

Minutes of the meeting of the Kesgrave Town Council held on Monday 9th November 2009 at 7.15pm in the Council Chamber.

**Present:**

Mr K Beecroft (Chairman)  
Mr G Lynch  
Mrs S Ogden (Vice Chairman & District Cllr)  
Mr P Mills  
Mr A Comber  
Mrs E Smith  
Mrs S Evans  
Rev R Spittle – arrived 8.12pm  
Mr R Haskell

**In attendance:**

Mrs V R Read (Clerk to the Town Council)  
Mrs J Francis (Deputy Clerk to the Town Council)  
Mr S Hudson (County Councillor)  
Mr M Grimwood (District Councillor)  
Mrs D [McCallum](#) (District Councillor)  
1 Member of the public

**1. Apologies**

Mr R Bridgeman – Work commitments  
Mrs S Coupe – Illness  
Mrs N Goodchild – Illness  
Mrs J Klaschka – Illness  
Mr C Pryke – Family commitments  
Mr R Walkling – Family commitments  
Mrs M Neale (District Cllr) – Alternative meeting  
Mrs P Brown – Family commitments

Members were advised that:-

– Mrs Coupe had undergone her surgery and now been convalescing at home for just over two weeks. Her progress is slower than hoped but steady. She is not expected to return to meetings until after Christmas. Flowers had been taken to her home address on her return from hospital and she had asked that her thanks be given to Council for this kind thought.

– Mrs Klaschka is due to go into hospital on Wednesday for an operation on Thursday. Her stay in hospital is expected to be 5 days and on her return flowers will be delivered to her. She too is hoping to return to meetings after Christmas. **Later:** Flowers have been delivered.

– Mrs Goodchild, who has a long term illness, is making progress but is unable to attend meetings at present for fear of infection. It was suggested, and agreed, flowers should also be delivered to her. **Later:** Flowers have been delivered.

**2. Declarations of Interest**

Mr Beecroft declared a personal interest in item 9.a., Receipts and Payments, Chairman's

Expenses, being Chairman, remained in the meeting and took part in consideration and discussion of the matter.

Mr Beecroft declared a personal interest in item 9.d., Financial Matters, Budget 2010 – 2011 payments to Kesgrave News, being a Committee member, remained in the meeting and took part in consideration and discussion of the matter.

Mr Comber declared a personal interest in item 9.d., Financial Matters, Budget 2010 – 2011 payments to Kesgrave News, being Chairman, remained in the meeting and took part in consideration and discussion of the matter.

Mr Comber declared a personal interest in item 11., Recreation and Amenities Matters, Rupert Fison Centre Square, being a Director, and remained in the room during consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 12, Boundary Review, being a member of another authority, and remained in the meeting and took part in consideration and discussion of the matter.

Mr Comber declared a personal interest in item 18, Town Council Web site updates, being the web master, and remained in the meeting and took part in consideration and discussion of the matter.

### **3. Minutes of the last regular meeting held on 12th October 2009**

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

### **4. Matters arising**

**a. Late items for information** None.

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

**This Council resolves that the public and the press be excluded for consideration of Item 6. Confidential Note regarding Item 7.a.i. of 8th June meeting and subsequent papers, 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 18 on the agenda.**

The following item was taken after Item 20 and is minuted there.

### **6. Confidential Note regarding Item 7.a.i. of 8th June meeting and subsequent papers**

### **7. Reports from Chairman and Vice Chairman**

The Chairman reported he had attended the following:

- KALGA meeting accompanied by the Clerk;
- informal meeting between himself and the District and County Councillors;
- the Youth Club Adult advisory Committee meeting;
- a 12PT meeting;
- SCDC Efficiency Consultation meeting;
- a Planning & Consultation meeting at KHS on the proposed Artificial Turf Activity Area.

The Vice Chairman reported:-

- the seating arrangements had been agreed that she will remain seated at the side of the top table.

---

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

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

Mr Hudson, County Councillor, reported:

- he had received and was processing two Locality Budget requests, one from KTC regarding the proposed lighting on RFC and the second from the Youth Club to assist with their new hard surface play area;
- on a Newsletter issued by SCC on various matters which is held on file;
- on parking issues highlighted at the Chairman's meeting with the County and District Councillors which he will raise with the Highway department.

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

- Planning issues regarding appeals and the consequences of losing an appeal if SCDC are opposed to an application. She also urged KTC to attend DCSub meetings if a Kesgrave application is considered;
- the current status of LDF;
- the arrangements for the 5K run, with a possibility of including a 10K run, to be held on 1st May 2010.

Mr Grimwood, District Councillor, stated there were no applications from Kesgrave to be discussed at the next DC Sub meeting and he had attended a Greenways meeting the previous month.

Mrs Ogden, as District Councillor, reported:

- she had attended the Chairman's meeting with the County and District Councillors at KTC;
- she had attended the SCDC Local Development Framework presentation at Martlesham;
- the results from the Suffolk Coastal Prioritising Services liaison meeting are soon to be published;
- on the success of the over 60 free swim sessions;
- on the SC Green Travel Plan and commended the Clerks for using their bicycles on a regular day to day basis.

- **to allow members of the public to speak**

Mr Walkling, of Peasey Gardens reported he had noticed several containers had been deposited on the land known as Area FF and asked for the current situation regarding the proposed planning application. The Chairman stated no date had been received for when the application will be brought to SCDC. The Developer, as owner of the land, is permitted to move onto the land however is not allowed to carry out any building work or tree felling until a decision had been made.

---

## **8. Notices and Correspondence**

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

**1.D** There was no discussion regarding the Community Magazines.

**5.D** SCC had requested comment on energy savings with regard to street lights. Council agreed they supported the suggestion of part-night lighting and dimming in areas such as the Grange Farm Development where light was already of a high standard but would be opposed to see this approach carried out in western Kesgrave where only footway lighting was present. Vulnerable areas such as Pilboroughs Walk, a well used cycle/footway, would not be considered suitable for part-night lighting for personal safety reasons. Council also suggested that in their opinion the management of Business Parks and Park & Ride areas, which are generally unused during the hours of darkness, should be approached to also commit to energy saving measures.

**8.D** Chattisham and Hintlesham Parish Council Chairman had written highlighting the proposals for new pylons in their parish and asking for support for the under-grounding of these and existing cables, if applicable. Council discussed the request and agreed they were unable to comment because of insufficient knowledge and facts regarding this matter.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 1** to the permanent copy of these minutes.

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

The Chairman explained that since the agenda had been issued it had become clear that in some instances when a report was presented following attendance at a meeting by a Council representative some discussion was needed. In future therefore the reports will be identified in the same way as for ordinary correspondence items as either “I” for information and “D” for discussion.

Council then went on to receive the reports issued, and which are listed within **Annex 2** attached to the permanent copy of these minutes, and discussed the following:-

**2.D.** Chairman's meeting with the County and District Councillors on 30th October – report by Keith Beecroft.

Some discussion was held on whether these informal meetings which are not minuted should be reported to Council in a written document. The Chairman stated it was his belief a written report is necessary as matters raised at the meeting may need to be followed through to a

conclusion with the agreement of the Full Council. It was agreed in future the District and County Councillors invited to the meeting, as well as Town Councillors, will have a copy of the report with their Council agenda.

#### **4.D. Report of attendance at the 12PT Meetings 23rd October – report by Keith Beecroft.**

Members were asked for their thoughts on which issues should be taken to the next Priority Tasking Group meeting to be held on 19th November. Speeding, parking and car sales were all identified as issues which need to be addressed. Mr Haskell, who will be standing in for Mr Beecroft, will raise these issues at the meeting.

#### **6.D Planning and Consultation meeting on 3rd Generation Artificial Turf Activity Area, Kesgrave High School, meeting held 4th November – report by Keith Beecroft.**

Council considered the proposals for an all weather surface football pitch at KHS and the schools request for a letter of support for this facility. Members agreed this would be a valuable asset to the school, and subsequently for the community as a whole, and expressed the hope that with the Olympics to be held in 2012 some consideration will also be given to further facilities which will cater for other sporting activities. The Clerk will write expressing these thoughts but will not make any offer of consideration of financial support.

**Reverend Spittle arrived.**

### **9. Financial Matters**

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

**b. Transfer between accounts** Council agreed a transfer of £18,300 be made from the Instant Access Saver to the Ordinary Account.

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

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

2nd Stop planter sponsorship - 75.00 - To RFC

Kesgrave Hall planter sponsorship - 75.00 - To RFC

Recycling Credits - 348.68 - To RFC

Purchase 8 x Planters & plants - 3,720.00 - From RFC

SNT Roadshow/Hall hire - 278.00 - From 12PT

SNT/Reflective bears - 779.90 - From 12PT

#### **d. Budget 1st April 2010 – 31st March 2011**

**i. Interest rates** Members were asked to consider, as they did last year, what percentage should be used when determining the increase in wages, utility bills and interest rates. They agreed that a prudent budget is again called for in the current financial climate. 1% should be used for Staffing costs, 5% for utilities and 1% for everything else as a starting point for

calculating the draft budget. It was also agreed interest rates on investments should be considered to be at least what they are at present.

**ii. Reserve Fund increases** Following the previous item it was also agreed some consideration should be made to putting monies into the Election Reserve which has been totally depleted, the Street Lighting Fund which has been decreased to pay for Rupert Fison lighting and the Cemetery Land fund.

**e. Late items for information** None.

## **10. Planning and Development Matters**

**a. Minutes of the last Committee meetings held on 19th October and 2nd November 2009** were issued to Councillors and are attached at **Annex 4** to the permanent copy of these minutes. Mr Mills as Vice Chairman took Members through the minutes.

**b. Planning applications received since 9th October 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 5 to the permanent copy of these minutes.

**c. Street naming** None.

**d. Late items for information** The planning application for Area FF has not yet been decided. As the target date for a decision is the 16th November it had been expected that either an Officer delegated decision would be made or that the application would be considered at the November DC Sub meeting. The schedule for that meeting has now been issued and the application is not being considered. The Suffolk Coastal officer dealing with the application has stated the application is likely to be refused but how this decision will be taken will not be known until later in the week.

## **11. Recreation and Amenities Matters**

The R&A Chairman reported the MSG caretaker had resigned and she and the Vice Chairman had taken a decision to employ a firm of cleaners at least until April. Two quotations for the work had been received and the one most suitable for the work had started that morning. Other ongoing information on the progress at Rupert Fison Square was mentioned but will be reported to the Recreation and Amenities Committee at their next meeting.

**a. Roads, footways and footpaths** Council were advised of the following matter:-

A resident had drawn the Clerks' attention to a County Council questionnaire on parking delivered to residential properties in Kesgrave. Council expressed their disappointment in the discourtesy of not having been informed this consultation was taking place on this issue which the Town Council have been commenting on during the planning process for many years. Not all the parish had been consulted and although Council have not been sent a copy, Members had been issued with a copy with their agenda for their comments. It was **agreed**

the Clerk will collate these responses and write to the County Council expressing Council's thoughts on this issue.

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

## **12. Boundary Review**

Nothing to report.

## **13. Council in the Classroom**

Mrs Klaschka had asked for clarification of what is entailed in the Council in the Classroom scheme. Although Mrs Klaschka was not present Mrs Evans made a presentation, explaining a small group of Councillors visit the year 3 pupils of local Primary Schools once a year by arrangement. The aim is to give the pupils background information on the decision making process of local Councils by involving them in fictional practical exercises as members of Recreation and Amenities or Planning and Development Committees. The groups are given a number of facilities which they might wish to incorporate in their fictional town; to incorporate all the elements would exceed the budget set and therefore some debate and decision making has to be undertaken. At present there is no date set for this years visits. Mrs Evans was thanked for her informative presentation.

## **14. Grange Lane**

The Compulsory purchase order for Grange Lane has now been confirmed and the documents are available for public inspection until 30th December.

**15. Kesgrave Allotment Association** The Chairman and Clerk had attended the KALGA meeting on 30th October and a report was issued under item 8.b. and is attached at **Annex 6** to the permanent copy of these minutes. It was noted that only approximately 40 people had been present.

## **16. Quality Status**

### **a. Training Needs Analysis**

The Clerk reported Rushmere St Andrew Parish Council do have Members interested in some of the elements of the bespoke training. Council were reminded SALC training has to be paid for and if Members ask for particular elements to be included in the training they must be prepared to attend on an agreed date and unless there are exceptional circumstances will be expected to pay for the vacated place. It was suggested effort should be made to have more Kesgrave than Rushmere Members present and that some costings need to be explored to determine how much per head the training would be. Five and more Kesgrave Councillors have indicated an interest in some elements and the Clerk will re-issue the lists for Members to reconsider their preferences and she will also issue the preferred elements list to the

Rushmere Clerk to attempt to ascertain how many Rushmere Councillors would attend the courses. The Clerk will then bring some information to the next meeting basing the costs on where attendance of between 8 and 10 people would seem possible. It was accepted this is a long drawn out process as even with the information outlined, mutually convenient dates still have to be determined.

## **17. Retrospective Debate**

### **a. Use of the MSG Pavilion**

Members considered the document prepared by Mrs Ogden and Rev Spittle which is attached at **Annex 7** to the permanent copy of this document. Mrs Ogden explained that the possible Children's Centre mentioned is not for a property in Hartree Way, but a unit off Tommy Flowers Drive, although this has not been confirmed and no information is available on the County Website. Mr Hudson agreed to seek information about this.

During the debate it was agreed to promote the Pavilion as a meeting room. Photos will be taken to be included in articles in Kesgrave News giving information about the availability of the building. Councillors will draw up a rota to enable organisations interested in hiring the pavilion to view it on a weekday in the February half term and on a Saturday afternoon. Noticeboards will be used also for advertising this project.

## **18. Town Council Web site updates**

Mr Comber reported he had now organised the forwarding of emails addressed to individual Councillors. Members were also reminded it would be helpful if they could look at the website and make suggestions for inclusion and alteration. Any articles submitted by Councillors should be forwarded via the office to ensure that all details are correct.

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

The Clerk reminded Members that each year the Staff decorate the Council Office windows for Christmas in their own time and at their own expense. For 16 years the theme has changed but this year it is intended to use the houses theme again but to hide a Father Christmas in one of the displays. The Chairman had agreed this could be used as a competition for children of primary school age and under and that a prize will be given from the Chairman's allowance. Members **agreed** two WH Smith tokens to the value of £10 be purchased and awarded to the first correct answers drawn from one girl and one boy. Entries, either written or drawn, will be accepted until 31st December.

Members were also reminded about:

- the 11th November Civic Ceremony;
- the Evening of Reflection date of 18th December;
- a Calendar of meetings for 2010 had been issued;
- a response to the invitation to attend the Chairman's reception would be appreciated as soon as possible.



Articles for inclusion in the December issue of Kesgrave News have been submitted on:–  
Page 3 The Father Christmas competition  
Others Evening of Reflection  
Area FF

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

None.

**21. Date of next meeting – Monday 14th December 2009 in the Council Chamber**

**The Members of the Public left.**

**6. Confidential Note regarding Item 7.a.i. of 8th June meeting and subsequent papers**

Some further information had been made available to the Council since the October meeting which needed consideration.

The debate which followed is minuted, as before, as a confidential note and is held on file.

The Chairman closed the meeting at 9.54pm.

**Chairman**