

## *Kesgrave Town Council*

Minutes of the meeting of the Kesgrave Town Council held on Monday 12th March 2012 at 7.15pm in the Council Chamber.

**Present:**

Mr M Azmoodeh	Mr P Miller
Mr N Beecroft	Mr P Mills
Mr A Comber	Mr J Ogden
Mr D Fairbrother	Mrs S Ogden (Chairman & District Councillor)
Mrs N Goodchild	Mr C Rayworth
Mr G Lynch (District Councillor)	

**In attendance:** Mrs V R Read (Clerk to the Town Council)  
Mrs L Bennett (Administrative Assistant)  
Mr C Hudson (County Councillor)  
Mr M Grimwood (District Councillor)  
Mrs D McCallum (District Councillor)  
Sgt G Campbell-Barr  
1 Member of the public

### **1. Apologies**

Mr M Amoss – work commitments  
Rev R Spittle– work commitments  
Mrs J Klaschka – illness  
Mrs J Francis (Deputy Clerk to the Town Council) – family commitments  
Mr S Hudson (County Councillor)  
Mrs M Neale (District Councillor)

### **2. Declarations of Interest**

Mr Ogden declared a personal interest in item 6.a.7.d. Notices and Correspondence, request from Deben Archery being a friend of the applicant and remained in the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a personal interest in item 7.a.i. Finance and Resources, Receipts and Payments, being married to the recipient and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a personal interest in item 7.a.i. Finance and Resources, Receipts and Payments, being related to the recipient and remained in the meeting while consideration and discussion of the matter took place.

Mr Comber declared a personal interest in item 8.a.iii. Planning matters, applications received to which there are no objections, C12/0335, Alberta Close, being a friend of the applicant and remained in the meeting while consideration and discussion of the matter took place.

Mr Comber declared a personal interest in item 8.a.iii. Planning matters, applications received to which there are no objections, C12/0362, Scout Headquarters, being a Member of the Scout Group and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a personal interest in item 8.a.iii. Planning matters, applications received to which there are no objections, C12/0362, Scout Headquarters, being a hirer of hall and remained in the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a personal interest in item 8.a.iii. Planning matters, applications received to which there are no objections, C12/0362, Scout Headquarters, being the manager of a near neighbour property and remained in the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a personal interest in item 8.a.iii. Planning matters, applications received to which there are no objections, C12/0335, Alberta Close, being a friend of the applicant and remained in the meeting while consideration and discussion of the matter took place.

Mr Rayworth declared a prejudicial interest in item 8.a.iii. Planning matters, applications received to which there are no objections, C12/0362, Scout Headquarters, being the agent for the applicant but remained in the meeting there being no discussion on the matter.

Mr Comber declared a personal interest in item 9.b. Kesgrave Market, being a Director of Rupert Fison Centre and a Member of the Scout Group, and remained in the meeting while consideration and discussion of the matter took place.

Mrs Goodchild declared a personal interest in item 9.b. Kesgrave market, being a Stall holder and remained in the meeting while consideration and discussion of the matter took place.

Mr Lynch declared a personal interest in item 15. Mr Amoss' extended leave of absence from meetings being a friend and remained in the meeting while consideration and discussion of the matter took place.

### **3. Minutes of the last regular meeting held on 13th February 2012**

The minutes having been issued, were taken as read, and with an addition to Mrs McCallum's report in the adjournment were approved and signed by the Chairman.

### **4. Matters arising**

**a. Provision of Fido bins** Following the complaint at the February meeting enquiries had confirmed the regular Suffolk Coastal Services operative has been on long term sick leave which has led to some errors in the emptying of fido bins. However 2 non-retrievable bins have been ordered for Long Strops at the southern end of Curtis Way and also at the junction of Ropes Drive and Century Drive East. The bins removed from these locations will be used to replace others elsewhere when appropriate.

### **5. Reports from Chairman and Vice Chairman:**

The Chairman reported on the recent BMX meeting at Martlesham. Positive progress continues with the project. The young people have formed a user group and drawn up their own Terms of Reference, and a number of local police will be helping with digging the tracks.

The Vice Chairman, not being present, there was no report.

---

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

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

Mr C Hudson, County Councillor, explained he has:

- made some decisions regarding Locality Budget funding;
- visited Kesgrave High School which he found very interesting;
- attended a very informative Better Broadband Seminar;
- will be attending a meeting regarding how the Locality Budget funding might be distributed differently and asked for feedback. Council believed the current method for determination, which enables many local organisations other than the Council to access funding, works well.

Mr Grimwood, District Councillor:

- is to substitute for Mrs Ogden at the Policy and Development Committee meeting;
- stated the Greenways meeting in March has been postponed.

Mr Lynch, as District Councillor

– had attended an Audit and Governance Committee meeting. The in-house Auditors have now been replaced by Ernst and Young who will fulfil the function until 2017.

Mrs McCallum, District Councillor, reported she had attended:

- the Sizewell C briefing. She explained if this goes ahead there will be many opportunities for employment. Local schools and colleges are being encouraged to lay down the education needs necessary for current young people to be in a position to take advantage of this.
- the opening of the Children's Centre in Bell Lane. She has offered two parking spaces for staff at The Bell to alleviate the parking difficulties envisaged. Although the Centre has 250 families on their books, many of their activities take place elsewhere so only approximately 25 families will use Bell Lane.

Mrs McCallum, as a Music Festival Committee Member, was able to inform Council the Festival this year would be entering the day with only a £300 shortfall, so the offer of underwriting is unlikely to be taken up. She thanked the Council for offering to under-write the Festival as this had been very encouraging for the Committee to be recognised for their efforts in this way and had had a beneficial effect on morale.

Mrs Ogden, as District Councillor, explained

- Cabinet had very carefully considered the application from Kesgrave High School for a grant from the Sports Space fund and the comments made by the Town Council. The school have been encouraged to seek funding elsewhere. However £20k had been granted, £15k less than had been requested. It is hoped the school will now be in a position to free up space for local teams.
- the allotment group have been in touch over various issues as they make progress in their endeavours;
- she had a very interesting day at BT, and mentioned the progress being made over access to the internet via televisions which will be more easily accepted by senior citizens and make access available to families without computers.

– **to receive Police Matters reports**

Sgt Campbell-Barr drew Members attention to some items of particular interest within the following reports which are held on file:

- 1 Kesgrave Crime report.
- 2 12PT monthly report.

In answer to a question on how the possibility of a skateboard park at Police HQ is progressing Sgt Campbell-Barr reported this is being considered.

– **to allow members of the public to speak:**

The member of the public did not wish to speak

---

## 6. Notices and Correspondence

### a. Items for discussion

The following items were brought to Members' attention: –

- 1.D. Community Magazines, where no issues were raised by Members.
- 2.D. A newsletter from Barnes Construction updated the information on progress of the construction. An invitation to have a site visit in April had also been received. Several members indicated they would like this to be arranged.
- 4.D. A request from the Music Festival Committee explained if underwriting is not required the Committee would like to donate some of the funds raised locally. They asked for a letter of support from KTC for the All Saints Youth Worker post as this could be considered to be an ideal project to benefit. **Later:** This was not needed as the Committee decided not to nominate this as a beneficiary.

- 5.D. The Town Council copy of the signed new Service Level Agreement for the match funded PCSO has been received.
- 7.D. A request for a letter of support from the Junior Deben Archery Club was considered. It was agreed the Clerk will liaise with Martlesham Parish Clerk over a letter of support regarding the Clubs application to SCDC for grant funding for equipment. Council believe this to be a Youth organisation which should be supported and will consider grant funding if Martlesham also consider doing so.

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

- b. **Councillor Representative Reports** Mr Rayworth and Mr Ogden reported on their attendance at the Neighbourhood Planning Seminar and this is further reported at Item 8.c.

## 7. Financial Matters

- a. **Receipts and Payments** Copies of the statements of Receipts & Payments were made available for each Councillor and are attached at **Annex 2** 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 £9,750 be made from the Instant Access Account to the Ordinary Account.

### c. Transfer of Reserve Funds

Product/Service	Amount	Reserve Fund
Spark grant	400.00	To Youth Club
2012 Donation	500.00	To 2012 Celebrations
Youth Club session 31/01/12 & 02/02/12	73.85	To Youth Club

- d. **Donation to Friends of Aldeburgh Community Hospital in memory of John Gibbs** This item was taken after Item 13b. and is minuted there.

### e. Office Equipment

- i. **Statement on the situation** The Chairman read the following statement to Council.

The Town Council wish to explain they have been the target of a service mis-selling. A firm offered a photocopier with a maintenance support payments to offset the lease payments. This appeared to be a suitable and acceptable deal however it has proved not to be the case. The Council took legal advice including Counsel Opinion but the situation was not clear cut enough to make litigation a sensible way forward. The Council have since contacted the Finance Company which the photocopier firm had used and have negotiated a without prejudice offer with them of much reduced payments. The contract to which the Council are committed runs for a further 3 years and these reduced costs will be made from Reserve funds with repayments to these from savings over a longer period.

Unfortunately this situation is not unique; many individuals and organisations are caught by scams, emails and firms operating dubious practices. In this case as the Town Council does not have the resources to have a legal team at their disposal this situation was not identified immediately. Stringent precautions are being put in place to guard against similar occurrences.

- ii. **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 7.e.iii, Financial Matters, Office Equipment, Information request, since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow item 17 on the agenda.

The following item was taken after item 17 and is minuted there.

- iii. **Information request**

**f. Late items for information** The Internal Independent Auditor has made his last visit accompanied by his replacement. The outgoing Auditor will need to sign the Audit form in due course and a letter of thanks will then be written on behalf of the Council. Mr Mills reminded Members to check when they are expected to perform their own Internal Audit.

## **8. Planning and Development Matters**

**a. Planning applications received since 10th February 2012** The list of planning applications where comment was required, those which were not contentious and the decisions received, had been made available for each Councillor and is attached at **Annex 3** to the permanent copy of these minutes.

**b. SCDC Area classification** Nothing to report.

**c. Late items for information** Mr Rayworth's written report on the Neighbourhood Planning Seminar is attached at **Annex 4** to the permanent copy of these minutes. P&D Committee Members were also issued with a photocopy of a booklet issued by CPRE in partnership with NALC on Neighbourhood Planning and a copy of the document (A plain English guide to the Localism Act) provided by Mr Ogden will be also made available. The Clerk will liaise with Mr Mills on a meeting date for the Committee to consider the documents and for them to make a recommendation to Full Council on how to proceed.

Mrs McCallum offered to provide further information at the next Council meeting which was readily accepted. This will be in written form as Mrs McCallum will be unavailable on the 16th April. **Later:** Mrs McCallum also offered to attend the P&D Committee meeting.

**Mrs McCallum and Mr Grimwood left.**

## **9. Recreation and Amenities Matters**

**a. Roads, footways and footpaths** None.

**b. Kesgrave Market** Council were informed the feed back from the February market had been extremely good; Duncans bakery was particularly welcome. Another new stall will be present in March and there will be more stall holder offers in April. Mr Beecroft, Mrs Goodchild and Mr Miller agreed to help Mr Comber and Mrs Camilleri set up on Friday evening.

Posters will be emailed to all Members to display as appropriate.

The Clerk apologised for not providing the monthly report as had previously been agreed.

**c. 2012 Celebrations** A meeting was held on 7th March and decisions on posters, tickets and other documents has been made. Family tickets priced at £5 and race forms will be available from the beginning of April from the three primary schools, The Bell Inn, 2<sup>nd</sup> Stop Shop and the Council Offices.

It was suggested money put aside by Council as a Reserve fund for the Jubilee might be spent on something permanent within Rupert Fison Square to mark the occasion. Various thoughts were put forward and Members will make some investigations on costs involved to be discussed at the April meeting.

**d. MSG Ground Maintenance** The debate on this issue was deferred at the February meeting but the Clerks have since met with the Kestrels and a further postponement has been agreed. The issue will now be discussed at the April meeting when the Kestrels will have been able to put together their presentation on ideas for this area.

**e. Late items for information** Council were informed the Committee meeting due to be held on 19th March had been cancelled as there is insufficient business to justify a meeting.

Mrs Bennett reported the Ipswich Borough Graffiti team have visited the area. It has been agreed they will deal with the plethora of graffiti around the Town at a maximum cost of £350. Disclaimer forms are necessary from residents whose property will be treated and these will be obtained by the KTC staff before work commences.

#### **10. Annual Town Meeting**

Members were reminded the Annual Town Meeting will be held on March 26th in All Saints Church Hall starting at 7.15pm, and all were encouraged to attend. The Agenda had been issued the previous week.

#### **11. Council in the Classroom**

A number of Councillors having expressed interest in the Council in the Classroom project, a run through exercise was held in February. Mr Welch from Martlesham Parish Council also attended as the first CitC session is to be held at Gorseland School. A date has been arranged for 30th March when Mr K Beecroft will lead the team of Mr Ogden, Mr Rayworth, Mr Welch and Mrs Bennett.

#### **12. Divestment (previously listed as 'The Big Society')**

**a. Youth Club Provision** A meeting was held between representatives of the Youth Club Support Group, Suffolk County Council and Kesgrave High School at the end of February. A short article is to be placed in April Kesgrave News explaining the need to find alternative accommodation by the beginning of 2014.

**b. Library Provision** Nothing further to report.

**c. Late items for information** None.

#### **13. Policy Documents**

Council considered the draft Policy documents which had been forwarded with the agenda.

**a. Underwriting Community Events**

**b. Donations to Charity in memory of past and serving Councillors**

With an addition to the Donations to Charity document both Policies as attached to the permanent copy of these minutes at **Annex 5 and 6** were **agreed**.

Council were then able to consider the following item.

#### **7. Financial Matters**

**d. Donation to Friends of Aldeburgh Community Hospital in memory of John Gibbs** With the Policy now adopted on Donations to Charity in memory of past and serving Councillors Council agreed a donation of £30.00. A cheque was therefore added to the payments listed.

#### **14. Town Council Vacancy**

Following the resignation of Mr Bridgeman no poll was demanded and Co-option can therefore be considered. An article has been submitted for inclusion in April Kesgrave News seeking volunteers to fill the vacancy and any short profiles received will be issued to Members to be considered at the April meeting. This will enable the Co-opted Member to join the Council at the Annual Town Council Meeting

in May.

**15. Resolution regarding Mr Amoss' extended leave of absence from meetings**

The Clerk read an email to Council from Mr Amoss for Councillors consideration. It was noted that Mr Amoss had provided KTC with very essential information and help over a period of time with regard to the office equipment issue for which Council were extremely grateful and agreed they would not wish to lose his considerable expertise. **Council resolved that Mr Amoss' reasons for non- attendance be accepted and his leave of absence be extended for a further 6 months if required.**

**16. Report from Clerk and Press Officer**

Articles submitted for inclusion in February Kesgrave News are:-

Page 3	Jubilee Celebrations
Others	Co-option opportunity
	Kesgrave Market
	Minutes on the website
	Youth Club

The Clerk explained that with the agreement of the Chairman she has suggested the Council will be pleased to see the 2012 Celebration Committee article taking page 3 in April if the Editorial Team think it suitable.

It was also noted the article on dog fouling had received several complimentary comments.

**17. To receive any such other communications or matters of sufficient urgency that the Chairman will allow for discussion.**

None.

**The remaining Members of the Public left the meeting and Council were able to consider the following:-**

**7. Financial Matters**

**g. Office equipment**

**iii. Information request** Members were issued with completed copies of the information request from the Insolvency Agency with regard to the firm with which the Council had held a leasing agreement. They agreed the responses suggested and a copy is held on file.

**Date of next meeting:**

– **Monday 16th April 2012, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 8.48pm.

**Chairman**