

Minutes of the Annual meeting of the Kesgrave Town Council held on Monday 10th May 2010 at 7.15pm in the Council Chamber.

Present: Mr K Beecroft Mr P Mills

Mr A Comber Mrs S Ogden (District Councillor)

Mrs S Coupe Mr C Pryke

Mrs S Evans Rev R Spittle

Mr R Haskell Mr R Walkling

Mr G Lynch

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)

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

Mrs M Neale (District Councillor)

Mr M Grimwood (District Councillor) – arrived during item 12

Mrs P Brown (LHR)

4 Members of the Public, who left at various points in the meeting

1. Election of Chairman and Declaration of Acceptance of Office

Council **agreed** that Mr Beecroft be elected Chairman. Mr Beecroft signed the Declaration of Acceptance of Office.

2. Apologies

Mrs N Goodchild – illness

Mrs J Klaschka – illness

Mrs E Smith – family commitments

Mr S Hudson (County Councillor) – illness

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

Council **agreed** that Mrs Ogden be elected Vice-Chairman. Mrs Ogden 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. Council **agreed** the list be accepted for 2010/2011 en bloc. The updated list is attached at **Annex 1** to these minutes.

5. Declarations of Interest

Mr Beecroft declared a personal interest in item 12.b., Financial Matters, Payment to Kesgrave News being a photographer of the magazine, remained in the meeting and took part in consideration and discussion of the matter.

Mr Beecroft declared a personal interest in item 12.e, Financial matters, Expenses by and on behalf of the Chairman (Chairmans Allowance), being the Council's Chairman, remained in the meeting and took part in consideration and discussion of the matter.

Mr Comber declared a personal interest in item 12.a.viii., Farmers Market, being a Director of the Rupert Fison Centre, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Evans declared a personal interest in item 13.e, Re-consultation on proposals for Adastral Park, being an employee of BT, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 13.e, Re-consultation on proposals for Adastral Park, her husband being an employee of BT, remained in the meeting and took part in consideration and discussion of the matter.

6. Minutes of the last regular meeting held on 12th April 2010

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

7. Matters arising

a. Annual Town Meeting Councillors were informed the Baptist Church hall has been booked for the meeting to be held on 28th March 2011.

b. Late items for information Mrs Ogden stated in her opinion the wording of the article on candidates and their profiles published in Kesgrave News exceeded the Council's remit. The Clerk apologised if the article could be misinterpreted and although the copy date has now passed will enquire of the Editor if clarification can be placed in the June issue. It was agreed if this is not possible the matter should not be included in the Council submission for July.

8. 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 9. 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 22. on the agenda.

The following item was taken after Item 22 and is minuted there.

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

10. Chairman and Vice Chairman Reports

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

The Vice Chairman reported she had attended a meeting with Environmental Health Officers regarding the private sector grants and housing benefits.

An adjournment was declared:

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

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

– views expressed in the Chairman's report regarding District Councillors decisions on planning. She assured Council each application is dealt with individually and on its own merits;

- the extremely successful Fun Run and plans to extend the event in 2011. Council expressed their thanks to Mrs [McCallum](#) and her Committee for organising such a successful community event.

Mrs Ogden, as District Councillor, reported:

– on the services provided by Anna Martin, the Business Energy Advisor employed by SCDC, who can carry out a heat and energy audit free of charge. The Clerk will make contact to arrange an audit for the Council Office and the MSG pavilion.

Mrs Neale, District Councillor, reported:

- SCDC are promoting information regarding what to do in an emergency;
- the 2010 summer holiday activities brochure is now available;

She also asked for Council's support regarding the Town Plan Steering Group decision to only make a few hard copies of the Town Plan available. She considered this would mean many residents, especially the elderly, would be unable to access the information.

– to allow members of the public to speak

Mr Bradbrook, Chairman of the Kesgrave Allotment Association, reported a plant sale is to be held on Saturday 15th May at the Rupert Fison Centre. A poster advertising the event will

be made available for display in the RFC noticeboard.

Mrs Pollington of Evans Drift informed Council of the ongoing problem of anti social behaviour outside her property and that this had been made a Priority for the SNT team at a meeting held earlier that evening. She asked if she would be allowed to erect a high level fence. The Clerk advised her Council are only consultees in the planning process, and SCDC as the planning authority, will be able to offer the correct advice. The Clerk will forward the necessary contact information via email to Mrs Pollington.

11. Notices and Correspondence

a. Other Items for Discussion

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

Notification was received from SCDC that because of reduced income, not only from fees and charges but also from Government grants, a review of all services in the District has been undertaken. As a result the following service changes have been made:–

5.D. payments made to organisations in respect of the recyclable materials collected from “bring sites” will be reduced;– a charge will be made for additional litter collections in excess of the normal weekly collections;– the grass cutting regime will be reduced from 17 cuts per year to 14 cuts per year.

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 3** to the permanent copy of these minutes.

b. Councillor Representative Reports None.

Mrs [McCallum](#) and Mrs Neale left.

c. Police Matters report

1 Members had been issued with a report from Pc Kay Hammond and this is held on file.

2 The quarterly report submitted by PCSO Glynn Bown, was highlighted to Council and is held on file.

12. Financial Matters

a. Draft Minutes of the last Committee meeting held on 26th April 2010 were issued to Councillors and are attached at **Annex 4** to the permanent copy of these minutes.

i. Effectiveness of Internal Audit and Appointment of Auditor Council **agreed** the F&R recommendation that Mr Hammond be appointed IIA for a further year.

Consideration was also given to a rota of Councillors to undertake one visit per month to carry out a paper trail of a single transaction of their choice. All **agreed** to participate and the Clerk will draw up a rota.

Mr Grimwood arrived.

ii. End of year accounts A copy of the 2009/2010 accounts had been issued to each Councillor and is attached at **Annex 3 to the F&R minutes which are attached at Annex 4** to the permanent copy of these minutes. Council **approved** the Accounts. The Chairman and Clerk, as Responsible Finance Officer, signed the documents accordingly. Council also approved the Overview of the Statement of Accounts which in previous years would have been presented at the Annual Town meeting. It was agreed the document as attached at **Annex 5** to the permanent copy of these minutes will be placed on the website.

The Clerk explained there is an excess of £7,000 over and above the amount anticipated at the time of the budget. She suggested this sum be transferred to a Reserve Fund, but will put this to Members later in the meeting. **Later:** It was **agreed** this sum be transferred to the Photocopier Reserve Fund.

iii Emergency expenditure limit Members were informed that F&R regulations had stated the Clerk may incur expenditure, on behalf of the Council, in an Emergency up to a limit of £250 which was agreed was not practical. To reflect a more feasible and operable regulation a new paragraph wording was **approved** and the specific page of the regulation had been issued in Members packs. This is attached at **Annex 6** to the permanent copy of these minutes.

iv. 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 12.a.v Staff, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 22 on the agenda.

The following item was taken after item 22 and is minuted there.

v. Staff (F&R item 14.i.a.)

vi. 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 12.a.vii. Financial Matters, Office Equipment (F&R item 19) since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow Item 22 on the agenda.

The following item was taken after item 22 and is minuted there.

vii. Office Equipment (F&R Item 19)

viii. Farmers Market (F&R item 22) Mr Comber explained that as a result of investigations it would be necessary to employ a Manager to oversee the monthly Farmers Market to be held on Rupert Fison Square. It was suggested a self-employed person be appointed to carry out the organisation and running of the Market with financial matters being dealt with by KTC. Council **agreed** the working party should progress this proposal.

b. Receipts and Payments Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at **Annex 7** to the permanent copy of these minutes. With the exception of the payments to Mrs Francis and Mrs Bennett which were to be considered at Item 12.a.v. Council **agreed** the Receipts and Payments be accepted with no further discussion and settlement of the accounts was approved. **Later:** It was agreed the ex gratia payments be awarded to Mrs Francis and Mrs Bennett.

c. Transfer between accounts The half yearly Precept having been received Council **agreed** a transfer of £74,000 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
Recycling Credits	168.40	To RFC
Photocopier Rental	3,073.00	From Photocopier

e. Expenses by and on behalf of Chairman (aka Chairman's Allowance) Council **agreed** the £500 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.

f. Late items for information None.

A second adjournment was declared and the Chairman invited Mr Grimwood to speak

Mr Grimwood apologised for his late arrival which was because of family commitments. He informed Council:

– of a site visit he had been made in the north of the District to view a wind turbine. He considers this successful installation could have a significant effect on applications elsewhere;

– he has not yet had time to investigate the issue of the advertising board at Bell Lane/A1214 junction and the lack of action taken by the Planning Authority, but will make enquiries in the near future.

The meeting was reconvened

13. Planning and Development Matters

a. Election of Chairman The Members of the Planning and Development Committee **agreed** Mr Mills be elected Chairman.

b. Election of Vice Chairman The Members of the Planning and Development Committee

agreed Mr Haskell be elected Vice Chairman.

c. Planning applications received since 9th April 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 8 to the permanent copy of these minutes. Those plans for which comment was required were displayed and further comments were invited, but none were made.

d. Street naming None.

e. Re-consultation on proposals for Adastral Park Members were advised following the Planning Forum at SCDC and a request from Martlesham Parish Council, SCDC are to re-consult on the Adastral Park planning application under the Core Strategy rather than the Local Plan. No KTC comments will be made.

f. Late items for information None.

Mr Grimwood left.

14. Recreation and Amenities Matters

a. Election of Chairman The Recreation and Amenities Committee **agreed** Mr Comber be elected Chairman.

b. Election of Vice Chairman The Recreation and Amenities Committee **agreed** Mrs Ogden be elected Vice Chairman.

c. Roads, footways and footpaths Notification had been received of a road closure on Playford Road and the alternative routes in Kesgrave between 28th June and 9th July.

d. Late items for information It had been agreed the annual event at Cedarwood Green would take place on 11th August, however the SCDC week of activities has been arranged for 25th. SCDC are needed to conduct the basket-ball tournament and the Scouts are needed for the other activities of refreshments, music and arts. As the Scouts are not available for the 25th and SCDC will be elsewhere on the 11th it had been reluctantly agreed not to hold the KTC event this year. However, PCSO Glynn Bown is keen to put on a tournament with the help of colleagues and KHS staff. The Scouts are prepared to support this event on the 11th August by supplying refreshments and Council staff will also be in attendance. Council therefore **agreed** to offer what support they can in the form of the medals left over from 2009, a trophy, and to ensure the Scouts are not at a financial loss.

Mrs Francis reported a second successful session had been held by the re-formed Conservation group, KCG, at Pergola Piece with more clearance achieved.

The letter sent, following last months meeting, to Taylor Wimpy regarding the rubbish clearance needed in Fentons Wood has not been acknowledged. Council agreed the Clerk will write again suggesting the work will be carried out by the Council handyman and the developer charged for the work. An estimate will be sought first from the Council handyman.

15. Election of Finance and Resources Chairman

The Finance and Resources Committee **agreed** Mr Comber be elected as Chairman.

16. Chairman's Annual Reception

The issue of holding a Chairman's reception was considered and Members were agreed this serves a very positive function enabling networking with neighbouring parishes on an informal basis. The venue of All Saints Church in 2009 had proved most successful and a date will be sought with the Church administrator for a 2010 date.

17. Councillor Vacancy

The statement of nominations has been received with two candidates offering themselves for election. The notice has been placed in the noticeboard at RFC. Council **agreed** polling cards should be issued to alert residents of the opportunity to vote on 3rd June.

18. Grange Lane

Works continue in Grange Lane on the southern side, progressing from west to east.

19. Kesgrave Allotment Association

Nothing to report.

20. Quality Status

a. Training Needs Members were reminded the F&R Committee have agreed the SALC list of courses be considered again later in the year. With a new Chairman now in place at Martlesham the Clerk will contact both neighbouring Councils to ascertain if they wish to join in a bespoke session, which had proved very successful earlier in the year.

A retrospective debate was to have been held in February but did not taken place. It was agreed a date will be discussed at the June meeting. Members asked if Mrs Evans would be prepared to continue to lead these sessions and she agreed to do so.

21. Report from Clerk and Press Officer

1. The quarterly report from Glynn Bown, the KTC match funded PCSO, had included mention of the opportunity for the Town Council to contribute questions to the electronic survey he will be putting to KHS pupils. This will be an ideal method of asking for these young people's opinions in a controlled environment. The survey will be undertaken in the Autumn term and it was agreed Members will consider questions they wish to submit for

inclusion at their July meeting.

2. The Steering Group are hosting a meeting to launch their Town Plan at the Community Centre on 28th May.

Mrs Ogden suggested Council might wish to consider some action in support of Mrs Neale's comment in the adjournment. Members agreed it is unfortunate the Town Plan website is not up to date, does not give the date for the May meeting and the decision to only issue hard copies on request was not helpful, particularly to the elderly. The Clerk was instructed to write to the Steering Group Chairman, with a copy to Mrs Klaschka who is the Town Council representative of the group, asking for a hard copy of the plan for the Council, suggesting that District and County Councillors should be issued with hard copies also and if a number could be made available offering the Council premises as a collection point for hard copies for residents.

Articles had been submitted for inclusion in Kesgrave News on:

- Page 3 The Chairman's reply to a query from young people about facilities in the Town
- Cycle paths Senior Citizens Outing
- Black sacks
- A short piece to accompany the photo of Glynn Bown (PCSO) and his colleague with their award.

Although the deadline for copy had passed the Clerk will also ask if a short piece with regard to the work by Anglian Water and a correction to the article with regard to the Kesgrave election would be accepted.

22. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion (To be notified to the Clerk by 12.00 noon on the day of the meeting)

None.

The remaining members of the Public left and Council were able to consider the following

9. 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 April meeting which needed consideration. The debate which followed is minuted, as before, as a confidential note and is held on file.

12. Financial Matters

a. Draft Minutes of the last Committee meeting held on 27th April 2009

v. Staff (F&R item 14.i.a.) Council **agreed** the recommendation by the F&R Committee that

ex gratia payments be awarded to Mrs Francis in recognition of the 1.5 hours on average worked over the year and to Mrs Bennett in recognition of 0.75 hours worked.

Members attention was also drawn to the item on succession planning. In particular, information is being gathered in order for consideration to be given to the employment of a Staff member to deal solely with the financial aspects of the Council's work.

vii Office Equipment (F&R Item 19) Council had been issued with a copy of the confidential document which is held on file explaining the situation with regard to the photocopier agreement. Following the F&R meeting, papers have been forwarded to SALC for them to seek legal advice on Councils behalf. The Clerk updated Members on recent email correspondence with the supplier and it was agreed until comment had been received from SALC that no further action should be taken. However consideration will be given to contacting the loan company and the opinion was expressed it may be more expedient in due course to have dialogue with the solicitors direct.

23. Date of next meeting – Monday 14th June 2010 in the Council Chamber.

The Chairman closed the meeting at 10.03pm.

Chairman