

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th March 2010 at 7.15pm in the Council Chamber.

Present: Mr K Beecroft (Chairman) Mrs S Ogden (Vice Chairman & District Cllr)

Mr A Comber	Mr C Pryke
Mrs S Coupe	Mrs E Smith
Mr R Haskell	Rev R Spittle
Mr G Lynch	Mr R Walkling
Mr P Mills	

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 J Klaschka (County and District Councillor) – left at 8.40pm

Mr M Grimwood (District Councillor) – left at 8.40pm

Mrs D [McCallum](#) (District Councillor) – left at item 7.51pm

6 members of the public

1. Apologies

Mr R Bridgeman	– Resignation
Mrs S Evans	– Holiday
Mrs N Goodchild	– Illness
Mrs J Klaschka	– Illness
Mr S Hudson (County Councillor)	– Illness
Mrs M Neale (District Councillor)	– alternative meeting
PCSO Jacqueline Hyde	– Work commitments

2. Declarations of Interest

Mr Comber declared a personal interest in 11.c, tenders for the Rupert Fison improvements, being a director of Rupert Fison Centre, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 13, Boundary Review, being a member of another authority, remained in the meeting and took part in consideration and discussion of the matter.

3. Minutes of the last regular meeting held on 8th February 2010

The minutes having been circulated were taken as read and approved and the 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 received a letter of resignation from Mr Robert Bridgeman. SCDC have been notified, the notice has been posted and if an election is to be called this must be done by 25th March;
- he had attended Kesgrave Youth Club and the SNT 12PT Priority Task Group Meeting. Also a training Session at the KTC Office. His written report is attached to the permanent copy of these minutes at **Annex 1**;
- he had also accepted an invitation to visit a Dental Practice in Berners Street, Ipswich. These NHS dentists are hoping to open a new surgery in Holly Road.

The Vice Chairman:

- thanked the other Council members who had supported her at the open day events held at the Millennium Sports Pavilion. Although there had been several enquiries, the Clerk was able to confirm the office has not yet received any formal contact from these interested parties. This issue will be an item on the agenda for the next R&A meeting, when further ways in which to promote the use of this facility will be discussed.

An adjournment was declared:

- **to receive reports from the County and District Councillors, and the Police**

Mr Klaschka had submitted a written report which is held on file.

Mr Grimwood, District Councillor, reported:

– he had attended the Development Control Sub Committee Meeting on the 4th March which had considered the revised application for Area FF. Authority to Approve had been granted.

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

– she had also attended the Development Control Sub Committee Meeting;

– she read out official wording produced by SCDC on Compulsory Purchase. Members of the Allotment Association had previously questioned the procedure for the provision of allotments and a copy was issued to one of the members present.

Mrs Ogden, as District Councillor, reported on:

– recent statistics from SCDC budget including a 2.9% increase in Council tax on a band D property 15,000 elderly and disabled people now eligible for free travel, and 51% of household waste now being recycled;

– following the deferment of a decision by the Boundary Committee on the Review SCDC are continuing to work in partnership with Waveney DC to share and build on their service.

- to allow members of the public to speak

Mr Newport, Stephen Road, queried if the LDF are aware of the Allotment Association's request for land, Mrs [McCallum](#) responded she attends these meetings and the Committee are aware of the situation both in Kesgrave and elsewhere in the District. Reverend Spittle suggested, and Council agreed, a letter raising this issue of need be sent to the LDF Committee.

Mr Copping asked why there had been no provision for allotment land in the original Town Plan. It was explained there had been no demand from residents at the time of the Grange Farm Masterplan, and neither had it been raised in the Town Plan in 2003. Mr Copping then asked if Town and Parish Councils work together with the District on the provision of land. Mrs [McCallum](#) offered to obtain clarification from SCDC of the District's duty in this regard for the next meeting.

The meeting was reconvened and in view of the residents present the following two items were brought forward.

Mrs [McCallum](#) left

15. Kesgrave Allotment Association

The Association's questions had been answered during the adjournment. However the Clerk brought to Council's attention that an article in the Kesgrave News for March from the Association stated KTC had received a letter from the MP, Michael Lord. The Clerk confirmed this is not the case; the office had not received any letter from the MP regarding

allotments.

16. Publication of Council meeting minutes in draft

The Clerk advised Council that following consultation between herself and the web-master it will be possible for draft minutes to be posted if Council so wish although final methods of achieving this will need to be explored. However it should be noted that they will not be available until at least two weeks after the meeting. It was explained Members may also wish to consider that by publishing the minutes on the website they will be available to the public before Members get their hard copy with the agenda the week before the next meeting. She suggested an e-mail could be sent to inform Members the draft has been published, and Council may wish to consider whether they will then need a hard copy. It was **agreed** this would be a cost saving as only one Member who is not on email will need a hard copy and it was also **agreed** a two week time frame will be allowed before drafts are published each month. An article will be placed in the Kesgrave News informing members of the public of Councils intentions.

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 2** to the permanent copy of these minutes.

a. Items for Discussion

- There was no discussion regarding the Community Magazines. However Members were
- 1.D.** reminded that now Mr Haskell is available to assist Mrs Ogden a retrospective debate will be held in April on alternative methods of information distribution.
 - 5.D.** A letter of thanks had been received from the Kesgrave and District Help Centre for the grant given earlier in the financial year.

b. Councillor Representative Reports These had been reported at item 7.

c. Police Matters report

1 12PT Monthly Parish Council report – by A/Sgt Kay Hammond, this is held on file.

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. Members were advised that a few invoices and payments for the current year may still come forward. One such invoice is that from SCC requesting financial assistance for Kesgrave Library which is expected later this week. Although an amount has not been discussed between the Councils it was suggested and **agreed** to add a percentage increase of 2.4% to last years grant which would produce a ceiling figure of £10,500. This was added to the

transfer between accounts in readiness. 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 £23,500 be made from the Instant Access Saver Account to the Ordinary Account.

c. Transfer of Reserve Funds None.

d. Treasury Bond The current Barclays Treasury Bond matures on the 9th April 2010 and a further 9 month Bond at 1.1% was offered. It was **agreed** that the full £50,000 be reinvested.

e. Audit preparation KTC had received information from External Auditor, BDO Stoy Hayward, regarding Audit preparation. Two particular requirements are for Councils to review Risk Assessment and the Effectiveness of Internal Audit and Council was reminded this has already been undertaken by the F&R Committee.

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

The Council resolves that the public and the press be excluded for consideration of Item 9. **g. Financial Matters, Staffing issues in relation to Item 6 above, since publicity would prejudice staff confidentiality, 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.

g. Staffing issues in relation to Item 6 above

h. Late items for information None.

10. Planning and Development Matters

a. Planning applications received since 5th February 2010 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 4** to the permanent copy of these minutes.

b. Street naming Mrs Ogden asked, and the Clerk confirmed, KTC will be given the opportunity to name the road or roads in Area FF. This was a clause in the contract for purchasing from the landowner.

c. Delegated Powers In response to a recent SALC training session a paper on the issue of Delegated Powers was presented by Mr Mills. A copy had been issued to each Councillor and is attached at **Annex 5** to the permanent copy of these minutes. Members of P&D Committee **agreed** and Council **adopted** the following recommendation:

That the revised Terms of Reference be accepted, giving delegated powers to the Chairman and /or Vice Chairman of the P&D Committee with the Clerk to determine the response to SCDC or if a meeting is needed to discuss a planning application. This decision will be taken

following circulation of plans to the Committee for their comments as currently undertaken and a verbal report from the Clerk to the delegated Member on inquiries received from residents with regard to the applications.

d. Street lighting In response to a request from Mr Mills asking for the issue of improved lighting in Edmonton Road to be placed on an agenda it had been established the undergrounding scheme, which was giving KTC the opportunity to upgrade by adding lights, is dormant. It was agreed to postpone any discussion until the SCC scheme was resurrected but this will be an item added to P&D agendas until the issue has been addressed.

e. Late items for information Members were advised SCDC considered Area FF and Authority to approve has been granted. The Clerk explained, and Council agreed, it would be helpful to send a further letter to SCDC to:

- explain the economies of scale with regard to costings for ownership and maintenance of the wood;
- give examples of where private drives work well although close to junctions of residential roads with Fentons Way and Ropes Drive, ie Wolton Road and Lummis Vale;
- explain the use of parking courts at the rear of properties had proved, in similar developments, to be unsuccessful and presented on-street parking difficulties.

It was also noted the KTC acceptance of the reduced numbers of Social housing units was in accordance with the view of the SCDC Housing Officer, and this will be included in the further letter.

Members were also informed that SCDC are putting on two planning seminars in April which 3 Town Council representatives can attend. The seminars are on Thursday 15th at Melton Hill and Thursday 22nd at Stratford St Andrew. Any members of P&D wishing to attend were asked to contact the Clerk to get further details.

Mr Klaschka and Mr Grimwood left.

11. Recreation and Amenities Matters

a. Roads, footways and footpaths Nothing to report.

Two members of the public left.

b. 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 6. Confidential Note regarding Item 7.a.i. of 8th June meeting and subsequent papers since publicity would prejudice commercially sensitive information, 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

c. Tenders for Rupert Fison improvements

d. Late items for information None.

12. Annual Town Meeting

Council were reminded of the date of the Annual Town Meeting and that an agenda had been issued to each Councillor in their meeting papers. They were also informed the format for presenting the accounts would change as accounts for 2009/10 would not be completed until the year end. Details of the imminent tax demand will be given.

13. Boundary Review

Council were informed the Boundary Review has been put on hold for SCC and the District Councils to try to come to an agreement as to the way forward. It was noted during the Review there had been three differing views across the County and this was unlikely to change.

14. Grange Lane

Council were informed work had commenced on the landscaping in Grange Lane as part of the improvement scheme. Hardscape works are expected to commence in April.

15. Kesgrave Allotment Association

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

16. Publication of Council meeting minutes in draft

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

17. Quality Status

a. Training Needs

SALC had held a bespoke training session at the KTC offices on 23rd of February. This had been attended by 10 representatives from Kesgrave and 5 from Rushmere St Andrew and all who had been present considered the evening to be very successful. Many points of interest were raised and it also highlighted that all Town and Parish Council work differently. The cost of the training is being divided proportionally between the two Councils.

18. Report from Clerk and Press Officer

1. The Clerk explained HMIC have recently caused SNT offices to hold monthly meetings to allow members of the public to decide on the priorities to be dealt with in the short term. However with the increased frequency the 12PT membership which is predominately Parish Councils has seen attendance decline. 12PT have now reached the conclusion that they will revert to meetings held every 3 months to deal with long term issues. The SNT will arrange and hold public community engagement meetings (PCEM) with the public and then hold meetings with representatives from appropriate organisations and agencies to progress the priorities identified.

Articles for inclusion in Kesgrave News will be:

FF – the final piece

MSG Pavilion open days, putting nearby residents minds at rest over intended uses

Draft minutes on the website

Additional training undertaken by Councillors

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

None.

20. Dates of the next meetings:

Town Council – Monday 12th April 2010 in the Council Chamber

Annual Town Meeting – Monday 22nd March at the Community Centre

The remaining member of the Public left the meeting and Council was able to then consider the following.

11. Recreation and Amenities Matters

c. Tenders for Rupert Fison improvements

The Council **agreed** to accept the quotation from John Sadler of £1,696.70, including VAT, to concrete an area to install noticeboard and cycle stands and to fill the redundant tree pit on Rupert Fison Square.

The Chairman closed the meeting at 11.10pm.

Chairman