

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th May 2012 at 7.15pm in the Council Chamber.

Present: Mr N Beecroft Mr J Ogden
Mr A Comber Mrs S Ogden (Chairman and District Councillor)
Mr D Fairbrother Mr C Rayworth
Mr G Lynch (District Councillor) Rev R Spittle
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 (Admin Assistant to the Town Council)
Mr C Hudson (County and District Councillor) – arrived 7.20pm
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
Mrs M Neale (District Councillor)
PCSO M Sarbutts, Kesgrave Safer Neighbourhood Team
3 Members of the public

Mrs S Ogden took the Chair for the following item.

1. Election of Chairman and Declaration of Acceptance of Office

Council **agreed** that Mrs Ogden be elected Chairman. Mrs Ogden signed the Declaration of Acceptance of Office and took the Chair.

2. Apologies

Mr M Amoss – work commitments
Mr M Azmoodeh – family commitments
Mrs N Goodchild – illness
Mrs J Klaschka – illness
Mr P Miller – illness
Mr S Hudson (County Cllr)

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

Council **agreed** that Reverend Spittle be elected Vice Chairman. Reverend Spittle signed the Declaration of Acceptance of Office.

Mr C Hudson arrived.

4. Appointment of Committee and Council Representatives

A list of Committee and Council Representatives had been issued to Councillors. With minor additions Council **agreed** the list for 2012/2013. The substantive list is attached at **Annex 1** to these minutes.

Mrs Ogden stated she is happy to remain as BMX representative on the Operational Team and will attend meetings whenever possible, although this may sometimes be difficult because of other commitments.

5. Declarations of Interest

Mr Comber declared a personal interest in item 10.a.vi., Financial Matters, Kesgrave Market, being a Director of Rupert Fison Centre and Kesgrave Scout Group leader, and remained in the meeting during consideration and discussion of the matter.

Mr Comber declared a personal interest in item 10.b, Financial Matters, Receipts and Payments, being the Town Council webmaster, and remained in the meeting during consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 10.b, Financial Matters, Receipts and Payments, being a recipient, and remained in the meeting during consideration and discussion of the matter.

Mrs Ogden declared a prejudicial interest in item 10.e, Financial matters, Expenses by and on behalf of the Chairman (Chairman's Allowance), being the Council's Chairman, and left the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a personal interest in item 10.e, Financial matters, Expenses by and on behalf of the Chairman (Chairman's Allowance), being the son of the Council's Chairman, and remained in the meeting while consideration and discussion of the matter took place.

Mr Comber declared a personal interest in item 12.e, Kesgrave Market, being a Director of Rupert Fison Centre and Kesgrave Scout Group leader, and remained in the meeting during consideration and discussion of the matter.

Mr Lynch declared a personal interest in item 12.f. 2012 Celebrations, being a member of the working group, and remained in the meeting while consideration and discussion of the matter took place.

Mr Mills declared a personal interest in item 12.f. 2012 Celebrations, being a member of the working group, and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a personal interest in item 12.f. 2012 Celebrations, being a member of the working group, and remained in the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a personal interest in item 12.f. 2012 Celebrations, being a member of the working group, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a personal interest in item 12.f. 2012 Celebrations, being a member of the working group, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a personal interest in item 14, Chairman's Annual Reception, being the Church Incumbent and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a personal interest in item 16.a, Youth Club Provision, being a Youth Worker employer and remained in the meeting while consideration and discussion of the matter took place.

6. Minutes of the last regular meeting held on 16th April 2012

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

7. Matters arising

None.

8. Reports from 2011/2012 Chairman and Vice Chairman

The Chairman reported she had attended a very interesting ANZAC Day, at Southwold, which had resulted in a valuable networking meeting.

The Vice Chairman had nothing to report.

An adjournment was declared:

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

Mr C Hudson, County Councillor, reported on:

- bogus callers;
- complaints from residents regarding the location of street lighting which he will investigate and
- complaints from residents regarding bus routes which are being investigated. He also reported there is to be an increase in bus frequency.

Mr Grimwood, District Councillor, reported this month he will be attending Committee meetings for DC Sub, Licensing and Full Council.

Mr Lynch, District Councillor, reported:

- he had attended an LDF meeting and Rights of Way training;
- the Grants Task Group meeting had given donations to Youth Clubs in the District and he suggested the Kesgrave Youth Forum may wish to consider applying for a similar grant at the next session, to be held in the Autumn.

Mrs McCallum, District Councillor, reported:

- on the recent increase in the number of applications being received from camp sites, indicating tourism is rising locally;
- 329 runners had competed in the 5K fun run this year. With the increase in numbers it is hoped the event will continue to grow. She also expressed thanks to the positive presence and attitude shown by PCSO Sarbutts during this event.

Council expressed their thanks to Mrs McCallum and her Committee for organising such successful community events.

Mrs Neale, District Councillor reported:

- on concerns at the recent announcement by the Primary Care Trust of their intentions to close the minor injuries unit at Riverside clinic;
- she had attended a recent conference where four of the biggest local employers had given a very useful insight into how their business's work;
- she had attended a seminar hosted by Eric Pickles MP;
- a new pilot recycling scheme is to be announced for textile collection;
- on the application received for an indoor skate park at Martlesham;
- concerns had been raised regarding the apparent curtailing of dogs being allowed on the Millennium Sports Ground. Council advised Mrs Neale of the outcome of the debate at the April meeting which can be found on page 298, at item 10.d;
- funds of £50,000 had been made available to promote responsible dog ownership. She felt it would be a positive step if a group or partnership organisation applied for funding. Mr Beecroft stated he would be willing to get involved in this project.

Mrs Ogden, as District Councillor, reported:

- the LDF Core Strategy has now been forwarded to the Inspector;
 - she had attended a meeting at the police headquarters, which looked at the role of the Police and Crime Commissioner;
 - highlighted the problems created by drug use in the area, and the need for everyone to be vigilant and report any suspicious activity to the police, in the knowledge all reports are dealt with confidentially.

– **to receive Police Matters reports**

PCSO Sarbutts drew Member's attention to some items of particular interest within the following reports which are held on file:–

1. 12PT monthly report.

2. Kesgrave Crime report.
- **to allow members of the public to speak**

Mrs McCallum, as a member of the public raised her concerns regarding the PIC at Martlesham, where detainees are being released straight back into the local community, rather than being returned to where they were arrested. Both PCSO Sarbutts, and Mrs Neale, as the Community Safety Portfolio Holder agreed to investigate this further. Following discussion, Council instructed the Clerk to write to the Police in support of the concerns highlighted and the effect it has had on numerous local residents and businesses. **Later:** This letter was addressed to Chief Inspector Paul Sharp.

9. Notices and Correspondence

a. Items for discussion

The Deputy Clerk brought the following items to Members' attention:-

1.D. Community Magazines, where no issues were raised by Members.

5.D. Members were advised of the Kesgrave Good Neighbour meeting to be held on the 23rd May at the Community Centre. This scheme had been launched at the Annual Town Meeting in March.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 2** to the permanent copy of these minutes.

b. Councillor Representative Reports

Mr Ogden had attended a Parish Liaison meeting on the 24th April. His written report is held on file.

10. Financial Matters

a. Draft Minutes of the last Committee meeting held on 30th April 2012 were issued to Councillors and are attached at **Annex 3** to the permanent copy of these minutes. In the absence of Mr Miller, the Clerk brought the following items to Members attention:-

i. Effectiveness of Internal Audit/Appointment of Auditor (F&R Item 5.iii) Council **agreed** the F&R recommendation that procedures are effective and were reminded that Mr Farthing has been appointed as IIA.

Councillors were also reminded of the rota initiated two years ago. Not everyone has been able to undertake their audit and F&R have agreed a new rota should be drawn up of volunteers and that in future a report will be made each month by the Councillor who has performed the Audit and Council will be reminded who is next due to attend.

ii. End of year accounts (F&R item 8.i) A copy of the 2011/2012 accounts had been made available for each Councillor and is attached at **Annex 2 to the F&R minutes which are attached at Annex 3** to the permanent copy of these minutes. Council **approved** the Accounts. The accounts were signed by the Chairman and Clerk, as Responsible Finance Officer.

A. Audit Forms for signature A draft of the answers for the External Audit form was made available for each Councillor and was **agreed**. The form was then completed, and signed by the Chairman and Clerk, as Responsible Finance Officer. A copy is attached at **Annex 4** to the permanent copy of these minutes.

iii. 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 10.a.iv. Financial Matters, Staff 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.

iv. Staff (F&R item 14) iii

v. **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 10.a.vi. Financial Matters, Kesgrave Market** since publicity would prejudice staff confidentiality and commercial sensitivity, 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.

vi. **Kesgrave Market (F&R item 17)**

vii. **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 10.a.viii. Financial Matters, Millennium Sports Ground Maintenance Contract 2012/2013** since publicity would prejudice commercial sensitivity, 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.

viii. **Millennium Sports Ground Maintenance Contract 2012/2013**

b. **Receipts and Payments** Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 5** 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 £96,300 be made from the Ordinary Account to the Instant Access Account; this comprised £80,000 on 30th April and a further £16,300 to be transferred on the 15th May.

d. **Transfers to/from Reserve funds in May 2012**

Product/Service	Amount	Reserve Fund
Spark grant	400.00	To Youth Club
Christian Family Church	50.00	To Youth Club
Youth Club session 27 & 29/03/12	61.30	To Youth Club
Safety Equipment	248.75	From SNT
Makro/Mrs Smith	133.24	From Youth Club
2012 Medals	185.20	From 2012
2012 Entertainer	165.00	From 2012
2012 Race packs/Mrs McCallum	135.95	From 2012
2012 Insurance	74.20	From 2012

Mrs Ogden left the room and Rev Spittle took the Chair for the following item.

e. **Expenses by and on behalf of Chairman (aka Chairman's Allowance)** Council **agreed** the £250 Chairman's Allowance, which includes some contribution towards the Annual Reception, as budgeted.

f. **Late items for information** None.

11. Planning and Development Matters

a. **Election of Chairman** The Planning & Development Committee **agreed** Mr Mills be elected Chairman.

b. **Election of Vice Chairman** The Planning and Development Committee **agreed** Mr Rayworth be elected Vice Chairman.

c. **Election of Finance and Resources Representative** The Planning & Development

Committee **agreed** Mr Mills would be their representative on the F&R Committee.

d. Planning applications received since 13th April 2012 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 6** to the permanent copy of these minutes. It was noted that there have been two refusal decisions by SCDC.

e. SCDC Area classification Nothing to report

f. Late items for information None.

12. 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** Mr Ogden be elected Vice Chairman.

c. Election of Finance and Resources Representative The Recreation and Amenities Committee **agreed** Mr Comber would be their representative on the F&R Committee.

d. Roads, footways and footpaths The Deputy Clerk reported she had contacted Suffolk Coastal Services about the uncut grass verges. SCS have confirmed they are about 3 weeks behind schedule but should be in Kesgrave this week.

e. Kesgrave Market The next market is to be held on the 19th May and volunteers were requested to help set up on the Friday night and to clear away on Saturday. Some of the original stall holders have decided not to continue attending but the Market Manager is securing other stall holders in their place.

f. 2012 Celebrations

i. The Event Ticket sales are still slow and only a handful of race forms have been received. However with the additional publicity and with a stall to be held at the School Community Event on the 19th May at Cedarwood School it is hoped interest will increase. The next meeting of the Committee is to be held on the 21st May at 5.00pm.

ii. Jubilee Commemoration Some discussion was held on various possibilities and Council were reminded of the Jubilee Copse near the Farmhouse Public House which has additional trees planted by the Conservation Group. It was agreed local organisations will be contacted to ascertain if they would like to join with the Council in a partnership project to commemorate the Jubilee.

g. Late items for information The Deputy Clerk reminded Council of the difficulties being experienced on Ariel Green in the vicinity of the redundant Kesgrave Cable building. In order to curtail the Anti social behaviour in this area it had been suggested the landscaping should be drastically reduced, however the Conservation Group are willing to take down the building and dispose of the subsequent waste material. This will enable the landscaping to be left in place. The proposal is supported by the SNT. Council agreed also to support this proposal and as the building is on Suffolk Coastal land a letter will be sent seeking their permission to perform this operation and for a litter pick before work commences.

Council confirmed they would now like the Town Guide to be progressed.

13. Finance and Resources Chairman

a. Election of Voluntary Councillor members Under the restructuring of Committees an opportunity exists for 3 volunteer Members and Council **agreed** Mr Fairbrother, Mr Lynch and Mr Rayworth join the Committee.

- b. Election of Chairman** The Terms of reference for the F&R Committee state the Chairman cannot be the Chairman or Vice Chairman of the Council. The Committee **agreed** Mr Rayworth be Chairman.
- c. Confirmation of cheque signatories** Council agreed the cheque signatories remain as Mr Comber, Mr Mills, Mr Miller, Rev Spittle and Mrs Ogden.

14. Chairman's Annual Reception Council agreed a Chairman's Reception will be held on the 7th December and arrangements will be made for this to take place in All Saints Church, if possible. The Chairman reminded Members their help in clearing up at the end of the evening is necessary.

15. Council in the Classroom The Administrative Assistant reminded Members of the Council in the Classroom session at Gorseland School where Mr Walsh, from Martlesham Council had been present. Martlesham Parish Council have requested copies of the documentation in order that they can visit their own Primary Schools in the same manner. Council agreed the Clerk will contact Mr K Beecroft and Mrs Evans who had put the documentation together for their views.

Mrs McCallum and Mrs Neale left during the following item.

16. Divestment (previously listed as 'The Big Society')

a. Youth Club Provision Reverend Spittle reported the Tuesday Club is still very well attended but the Thursday night attendance is still poor. However the Youth Workers are working positively on reaching young people including joining the SNT in their Community engagement exercise on Rupert Fison Centre on the 1st and 2nd June.

b. Library Provision The Clerk reported on her conversations with Mrs Alison Wheeler, General Manager of the Suffolk Libraries Industrial Provident Society (IPS) and Stephen Taylor the SCC Commissioner for Libraries. Work is still progressing on forming the IPS. A statement will be made when a start date is agreed. It is considered Library users will not see any difference in the service as hours and staff will remain unchanged. Council agreed that Mrs Wheeler and Mr Taylor be invited to address the Council at the July meeting when the IPS is expected to have commenced.

c. Late items for information None.

17. Policy Documents

Policy documents are being worked on for Lone Working and for Contracts but were not yet available.

18. Report from Clerk and Press Officer

The Clerk reported she had been on a Training Course for the General Power of Competence which is to replace the Power of Well-being. When her submission for the module to be attached to her CiLCA qualification has been passed, further information will be issued to Council on their new powers.

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

Page 3 The accounts to be placed on the website, overhanging bushes, and the Dobbs Lane notice board.

Council suggested some thought could be given to placing a new notice board nearer to Gorseland School.

Others The Market, Walk leaflets, Data Link pots, Senior Citizens Outing

19. 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 and Council were able to consider the following:-

10. Financial Matters

a. Minutes of the last meeting held 30th April 2012

The Staff left the room for the following item.

iv. Staff (F&R item 14)

Council considered and **agreed** the F&R recommendation with regard to Ex Gratia payments for the average worked per week over the contracted hours as follows:

Mrs V R Read	0.49
Mrs J Francis	1.51
Mrs L Bennett	0.91

It was noted the staff continue to seek ways in which to keep hours within contracted hours, and also that the Administrative Assistant is to receive an incremental step to SCP 23 with effect from 1st April.

vi. Kesgrave Market Mr Comber as Chairman of Recreation & Amenities took Members through a spread sheet on the costs and income for the Market to date and the forecast for the 2013/14 year. Following some debate on the changes to stall holder charges and staff hours Council **agreed** the Market Manager to be paid a maximum of 30 hours a month for the rest of the financial year, and for a stall to be made available each month free of charge for individual local organisations. The Market Managers contract requires some alteration and will be considered at the June Recreation and Amenities Committee meeting.

viii. Millennium Sports Ground Maintenance Contract 2012/2013 Members were reminded that F&R had been granted the remit to decide on the contractor for MSG maintenance, and their attention was drawn to the decision which is recorded at Item 19 of the F&R minutes which are attached to these minutes at **Annex 3**.

Date of next meeting:

– **Monday 11th June, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.58pm.

Chairman