

## ***Kesgrave Town Council***

Minutes of the meeting of the Kesgrave Town Council held on Monday 13th August 2012 at 7.15pm in the Council Chamber.

**Present:**

Mr N Beecroft	Mrs S Ogden (Chairman & District Councillor)
Mr D Fairbrother	Mr C Rayworth
Mr P Miller	Mrs J Smith
Mr P Mills	Rev R Spittle
Mr J Ogden	

**In attendance:** Mrs V R Read (Clerk to the Town Council)  
Mrs J Francis (Deputy Clerk to the Town Council)  
Mr C Hudson (County Councillor)  
Mr M Grimwood (District Councillor)  
Mr M Percy (Member of the UK Youth Parliament)  
2 Members of the public

### **1. Apologies**

Mr M Azmoodeh – work commitments  
Mrs N Goodchild – illness  
Mrs J Klaschka – illness  
Mr A Comber – family commitments  
Mr G Lynch – family commitments  
Mrs D McCallum (District Councillor) – family commitments  
Mrs M Neale (District Councillor)  
Kesgrave SNT

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

Mr Rayworth declared a local non-pecuniary interest in item 8.b.i., Planning and Development Matters, known to neighbours of adjoining properties to applicants, and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a local non-pecuniary interest in item 8.b.iv., Planning and Development Matters, being a near neighbour of two application sites, and remained in the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a local non-pecuniary interest in item 8.b.iv., Planning and Development Matters, owning a property near two of the application sites, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a local non-pecuniary interest in item 10.a., Youth Club Provision, being a Youth Worker employer and remained in the meeting while consideration and discussion of the matter took place.

### **3. Minutes of the last regular meeting held on 9th July 2012**

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

### **4. Matters arising**

a. **Late items for information** Nothing to report.

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

The Chairman had nothing to report.

The Vice Chairman having been absent from the last meeting re-iterated that the Jubilee Event had been successful and enjoyed by those who had attended.

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**An adjournment was declared:**

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

Mr C Hudson, County Councillor, reported on:

- his support for a local resident trying to gain a placement for their child into a Church of England School, where access has been refused although two siblings already attend;
- the transfer of responsibility from SCC to IPS for Suffolk Library service;
- the funding received to re-organise Ipswich town centre transportation system;
- SCC campaign to preserve the countryside by saying 'no' to more pylons;
- the free home insulation offer;
- SCC being unhappy with the current situation regarding the new Register of Interest forms.

Mr Grimwood, District Councillor, reported attending Licensing and Grants Committee meetings.

Mrs Ogden, as District Councillor, reported the Licensing Committee is reviewing the Gambling Act.

Matthew Percy, Member of the Youth Parliament (MYP), highlighted various issues in his report which is held on file.

– **to receive Police Matters reports**

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

- 1 12PT monthly report.
- 2 PCEM meeting minutes of 1st August meeting
- 3 Kesgrave Crime report.

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

Mr Newport, Chairman of KALGA, informed Council of the current situation regarding their membership and the allotment area which opened on the 1st April. The allocated spaces have all been taken and the enthusiasm is heartening. Unfortunately due to the very wet weather access to the allotments has been very difficult and the surface of the car park has been left rutted as the ground has dried out. A meeting had recently been held to discuss the situation and it was agreed this must be resolved as a priority. Mr Newport reminded KTC that a one-off grant of £2,500 had been offered towards the purchase of a storage container however he asked if the grant could now be used to help finance the car parking facility instead.

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**The following item was brought forward**

7. **Financial Matters**

a. **Minutes of the last meeting held 6th August 2012**

iv. **Grants, Change to KALGA request** The Clerk reported queries raised by the F&R Committee have been answered satisfactorily. Council **agreed** a letter be sent to Mr Newport agreeing to the grant being used to help fund the car park rather than a building, but to add no further grants

will be forthcoming.

## **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 letter of thanks had been received from The Friendship Club for the grant towards the Christmas Party.
- 4.D** A letter from Heath Primary School gave details of comments received from parents with regard to the School Travel Plan which is being reconsidered. Council agreed the Deputy Clerk will reply explaining which authority should be contacted over the various issues.
- 5.D** A letter of thanks had been received from The Ipswich Hospital for the donation to the Woolverstone Wish fund.

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**

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

- Martlesham BMX Support Group meeting for July and August 2012 reports by Keith Beecroft.

Mrs Ogden apologised that her written Councillor Auditor report was still to be made available.

## **7. Financial Matters**

**a. Draft Minutes of the last meeting held 6th August 2012** had been issued to Councillors and are attached at **Annex 2** to the permanent copy of these minutes. Mr Rayworth brought the following items to Members attention:–

**i. Cambridge Building Society Bond** Forms have now been completed and a new Bond has been opened. Interest will be forward by cheque on this occasion but will in future be transferred electronically.

**ii. The Council resolved that the public and the press be excluded for consideration of Item 7.a.iii Staff, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 15 on the agenda.**

**The following item was taken after Item 15 and is minuted there.**

**iii. Staff, Lone Working policy (F&R Item 12.ii)**

**The following item was taken immediately after the adjournment and is minuted there.**

**iv. Grants, Change to KALGA request (F&R Item 13.i.a)**

**b. Receipts and Payments** Copies of the statements of Receipts & Payments were made available for each Councillor and are attached at **Annex 3** 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 £10,800 be made from the Instant Access Account to the Ordinary Account. **Later:** An additional transfer of £2,500 was made to cover the payment to KALGA.

**d. Transfer of Reserve Funds**

<b>Product/Service</b>	<b>Amount</b>	<b>Reserve Fund</b>
Christian Family Church	50.00	To Youth Club
Spark grant	400.00	To Youth Club
Youth Club session 26 & 28/06/12	83.98	To Youth Club
Youth Club session 3 & 5/07/12	80.10	To Youth Club
Youth Club session 10 & 12/07/12	53.66	To Youth Club
Youth Club session 17/07/12	52.10	To Youth Club
KHS/Graffiti Project	402.19	From 12PT

**e. Kesgrave Market** Members had sight of, and were satisfied with, the Market spread sheet updated with payments and receipts to the end of June. This is held on file. With Mr Comber absent at the weekend Members were asked if they would be available to help set up; Mr Ogden indicated he would be present.

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

**8. Planning and Development Matters**

**a. Draft Minutes of the last meeting held 30th July 2012** had been issued to Councillors and are attached at **Annex 4** to the permanent copy of these minutes. Mr Mills brought the following items to Members attention:–

**b. Planning applications received since 6th July 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 5** to the permanent copy of these minutes.

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

**d. 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. **Later:** the meeting was postponed and an alternative date will be made.

**e. Late items for information** None.

**9. Recreation and Amenities Matters**

**a. Roads, footways and footpaths** A notification has been received of a temporary road closure of Orchard Grove in early October.

**b. The Council resolved that the public and the press be excluded for consideration of item 9.c. MSG, 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 15 on the agenda.**

**The following item was taken after Item 15 and is minuted there.**

**c. MSG**

**d. Late items for information** None.

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

**a. Youth Club Provision** Nothing to report.

**b. Library Provision** This item had been discussed in the adjournment but is minuted here. The answers to Miss Hall's questions to Mrs Wheeler have yet to be supplied. However it was noted that a workshop on "how to develop an appropriate organisation through which the community can become members of the IPS and be fully involved with Suffolk Libraries" had been received on Tuesday last week for this Monday. Council agreed this was too short notice and Mr Hudson offered to raise this matter with the Council Leader.

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

## **11. Policy Documents**

The next policy to be written and considered will be on Contracts.

## **12. Retrospective Working Party**

Council agreed the Clerk will email Councillors of possible dates for next Retrospective Working Party meeting asking at the same time for suggestions to be placed on a list for discussion.

## **13. 2012 Commemoration**

Council once more considered how the Jubilee could be commemorated. Despite two articles in Kesgrave News no ideas have been forthcoming from residents. It was agreed the Jubilee event held on 4th June had been very successful and this would remain in peoples minds as an appropriate celebration. It was further agreed that planned equipment within the Town to be installed in the near future could be appropriately named and have a plaque commemorating the event.

## **14. Report from Clerk and Press Officer**

The Clerk outlined the emails which have been passing between the Chairman and Suffolk Coastal with regard to the publishing on the SCDC website of Parish Councillors Interests. Although the method of filling in the form on line is simple it was agreed the Chairman and Clerk will raise with the SCDC Chief Executive the issue of having a link from the SCDC website to the KTC website where scanned in forms are already published. The SCDC Monitoring Officer has said she understands the reasons for using this approach and Council believe this to be the simplest method for Parish Councillors. It was noted SCDC have yet to publish any interests despite the deadline being the 1st August while KTC have all the Kesgrave Councillor interests already on their site. An item on this issue will be placed on the Full Council agenda for the September meeting.

Articles submitted for inclusion in September Kesgrave News are:

- Planning
- The September Market
- Flooding

## **16. 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:-**

**7. Financial Matters**

**a. Minutes of the last meeting held 6th August 2012**

**iii. Staff, Lone Working policy** Mr Rayworth explained the additional security precautions to be installed and Council **agreed** the policy as attached at **Annex 4 to the F&R minutes** which are attached at **Annex 2** to these minutes. It was noted a procedural document will be written by the Chairman of F&R and the Clerk to be issued to the staff.

**9. Recreation and Amenities Matters**

**c. MSG**

Council considered the information supplied by the Kesgrave Kestrels Secretary following the soil survey which, had been agreed for part funding and, is held on file. The two options presented costs of £44,825 and £26,510. It was agreed neither of these options could be contemplated even with a significant contribution by the Suffolk Football Association as a number of queries need to be raised regarding the ongoing costs of the suggested options and also the Kestrels' ultimate aspiration for the use of the land.

It is known that throughout the country playing fields are being lost and this is regrettable but the MSG land is Public Open Space. KTC are obliged to maintain this area and will do so. Council considered Kestrels younger teams will be able to use the fields freely, as it is understood Martlesham teams use The Green. The pavilion will also be available for hire to them for toilet facilities and meetings. This issue regarding surface treatment will therefore revert to the R&A Committee when the Deputy Clerk has clarified some issues with the Kestrels.

Council then went on to consider the Pavilion further to the debate in June. It had been agreed Mr Rayworth, as Chairman of Finance and Resources and with his expertise in buildings, should work with the Clerk on the concept of alterations to the building which would enable increased hirings by local organisations. Council were shown a draft plan which they agreed would best accommodate a variety of uses. Very approximate costings have been made and approaches have resulted in the offer of part funding of a substantial sum from two streams. Council are aware that other funding will be possible and agreed the opportunity to alter the building must be further explored to make better use of this community facility.

**Date of next meeting:**

– **Monday 10th September 2012 in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.02pm.

**Chairman**