Planning and Development Matters**

Mrs Coupe as Chairman of the Committee drew Members attention to the planning application for 305/307 Main Road for which comments had been made. The plans and letter were on display.

**a. Minutes of the last Committee meetings held on 26th May and 2nd June 2009 had been issued** to Councillors and are attached at **Annex 11** to the permanent copy of these minutes.

**b. Planning applications received since 8th May 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 12** to the permanent copy of these minutes.

**c. Street naming** None.

**d. Late items for information** The Clerk reported her conversation with Mrs Coupe and with a SCDC Planning officer with regard to the smoking shelters proposed at the Social Club. A further comment had been made by email which was read to the Committee, was agreed to be appropriate and is held on file.

## **10. Recreation and Amenities Matters**

Mrs Ogden as Chairman of the Committee made comments on matters which are still to be reported to the Committee and will therefore be minuted at their meeting on 29th June 2009.

**a. Roads, footways and footpaths** None.

**b. Late items for information** None.

## **11. Boundary Review**

Nothing to report.

## **12. Health Care for Heart Patients**

Council considered a letter should be sent to the Suffolk Primary Care Trust supporting the call for the retention of specialist heart care at Ipswich Hospital. Their specific concerns are the distances to be travelled by the patient and the risk this exposes them to, the lack of availability for administering the essential drugs while in transit, the inevitable reduction still further of cardiologists, and the implications for the partners and family of patients with regard to both travelling and stress.

## **13. Kesgrave Allotment Association**

Nothing to report.

## **14. Kesgrave Community Trust**

Nothing to report until after the AGM to be held on 15th June 2009.

## **15. Model Publication Scheme**

### **a. Policies**

**i. Representation at meetings and visits of other organisations** Members had been issued with a draft policy on Representation at Meetings and this was considered. No Councillors had any adjustments to suggest although some considered two Councillors are not always necessary. Mr Comber suggested Council should be wary of introducing too many policies to

the detriment of positive achievements. Understanding that this policy can be reviewed when necessary the document as attached at **Annex 13** to these minutes was **approved**.

**The following item had been deferred from earlier on the agenda.**

#### **4. Matters arising**

##### **a. Councillor Representative list**

Additional vacancies had been identified within the list following the May meeting and these were considered. Councillors volunteered to attend both Youth Forum and 12PT and their names have been added to the list which is attached at **Annex 14** to these minutes. In the case of both organisations the last name listed is to be used if others are not available. It was noted a representative place at the KWMCC is no longer available and this has therefore been removed from the list.

#### **16. Primary School Provision**

Mr Beecroft as a Governor of Cedarwood School explained that SCC have asked schools for their suggestions on how to deal with the anticipated additional spaces needed for primary education in Kesgrave and that Cedarwood School have asked for the Town Councils thoughts. At present the additional spaces are being provided by a portacabin placed each year at the three primary schools in rotation. Some consideration must however be given to how more permanent provision can be put in place. Heath School has enough land to accommodate the facility but this would require a change to the catchment area such that the Heath catchment reached Cedarwood School. Gorseland has land adjacent to its site but it is not in the County's ownership. Similarly Cedarwood has a vacant site adjacent to its site but this is due for development. It is understood the developer in question is in discussion with SCDC over an outline planning application.

Members discussed the issue and were aware of the difficulties being experienced by parents in the area who are unable to secure places for siblings in the same school or who find their child cannot enter the school closest to their home.

It was agreed the Clerk will write to the Cedarwood Headteacher sympathising with the difficulties and suggesting County be urged to enter a dialogue with the developers adjacent to Cedarwood School. The Clerk will liaise with Mr Beecroft and Reverend Spittle, also a Cedarwood Governor over the response.

#### **17. Quality Status**

**a. Training Needs Analysis** The Clerk reported SCDC have agreed they will be pleased to hold training sessions at Kesgrave. A reminder will be sent to SALC about training at Kesgrave and then contact will be made with the neighbouring Councils to explore the possibility of joint sessions which could reduce the cost and travelling.

## **18. Report from Clerk and Press Officer**

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

- The Senior Citizens Outing
- The independence of the Town Plan Group from the Town Council
- Information from the Committee Chairman reports

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

None.

**The Members of the public left the room**

**The following item was taken in camera and the confidential note is therefore held on file.**

## **7. Notice and Correspondence**

### **a. Items for discussion**

#### **i. Community magazines**

## **20. Date of next meeting – Monday 13th July 2009 in the Council Chamber**

The Chairman closed the meeting at 10.38pm.

**Chairman**