

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 9th July 2012 at 7.15pm in the Council Chamber.

Present:

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

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)
Mr C Hudson (County Councillor)
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
Mrs M Neale (District Councillor)
Mrs A Wheeler, General Manager for Suffolk's Libraries IPS
Mr S Taylor, Suffolk County Council Commissioner for Libraries
PCSO M Sarbutts, Kesgrave Safer Neighbourhood Team
3 Members of the public

1. Apologies

Mrs Goodchild – illness
Mrs Klaschka – illness
Rev Spittle (Vice Chairman) – family commitments
Mr S Hudson (County Councillor) – work commitments
Acting Sgt Kay Hammond, Kesgrave Safer Neighbourhood Team – work commitments

2. Declarations of Interest

Mr Rayworth declared a dis-closable pecuniary interest in item 8.a, Financial Matters, Receipts and Payments, being the contractor to undertake work at the Millennium Sports Pavilion, and left the meeting while consideration and discussion of the matter took place.

Mr Comber declared a local non-pecuniary interest in item 8.e, Financial Matters, 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.

Mr Ogden declared a local non-pecuniary interest in item 9.a.iii, Planning and Development Matters, being a near neighbour of two applications, and remained in the meeting while consideration and discussion of the matter took place.

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Mr Comber declared a local non-pecuniary interest in item 10.a.ii, Rupert Fison Centre, Market Manager Contract, 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.

Mr Mills declared a local non-pecuniary interest in item 10.a.iii, Play Equipment Improvements and Provision, Additional Play Equipment, being a Trustee of SPARK, and remained in the meeting while

consideration and discussion of the matter took place.

3. Minutes of the last regular meeting held on 11th June 2012

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

4. Minutes of the Extraordinary meeting held 25th June 2012

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

Items 5 and 6 were taken after the adjournment and are minuted there

5. Matters arising from: –

a. The regular meeting

- i. Police Investigation Centre Green Travel Plan**
- ii. Visit to the PIC**

b. The Extraordinary meeting

- i. Further information**
- ii. Revised wording for Adoption of the Code of Conduct**

6. Reports from Chairman and Vice Chairman

An adjournment was declared:

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

Mr Grimwood, as District Councillor, reported:

- he had been a substitute for Mr Smith at the recent DC Sub Committee meeting.

Mr Lynch, as District Councillor, reported:

- he had attended an Ordnance and Governance meeting which had looked at the competence of Internal Audits.

Mrs McCallum, as District Councillor, reported:

- the importance of having representation at the DC Sub Committee meetings when local applications are being discussed.;
- that although Council had agreed to underwrite the Kesgrave Music Festival, the fund-raising efforts of the Committee and ticket sales are expected to cover all costs. She thanked Council for their support.

Mrs Neale, as District Councillor, reported:

- despite opposition, the Riverside Clinic is to close. The units work will be absorbed by the Accident and Emergency Department at Ipswich Hospital;
- as part of Community Safety, the elections for the new post of Police Commissioner are to take place in November.

Mrs Ogden, as District Councillor, reported:

- how successful the Olympic Torch Bearing Relay had been in our region with approximately 55,000 people having the chance to witness the event;
- she was concerned that the Suffolk Family Carers and the local “ Good Neighbour Scheme” initiative were offering an identical service;
- she had watched and given ratings to the films which are to be shown at the Latitude Festival.

Mr C Hudson, as County Councillor, reported:

- £100,000 from Government funding has been allocated for Suffolk County Council transport;
- Smartcards are to be introduced countrywide, this will replace the current travel pass for the elderly but also allow youngsters cheap travel and identification;

- the Localism Bill is already taking effect with many authorities shedding responsibility for some services to the lower tiers.
- **to receive Police Matters reports**

Member's had been given sight of the following reports which are held on file:-

- 1 Kesgrave Crime report.
- 2 12PT monthly report.
- 3 Quarterly Report from match funded PCSO, Mike Sarbutts.

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

Mr Hayward of Peart Grove, highlighted the problems residents are having with a number of moped riders who are congregating outside properties in Peart Grove causing a disturbance, not only with the noise of the mopeds but the general anti-social behaviour associated with the teen shelter. It is an ongoing issue which the police have now adopted as a priority and have issued verbal warnings to some moped riders. There has since been a reduction in complaints and the police continue to work in this area to ensure the reduction continues further. Mr Hayward will liaise with his neighbours and they will compile a report with suggestions on how to resolve the problem.

- **Presentation by Alison Wheeler, General Manager for Suffolk's Libraries IPS and Stephen Taylor, Suffolk County Council Commissioner for Libraries on the changes to the delivery of Library Services.**

Mrs Wheeler and Mr Taylor gave short presentations to Council on the changes to the delivery of Library services. A copy of their reports which were issued to Councillors at the meeting are attached at **Annex 1** to the permanent copy of these minutes.

A number of questions were posed and answered and following discussion held afterwards between Mrs Wheeler and the Clerk a full report on those questions and answers is attached to these minutes at **Annex 2**.

Miss Hall, as a Member of the Public and the Library working party, also had questions, some of which were posed at the meeting. Because of time limitations further questions were then forwarded to Mrs Wheeler, and annexed to these minutes at **Annex 3**, requesting a response so that Council can discuss the situation at their August meeting.

5. Matters arising from: –

a. The regular meeting

i. Police Investigation Centre Green Travel Plan A copy of the Green Travel Plan which constituted part of the planning permission for the PIC had been obtained. It relates only to staff and visitors, not detainees. This confirms the view expressed by Inspector Gallant, at the previous Council meeting, there is no requirement for the Police to take detainees back to their place of arrest.

ii. Visit to the PIC Arrangements have been made for Councillors to visit the PIC on the evening of either the 4th or 18th September. A show of hands revealed the 18th was the most popular and this will be confirmed with the Custody Inspector.

b. The Extraordinary meeting

i. Further information

The Clerk presented a report which is held on file regarding the current situation with the new Declaration of Interest forms as there is a certain amount of confusion which has still not been resolved over their completion.

The new Code states at 7.6 “The Council’s Register of Interests will be available for inspection at the Council Offices by prior arrangement during normal office hours, and will be published on the Council's website.” Its not actually clear if that copy should be “hard” and signed or where it should be available.

The deadline for signing up to the Code is the 28th July and it was **agreed** Councillors would complete the SALC declaration forms to be put onto the Kesgrave website thereby fulfilling the criteria of the Code.

It has become clear that under the New Code it is a requirement for Co-opted members of Committees to also accept the Code even though they do not vote on matters at meetings. Council considered whether this is too stringent a requirement to put on single issue volunteer experts. It was therefore agreed the current Co-opted members should be thanked for their contribution to Council business to date but be advised in future if they would prefer not to complete the declaration they will be invited to meetings but will be asked to address the Committee in the adjournment as members of the public.

ii. Revised wording for Adoption of the Code of Conduct

Paperwork received since the Extraordinary meeting suggests the wording for the noticeboard agreed should be amended to state:-

“In accordance with S26 to 37 of the Localism Act 2011 on 25th June 2012 Kesgrave Town Council resolved to adopt the Suffolk Local Code of Conduct as from the 1st July 2012 for the purposes of discharging its duty to promote and maintain high standards of conduct within its area”.

6. Reports from Chairman and Vice Chairman:

The Chairman reported:

- she had attended a Beaver Jubilee Party at the Scout Headquarters
- she had attended Suffolk Coastal District Council Chairman’s Reception at Felixstowe Golf Club
- she wished to congratulate Mr and Mrs McCallum, as Licensees of the Bell Public House, who had gained national recognition for the events hosted at the pub winning 13,000 pints over the coming year.

There was no report from the Vice Chairman.

7. 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.
- 3.D** A letter of thanks has been received from the Deben Junior Archery Club.

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 4** to the permanent copy of these minutes.

b. Councillor Representative Reports

Councillors were given sight of the following reports and these are held on file:

- Councillor Audit report – Mr G Lynch
- SALC report – Mr G Lynch

8. Financial Matters

a. Receipts and Payments Copies of the statements of Receipts & Payments were made available for 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**.

b. Transfer between accounts Council **agreed** a transfer of £9,800 be made from the Instant Access Account to the Ordinary Account.

c. Transfer of Reserve Funds

Product/Service	Amount	Reserve Fund
As per budget	10,000.00	To Long Strops
As per budget	5,000.00	To Cemetery
Christian Family Church	50.00	To Youth Club
Spark grant	400.00	To Youth Club
Youth Club session 22 & 24/05/12	65.95	To Youth Club
Youth Club session 29 & 31/05/12	94.95	To Youth Club
Youth Club session 05/12	10.00	To Youth Club
Miscellaneous	420.00	To 2012
Miscellaneous	15.00	To 2012
Youth Club session 5, 12 & 14/06/12	84.55	To Youth Club
Safety Equipment sales	118.00	To 12PT
Youth Club session 21/06/12	11.80	To Youth Club
Mrs Smith/Makro	369.02	From Youth Club
KHS/Graffiti Project	413.73	From 12PT

d. Cambridge Treasury Bond The Deputy Clerk explained the current Cambridge Building Society Bond matures on the 10th August 2012 and suggested re-investing £50,000 in another 1 year Bond. Council were presented with two options to consider however Mr Lynch stated SCDC had recently invested in a similar Bond with better interest rates. It was agreed he would make enquiries at SCDC and bring his finding to the August F&R meeting for discussion.

e. Kesgrave Market Members had sight of the Market spread sheet updated with payments and receipts to the end of June. Although Mr Amoss had reservations regarding the budgeted forecast it was agreed the Market should run its course for a year before determining its future.

f. Late items for information None.

9. Planning and Development Matters

a. Planning applications received since 8th June 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 6** to the permanent copy of these minutes.

b. SCDC Area classification Nothing to report.

c. Neighbourhood Planning This item has been deferred until SCDC Officers have further substantive information and will be discussed at the next Planning and Development Committee meeting to be held on 20th August.

d. Late items for information None.

10. Recreation and Amenities Matters

Mr Comber, as Chairman of Recreation and Amenities advised Council of the following:–

a. Minutes of the last meeting held 25th June 2012 a copy of which is attached at **Annex 7** to the permanent copy of these minutes.

i. The Council resolved that the public and the press be excluded for consideration

of item 10.a.ii Rupert Fison Centre, Market Manager Contract 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 17 on the agenda.

ii. Rupert Fison Centre, Market Manager Contract (R&A Item 10.b) This item was taken after item 17 and is minuted there.

iii. Play Equipment Improvements and Provision, Additional Play Equipment (R&A Item 14.a.) Members were informed due to recent independent tests regarding Health and Safety the grass matting proposed for the new play equipment is only guaranteed for a 2m fall height. This is lower than the fall height for the chosen apparatus. However, the supplier has agreed, if an order is placed, they will provide any alternative surface at no extra cost to KTC. The Committee's preferred option for an alternative surface is to use wet-pour, (recycled rubber tyres with a polyurethane resin binder).

It was also agreed this was a good opportunity to investigate the installation of a fence to encompass all the play equipment excluding the 5-a-side goal posts. Although this would not fulfil a previous request from a resident the majority of play equipment will be protected. The fence should incorporate gates along with double gates for grass-cutting and maintenance access. Further discussions will be needed with SCDC to receive permission and Suffolk Coastal Services to confirm specifications to suit grass-cutting and access requirements.

Council agreed Miss Hall, as Project Officer, should continue with her investigations and bring her findings to the August KTC meeting for approval.

iv Suffolk Coastal District Council Divestment of Open Spaces and Play Areas, Fentons Wood (R&A Item 15.a.) A meeting is to be arranged between SCDC and KTC to discuss the proposal to transfer Fentons Wood from the Developer, Taylor Wimpy, to KTC. Clarification is also required on specific areas within the Management Plan which has been prepared for the woodland.

b. Roads, footways and footpaths In response to the recent flooding in Penzance Road an email from a resident had been sent to every Councillor raising his concerns with this reoccurring problem. The Clerk had already contacted Highways who were aware of the problem and stated £22,000 had been put aside to address the situation. The Clerk will update the complainant on the current situation.

c. Late items for information Council were advised that Mrs Jacquie Smith has elected to sit on the R&A Committee.

11. Council in the Classroom

Following the request from Martlesham Parish Council to have copies of the documents for the Council in the Classroom activity, Mr K Beecroft and Mrs Evans had indicated they have no objections. Arrangements are being made with Mr Welch of Martlesham Parish Council to supply copies in order for Martlesham to run their own activities.

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

a. Youth Club Provision Council were informed Sarah du Boulay has been appointed as a full-time Youth Worker to co-ordinate the Tuesday and Thursday Youth Club sessions at Kesgrave. She is employed by All Saints Church and is replacing her predecessor Dave Ormston, who had been employed by SCC.

b. Library Provision This item had been discussed during the adjournment and is minuted there.

c. Late items for information None.

13. General Power of Competence

On behalf of the Council the Chairman congratulated Mrs Read, the Clerk, for attaining her Certificate for Section 7, General Power of Competence. A copy of her examination paper was issued to Council for information and is attached to the permanent copy of these minutes at **Annex 8**.

14. Increasing Social Capital

Mr Ogden presented his paper on Increasing Social Capital following the success of the 2012 Diamond Jubilee Event to Council which is attached to the permanent copy of these minutes at **Annex 9**.

Council discussed the two suggestions and agreed:

- for a trial period, to prepare and erect an information board for the October Kesgrave Market to promote KTC and
- to continue to raise awareness, within local schools, with 'Council in the Classroom'. However concerns were raised that additional events may be difficult to incorporate as more pressure/changes are introduced into the school curriculum.

15. Policy Documents

A policy on Lone Working is to be considered in the first instance by F&R in August.

16. Report from Clerk and Press Officer

Articles submitted for inclusion in August Kesgrave News will be:

- Details of the intended four monthly displays at the Market.
- The August Market
- Overhanging bushes

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 then left the meeting and the Council were able to consider the following:-

10. Recreation and Amenities Matters

a. Minutes of the last meeting held 25th June 2012

ii. Rupert Fison Centre, Market Manager Contract Mr Comber presented a revised job description for the Market Manager as a result of changes in the overall running of the Market and additional administrative duties to that originally expected. Mr Comber highlighted the main changes in the document which had been issued to Councillors and is attached at **Annex 2 to the R&A minutes which are attached at Annex 7** to the permanent copy of these minutes. Council approved the new job description and agreed a new contract, taking into consideration the changes, be issued to Mrs Camilleri for signature.

Date of next meeting:

- **Monday 13th August 2012 in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.43pm.

Chairman