

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th December 2009 at 7.15pm in the Council Chamber.

Present: Mr K Beecroft (Chairman) Mr G Lynch

Mr A Comber

Mr P Mills

Mrs S Evans

Rev R Spittle

Mr R Haskell

Mr R Walkling

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) – left at 9.00pm

2 Members of the public

1. Apologies

Mr R Bridgeman

– Family commitments

Mrs S Coupe

– Illness

Mrs N Goodchild

– Illness

Mrs J Klaschka

– Illness

Mrs S Ogden (Vice Chairman & District Cllr) – Family commitments

Mr C Pryke

– Family commitments

Mrs E Smith

– Work commitments

Mrs D [McCallum](#) (District Councillor)

– Family commitments

Mrs M Neale (District Cllr)

– Family commitments

2. Declarations of Interest

Reverend Spittle declared a personal interest in item 10a.i., Financial Matters, 2010/2011 Draft Budget Cemetery Reserve, being the Vicar of All Saints Church, remained in the meeting and took part in consideration and discussion of the matter.

Mr Beecroft declared a personal interest in item 10.a.iii., Financial Matters, Kesgrave News Payment, 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 10.a.iii., Financial Matters, Kesgrave News Payment, being Chairman, remained in the meeting and took part in consideration and discussion of the matter.

3. Minutes of the last regular meeting held on 9th November 2009

After Members were informed of some minor alterations, the minutes having been circulated were taken as read and approved and the substantive minutes 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 19 on the agenda.

The following item was taken after Item 19 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 and expressed his appreciation to those participants who helped make the events happen:

- Remembrance Day Civic Ceremony;
- informal meeting between himself, Mr Comber and Kesgrave Councillors from both District and County;
- Children's Evening and Christmas Light switch on;
- Chairman's Reception;
- the inaugural Public Community Engagement meeting.

An adjournment was declared:

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

Mr Hudson, County Councillor, stated he would, at the invitation of the Chairman, make his observations on the Boundary Review after the adjournment.

He also informed Members he had received details of planning applications regarding parking spaces at KHS and a change of use at the Grange Business Park for a Children's Centre. He had reserved comment until after hearing the KTC response. Some discussion was held as Members who are not P&D Committee Members were appraised of the details of the applications, all were in agreement with the Committees comments.

Mr Grimwood, District Councillor, stated Development Control had granted permission for the application to the rear of 74 Bell Lane against his own objections but with the conditions included in the schedule.

– to allow members of the public to speak

Mr Bradbrook, Chairman of the Kesgrave Allotment Association, thanked the Chairman and Clerk for attending the KALGA Open meeting and wished the Council a Merry Christmas. He then left the meeting.

Mr Hudson, County Councillor, being present Council agreed to bring the following item forward.

13. Boundary Review

Mr Hudson explained the current position regarding the Boundary Review stating that further to the Boundary Committee submitting its case to the Secretary of State all consultees now have the right to make a representation direct to the Secretary of State themselves before the 19th January 2010. Mr Hudson stated SCC still support the 'One Suffolk' option.

The Clerk had attended a Chief Executive and Town Clerks meeting at SCDC where it had been stated the Secretary of State now has four options to accept, reject, modify or seek further information. The Judicial Review brought on behalf of 3 District Councils which included SCDC, had at first been upheld but since overturned following an appeal by the Boundary Committee. Consideration is being given to seeking leave to appeal to the Supreme Court.

Council discussed the way forward and how the result of any proposed decision may be affected by the Parliamentary Elections to be held in 2010. Council agreed to abide by their previous decision for a 'Status Quo' situation.

Mr Grimwood explained SCDC will be considering the issue at their meeting on Thursday, and promised to update the Clerk the next day. **Later:** He gave the Clerk a copy of the SCDC meeting report.

It was agreed the Clerk will draft a response for consideration at the January meeting, expressing Councils desire for a Status Quo as the Country is already in a significant financial recession and incurring major expenditure in structural re-organisation would be unwise.

8. Notices and Correspondence

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

a. Items for Discussion

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

b. Councillor Representative Reports

1.I. Report of attendance at the 12PT Priority Meeting held on 17th November – report by Richard Haskell

2.I. Report on the SALC Coastal meeting held on 16th November – report by Geoff Lynch

c. Police Matters report

1 The quarterly report had been submitted by PCSO Glynn Bown and was highlighted to Council

2 12PT Monthly Parish Council report – by A/Sgt Kay Hammond

9. 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 10.a.ii. Financial Matters, proposed changes in hours, since publicity would prejudice staff confidentiality and that these matters be deferred to follow item 18 on the agenda.

10. Financial Matters

The Clerk advised Members the paperwork had been received from SCDC giving details with regard to the calculation of the Precept. There has been an increase of 43.19 band D equivalent properties which, if the Precept remains at £170k, will result in a decrease of 31p per band D property. The 1% increase considered at the November Council meeting to £172k would result in an increase of 10p per band D property.

a. Minutes of the last Committee meeting held on 30th November 2009 had been issued to Councillors and are attached at **Annex 2** to the permanent copy of these minutes. Mr Comber as Chairman took Members through the minutes.

i. 2010/2011 Draft Budget and Precept (F&R item 8) Council went through the draft document page by page and debated several costings. Some minor adjustments were made to the wording of the document and an additional payment of £5,000 was agreed for the Cemetery Land Reserve Fund. It was noted two items were still to be considered later in the meeting but providing these are not altered Council **agreed** to approve the draft budget attached at **Annex 3 to these minutes** and the consequent precept of **£175,000. Later:** No alterations were subsequently made and the Precept of £175,000 will be demanded.

The following item was taken after item 18 and is minuted there.

ii. Proposed changes in hours (F&R item 10.a.)

iii. Kesgrave News payment A request for £5,600 had been received for the coming year as payment for the space provided for KTC in Kesgrave News. Some Members considered the publicity could be provided in a less expensive way, although others considered the service provided by Kesgrave News to be good value for money. It was **agreed £5,600** should be included in the budget but this issue should be the subject of the Retrospective Debate in February. Mrs Ogden had supplied a short paper detailing her concerns and this is held on file. Mr Haskell agreed to undertake some investigations and the hope was expressed Mrs Ogden would help in this; Mr Mills having also raised concerns may contribute to the information gathered. Mr Walkling outlined the various ways in which publicity is achieved through Kesgrave News and stated this should be duplicated in any other method of providing hard copy format to residents.

iv. Review of Internal Control/Risk register (F&R item 15) Council **noted** and **agreed** with the F&R Committee decision to accept the Risk register as attached to the permanent copy of the **F&R minutes at Annex 4 which are attached at Annex 2 to these minutes.**

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

c. Transfer between accounts Council **agreed** a transfer of £1,500 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
NCS Photocopier marketing	10,400.00	To Photocopier
Miscellaneous	10.00	To 12PT
Suffolk Police Authority	2,000.00	To 12PT

e. Late items for information None.

11. Planning and Development Matters

a. Planning applications received since 6th November 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. Plans for the Penzance Road Post Office were on display and Mr Mills gave explanations of the Committee's considerations. Council shared the concern regarding the lack of parking spaces for staff and those visiting the shops, and for delivery vehicles. The response to the application is held on file.

Members had also voiced their concerns in the adjournment regarding the parking difficulties

that could be expected at the Grange Business Park if change of use is granted for a Children's Centre. Again the response is held on file.

b. Street naming None.

c. Late items for information Members were advised the target date for a decision on C09/1269 Area FF is now Friday 18th, having been extended by mutual agreement. SCDC are awaiting possible revised plans, and if these are received further consultation will take place.

12. Recreation and Amenities Matters

a. Minutes of the last Committee meeting held on 23rd November 2009 had been issued to Councillors and are attached at **Annex 6** to the permanent copy of these minutes. It was agreed there needed to be no discussion on any issues considered at that meeting.

b. Roads, footways and footpaths None.

c. Late items for information None.

13. Boundary Review

This item was taken immediately after the adjournment and is minuted there.

14. Grange Lane

Nothing to report.

15. Kesgrave Allotment Association

Nothing to report.

16. Quality Status

a. Training Needs Analysis

A new list of possible courses had been issued to Members for completion with a response time of 13th December. Only two forms had been received, however a further 6 were handed in during the meeting. The Clerk was able therefore to report that KTC would have between 7 and 9 present for the courses specified; Rushmere St Andrew are hoping to have 5. An evening's training costs £200, as it will be possible to hold all 3 modules on the same night this was considered to be a very affordable way forward. It was agreed the Clerk should speak with both SALC and Rushmere St Andrew Parish Clerk to try and convene a training session on a Tuesday evening at KTC in the new year.

17. Report from Clerk and Press Officer

Articles for inclusion in the January issue of Kesgrave News have been submitted on:–

Page 3 The open days for the MSG pavilion in February

Others The list of Councillors names and addresses

“fill-ins” on recycling and bonfires and others depending on space

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

None.

19. Date of next meeting – Monday 11th January 2010 in the Council Chamber

The Members of the Public left.

10. Financial Matters

a. Minutes of the last Committee meeting held on 30th November 2009

ii. Proposed changes in hours (F&R item 10.a.) Members considered the proposed changes and having satisfied themselves that all Members of Staff are content with the arrangements **agreed the F&R Committee recommendation** to increase Mrs Bennett's hours by 6 on average per week, to decrease Mrs Francis hours by 2 on average per week and to half the number of hours worked by the Project Officer to 4 on average per week.

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 10.22pm.

Chairman