

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th May 2007 at 7.15pm in the Council Chamber.

Present:

Mr J Briggs (Chairman)
Mrs N Goodchild
Mr K Beecroft
Mrs J Klaschka
Mr N Bugg
Mr P Mills
Mr R Bridgeman
Mrs S Ogden
Mr A Comber
Mr L Payne
Mrs S Coupe Rev R Spittle
Mrs S Evans (Vice-chairman)

In attendance:

Mrs V R Read (Clerk to the Town Council and District Councillor),
Mrs J Francis (Deputy Clerk to the Town Council),
Mrs M Dunnett (Administrative Assistant to the Town Council),
Mr S Hudson (County Councillor),
Mr M Grimwood (District Councillor),
Miss Sue Hall (Project Officer),
Mrs P Brown (LHR &PTLO),
9 Members of the public

1. Apologies

Mrs M Neale (District Councillor) – alternative meeting

2. Election of Chairman and Declaration of Acceptance of Office

Council agreed by a majority vote that Mr Briggs be elected Chairman. Mr Briggs signed the Declaration of Acceptance of Office.

Before the vote was taken some Members had voiced strong opinions that the Chairman of the Council should be a resident of Kesgrave. Others stated that if a Councillor was qualified to stand as Councillor their place of residence should not be a reason for not being elected Chairman. Further comments indicated that it is a persons ability to Chair the Council that needs to be considered and that non Kesgrave resident Councillors have worked hard for the community for many years.

The following item was brought forward in order to conform with Standing Orders which state Co-options are taken before the appointment of Vice Chairman.

8. Co-options

Eight candidates had supplied their profiles for the two Councillor vacancies, and copies had

been issued to Members with their meeting papers. Four of the candidates were present at the meeting and the Chairman asked them to identify themselves for the benefit of all present.

The co-option process was undertaken.

- All eight candidates were considered for the first vacancy and a paper ballot held. By overall majority Mrs Esther Smith was co-opted.
- The seven remaining candidates were then considered for the second vacancy and a paper ballot held. By overall majority Mr C Dowsett was co-opted.

It was agreed that the two successful candidates should have time to read the Code of Conduct and sign their Acceptance of Office before officially taking part in the meeting. However, Mr Dowsett being absent, Mrs Smith was invited to take her seat at the Council table, in order that informally she could express her preference for a Committee place.

The Chairman thanked all the candidates for their interest.

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

Council agreed by a majority vote that Mrs Evans be elected Vice-Chairman. Mrs Evans signed the Declaration of Acceptance of Office.

4. Appointment of Committee and Council Representatives

A list of Committee and Council Representatives had been issued to Councillors. Members indicated their preference for Committee places and other vacant positions. Council agreed the list be accepted for 2007/2008 en bloc. The amended list is attached at Annex 1 to these minutes.

It was noted that with Mr Gibbs increasing frailty Mr Whinney had agreed to be Tree Warden with the help of Mr Gibbs expertise. Mr Whinney has also agreed to continue to serve on the Senior Citizens Outing Working Party.

The Clerk explained the F&R Committee is made up of the Chairman of the Committees, Chairman and Vice Chairman of the Council and an invited Councillor to act as their Chairman, and this will be agreed at their next meeting in July.

It had also been suggested that consideration could be given to electing a Vice Chairman of Committees as this will provide valuable experience for later office and will be a safeguard if the Committee Chairman is absent at a meeting. It was agreed R&A and P&D will each consider this at their next meeting.

5. Declarations of interest in the agenda items

Mr Comber declared a personal interest in item 11.b., Financial Matters, Receipts and Payments, Kesgrave News grant, being Chairman of the Kesgrave News Team, remained in the meeting and took part in consideration and discussion of the matter.

Mr Beecroft declared a personal interest in item 11.b., Financial Matters, Receipts and Payments Kesgrave News grant, being a Member of the Kesgrave News Team, remained in the meeting and took part in consideration and discussion of the matter.

Reverend Spittle declared a personal interest in item 11.b., Financial Matters, Receipts and Payments Cedarwood Primary School grant, being a School Governor, remained in the meeting and took part in consideration and discussion of the matter.

Mr Beecroft declared a personal interest in item 11.b., Financial Matters, Receipts and Payments, Cedarwood Primary School grant, being a School Governor, remained in the meeting and took part in consideration and discussion of the matter.

Mr Payne declared a personal interest in item 11.b., Financial Matters, Receipts and Payments, Headway donation, knowing the management team through business connections, remained in the meeting and took part in consideration and discussion of the matter.

Mr Briggs declared a personal interest in item 11.d., Financial Matters, Chairman's Allowance being the Chairman, remained in the meeting and took part in consideration and discussion of the matter.

Although she had not formally accepted office as Councillor, Mrs Smith declared a prejudicial interest in item 12.b.i.3, Planning and Development Matters, Application 07/0681, being the applicant and left the room while the matter was under consideration.

Mrs Read declared a prejudicial interest in item 10.a.ii., Financial Matters, Staff, Clerks hours, being the Town Clerk, and left the room while the matter was under consideration.

Mrs Francis declared a prejudicial interest in item 10.a.ii., Financial Matters, Staff, Clerks hours, being the Deputy Town Clerk, and left the room while the matter was under consideration.

Mrs Dunnett declared a prejudicial interest in item 10.a.ii., Financial Matters, Staff, Clerks hours, being the Administrative Assistant, and left the room while the matter was under consideration.

6. Minutes of the last regular meeting held on 16th April 2007

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

7. Matters arising

None.

8. Co-options

This item was taken after Item 2 on the agenda.

9. Chairman's Report

Nothing to report.

An adjournment was declared:

– 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, reported:

– a scheme for Renewable Energy had been successfully piloted in 4 schools where woodchip boilers have been fitted and a recommendation was for further schools to be fitted with these boilers; – he is now in a position to consider any requests received for grants for Locality Budget.

Mr Grimwood, District Councillor, stated he was sorry to see many colleagues leave after the recent elections. He informed Members various training courses are being held for Suffolk Coastal Councillors before the meeting of Full Council on 24th May and Development Control on 31st May. He has applied to be a representative on the Greenways Project.

Mrs Ogden, District Councillor, stated she was busy with various training courses and has applied to sit on Licensing and Health Committees. She also informed Council an article will be submitted for publication in Kesgrave News introducing all the new District Councillors.

Mrs Brown, as LHR, circulated photographs.

Mrs Brown, as PTLO, had written to Simon Barnett, at Ipswich Buses, expressing residents concerns over how Service 171 was being conducted; she has received no reply to date. The Clerk requested a copy of the letter sent to Mr Barnett in order for KTC to support Mrs Brown.

– to allow members of the public to speak

Mrs Brown, as a resident, asked if a name could be considered for the footway between Holly Road and Orchard Grove. The Clerk will investigate.

Mr Loades, of Wilkinson Drive, asked for clarification on the proposed development in and to the east of Fentons Wood. The developers of his property had informed him the trees opposite would not be removed. The Clerk stated that areas to the north and east of the wood have always been allocated for development as indicated in the Master Plan. The extent of this development will not be known until a planning application is made to SCDC. However, it was suggested Mr Loades may wish to contact SCDC raising his immediate concerns.

Mr Walker, of Peart Grove,

– congratulated the newly elected Council and those successful candidates standing for co-option;

– asked whether a survey had been carried out to ascertain the presence of endangered

species such as stag beetles. The Clerk stated a survey had not been done however the landowner had assured the Council that no stag beetles or slow-worms have been recorded in this area.

Two members of the public left, one returning soon after.

10. Notices and Correspondence

a. Items for Discussion There were no items for discussion.

The issue of Unitary Status for Ipswich was to have been discussed but had been deferred until June because of the number of issues to be covered within this month's meeting. In order that proper consideration can be given to this matter papers will be issued well in advanced of next month's meeting.

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.

Mr Grimwood left.

11. Financial Matters

a. Minutes of the last meeting held 30th April 2007 The Minutes of the last Committee meeting held on 30th April 2007 were issued to Councillors and are attached at Annex 3 to the permanent copy of these minutes.

i. End of Year Accounts (F&R item 7) A copy of the 2006/2007 accounts had been issued to each Councillor and is attached at Annex 2 to the F&R minutes which are attached at Annex 3 to permanent copy of these minutes. Council agreed that the Accounts be accepted. The Chairman and Clerk, as Responsible Finance Officer, signed the documents accordingly after the meeting.

The Council resolved that the public and the press be excluded for consideration of Staff (F&R item 10 i.a. and 10.iii.) since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 18 on the agenda.

ii. Staff (F&R item 10 i.a. and 10.iii.) This item was taken after Item 18.

b. Receipts and Payments Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at Annex 4 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 of Reserve Funds Council agreed that funds be transferred as detailed.

Product/service Amount Reserve fund

RFC Inspection 27.90 From RFC

RFC Grass cut 18.60 From RFC
SCDC (BACS 20/04/2007) 1,000.00 To 3PT
The Kesgrave Bell 2000 650.00 From 3PT

d. Chairman's Allowance Council agreed the £450 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.

e. Computer upgrades The Clerk explained the office computers are now several years old and are struggling with everyday tasks, for example receiving and opening emails. Council agreed that a working party should be formed by the F&R Committee to discuss the way forward and to report back to Full Council with their suggestions.

f. Certificate of Local Council Administration Course attendance Council agreed with the suggestion that they pay for the Clerk to attend the next [CILCA](#) course which will enable her to gain the qualification of Certified Clerk, which it turn contributes to the qualification for Council to apply for Quality Status.

g. Late items for information None.

12. Planning and Development Matters

a. Election of Chairman The Committee were unable to decide who to elect as Chairman, and this will therefore be considered at the next P&D Committee meeting.

Mrs Smith left the room for the following item.

b. Planning applications received since 13th April 2007 The list of planning applications where comment was required, those which were not contentious and decisions received, had been issued to each Councillor and is attached at Annex 5 to the permanent copy of these minutes.

c. Street naming for approval None.

d. Late items for information None.

13. Recreation and Amenities Matters

a. Election of Chairman The Committee agreed that Mr Bridgeman be elected Chairman.

b. Roads, footways and footpaths The Deputy Clerk informed Council of overnight road closures of A12 between BT roundabout and Seven Hills roundabout which will be in force at the end of July or during August. It was also noted that Dr Watson's Lane is to be closed imminently for resurfacing works and works on the Orwell Bridge are planned for later in the year. Council expressed their concerns over these works and the effect they will have on the overburdened A1214.

c. 2007 Kesgrave Guide Council were advised the 2007 Guide is being progressed and it is

planned for issue within the July issue of Kesgrave News.

d. Late items for information Members were reminded of the Certificate received by Don Whinney following his name being put forward for a Suffolk Acre Probert Award. Members agreed with the suggestion made by the Deputy Clerk that those selected to receive Certificates in recognition of their Service to the Community should be recommended for a Probert Award.

A suggestion had been made that a representative from Superoute 66 should attend the Annual Town Meeting to answer questions on the service. At such short notice it had not been possible to arrange this but it is hoped a representative will attend a future Council meeting.

14. Annual Town Meeting

Members had been issued with an Agenda for the meeting to be held on 21st May at 7.15pm at the KWMCC. Some discussion took place on how to arrange the seating in order for new Councillors to be more readily identified by members of the public present. It was agreed to have all the Council on the top table with the usual arrangement flanked by additional slightly skewed tables for the remaining Members.

15. Project officer report on Cedarwood Green (F&R Minutes item 15)

a. Progress report The Project Officers latest report as attached at Annex 6 to the permanent copy of these minutes was issued to Members.

16. Youth

a. Youth Club report Nothing to report.

b. Other youth issues Nothing to report.

17. Report from Clerk and Press Officer

1. Members agreed with the Clerks suggestion that letters be sent to those Councillors who had unsuccessfully stood for re-election, thanking them for their service to the Council over many years.

2. The New Code of Conduct adoption was stated to be agendad for the June meeting. Later: In order to facilitate inclusion in the Suffolk Coastal advertisement a meeting to formally adopt the Code was arranged for 22nd May.

3. The Christian Family Church performed a litter pick on 13th May with 20 bags of litter being collected.

Articles for inclusion in June Kesgrave News will be:—

Page 3 Your Town Council Does Achieve
Others SCO Outing
Road closure

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

None.

All the remaining Members of the public and non Council Members left the meeting.

Mrs Read, Mrs Francis and Mrs Dunnett left the meeting after the following items were explained to Council.

10. Financial Matters

a. ii. Staff (F&R item 10 i.a. and 10.iii.) Council agreed with the F&R recommendation that an ex-gratia payment be made to Mrs Read and Mrs Francis in recognition of the 2.14 and 1.72 hours on average worked in excess of paid hours. It was also agreed that Mrs Dunnett should temporarily work an additional 4 hours with the situation to be reviewed at the next F&R Committee meeting. At the same time it was suggested the Committee should consider whether or not additional opening hours and staff hours could be accommodated.

The Chairman closed the meeting at 9.52pm.

Chairman