

## Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th October 2012 at 7.15pm in the Council Chamber.

**Present:**

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

**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 M Neale (District Councillor)  
Mr M Percy (Member of the UK Youth Parliament)  
5 Members of the public

The Chairman announced the sad loss of Councillor Amoss' fiancée. Condolences had been sent to Mr Amoss on behalf of the Council.

### 1. Apologies

Mr M Amoss – family commitments  
Mr M Azmoodeh – illness  
Mrs N Goodchild– illness  
Mr S Hudson (County Councillor)  
Mrs D McCallum (District Councillor) – family commitments  
Sgt Campbell-Barr

### 2. Declarations of Interest

Mr Comber declared a local non-pecuniary interest in item 7.e., Financial Matters, Kesgrave Market as a Director of Rupert Fison Centre and a Scout Leader, and remained in the meeting while consideration and discussion of the matter took place.

Mr Lynch declared a local non-pecuniary interest in item 9.e.i. Public Open Space Adoption, Fentons Wood, as a Member of Suffolk Coastal District Council, and remained in the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a local non-pecuniary interest in item 9.e.i. Public Open Space Adoption, Fentons Wood, as a Member of Suffolk Coastal District Council, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a local non-pecuniary interest in item 6.a.3D, Request for support for Suffolk Accessible Day Trips, being the Chair of Kesgrave and District Help Centre, 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., Divestment, 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 10th September 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 commented on the recent meeting she had attended regarding the Management Plan for the adoption of Fentons Wood. She will also be attending The 1st Battalion of The Royal Anglian Regiment at their 'Home Coming Parade' in Ipswich on 5th November.

The Vice Chairman reported he had also attended the meeting to discuss the Management Plan for the adoption of Fentons Wood.

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

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

Mr C Hudson, County Councillor, reported:

- he has received further cases of local families experiencing difficulties gaining places in schools of their choice which do not have the capacity for accepting their children;
- a decision had been made to freeze the Council Tax for the next financial year;
- he has been involved locally in matters relating to rates, broadband, flooding, the Police and Crime Commissioner election following the dissolving of the Police Authority.

Mr Grimwood, District Councillor, reported:

- he had attended the Showcase at the KWMCC which had resulted in several enquires regarding the Help Centre;
- he had attended County Hall for the signing of the Old People's Charter in Suffolk;
- he will be attending Age Concerns AGM at the Community Centre this week;
- he is unable to attend the DC Sub meeting this week when 2 Mackenzie Drive will be considered.

Mr Lynch, as District Councillor, reported:

- he attended the Audit and Governance meeting and took part in a corporate risk strategy update. The statement of accounts had been produced which indicated there had been no borrowing from the Council. Terms of Reference are to be changed following the introduction of the new Code of Conduct, and a new complaints procedure will be drawn up with an assessment criteria enabling problems to be dealt with more quickly. The District Auditor had given SCDC a very good report.

Mrs Neale, as District Councillor, reported:

- there have been changes in business rates, grants have been reduced and the method of taking these payments directly is still being processed;
- she had attended the inaugural meeting of the Disability District Forum;
- she thanked the Clerk for providing a report on the cyclepath network in Kesgrave for a presentation made to the Suffolk Health and Wellbeing Board. This had resulted in Kesgrave gaining top marks. The Clerk will pass on the thanks to the other resident involved in the document.

Mrs Ogden, as District Councillor, reported:

- on the latest information which can be found on SCDC website with regard to the Police and Crime Commissioner elections;
- the children's activity brochure now available for the half term holiday;

- Gorseland Primary School have gained Sports School of the year and Team of the Year.

Mr Percy, Member of the Youth Parliament (MYP), highlighted various issues in his report which is held on file in particular that he had attended the District Disability Forum meeting. He has also been involved in the re-introduction of the Oyster card and reconsideration of lifting the early morning restriction imposed use of the bus pass.

- **to receive Police Matters reports**

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

- 1 12PT monthly report.

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

A resident of Spalding Lane, raised concerns over the amount of bonfires a property in Bell Lane was having, burning what the resident considered to be construction waste. Council were urged to consider the introduction of a by-law on the lighting of bonfires which would enable action to be taken against anyone disregarding them. The Chairman said she would email the Environmental team at SCDC regarding this ongoing problem.

Mr R Walkling of The Lloyds asked Council if they would agree to bring forward item 9.e.i POS Adoption of Fentons Wood. Council agreed it would be discussed following the adjournment.

Miss Hall of Trinity Close, reported:

- as PTLO she had been informed County Council were reconsidering the bus pass restrictions;
- as Library Working Party member, there was still no update on Libraries. It had been reported in the press that library staff are being pushed to their limit. She hoped Council will urge the IPS to reinstate the Manager at Kesgrave Library, stating this had been closed on a couple of occasions, apparently due to staff shortages;
- as Project Officer to the Council she also raised her concerns following the recent meeting to discuss the Management plan for the adoption of Fentons Wood. She considered the Council are being pushed to make a quick decision when there are still many unanswered questions. She felt it was totally inappropriate for Greenways to have been present at the meeting as they would surely be approached to tender for the work should the adoption go ahead. It was understood Greenways had been invited by SCDC, and Town Councillors agreed this should not have happened.

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**The following item was brought forward.**

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

### **e. POS Adoption**

**i. Fentons Wood** A meeting had been held at the Kesgrave Council Office between Councillors and Officers from SCDC and KTC on the 25th September. Council were advised if they wish to prevent the wood from being managed by a management company and no longer protected from development in 21 years time they must take ownership themselves as SCDC will not accept this responsibility. Council believed residents would wish this area of Public Open Space to be retained and it was therefore their duty to assume ownership.

From information available at the meeting in September the management plan, which is a condition of the planning permission for the area known as FF, would need to be adhered to. However this is open to interpretation on the exact requirements and SCDC have indicated a variation to the plan could be negotiated after transfer of ownership. A commuted sum of £63,347.81 plus £7,281.37 for the landscaped strip between Wilkinson Drive and the residential area would be available, or an annual sum of £7,063 in perpetuity.

Council discussed the situation at length and **agreed** they would accept the transfer of ownership but would wish to have the management plan altered. KTC had stated they did not wish Greenways, to be present at the September meeting as they could be a prospective contractor to manage woodland on KTC's behalf. However against these wishes the organisation had been invited by SCDC to attend the meeting. A suggested programme of works had since been supplied by Greenways but this assumes some work will be completed before transfer and this work is not assured, and it is likely to be costly and possibly reduce the commuted sum. As minuted at the adjournment members expressed their discomfort over the Greenways presence at the September meeting.

It was then **agreed** the commuted sum would be the preferred option unless indications available by the F&R meeting indicate otherwise. The Clerk will contact SCDC to confirm the Councils interest in ownership.

Mr Grimwood and 3 members of the public left.

## **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** Notification received from SCDC stated as from 1st April 2012 due to continued financial pressure, parishes will no longer receive recycling credits for recyclable materials collected from bring sites,
- 3.D.** A request had been received for support for Suffolk Accessible Day Trips, a Community Interest Company based in Kesgrave, who are applying to SCDC for grant funding. Council agreed, by majority, to give written support. However, Mr Rayworth, as Chairman of F&R, understood the Company had only started operating in June and, if a financial request was received expressed his belief that any decision made should be based on at least one year's trading. This was supported by Council.
- 4.D.** An invitation had been received from the Suffolk Coastal Local Strategic Partnership for a representative to attend the Annual Forum at Trinity Park on Friday 9th November from 9.30 until 1.00pm. The Chairman stated she would be attending as a District Councillor and therefore Mr Ogden's offer to attend on behalf of Council was accepted.
- 5.D.** Notice of Election of the Police and Crime Commissioner had been received: this will take place on 15th November 2012.

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:

- 1 BMX Trail Operational Management Team (OMT) minutes of meeting held 6th August 2012 report by Keith Beecroft
- 2 Councillor Auditor report by Mr Rayworth

## **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 £73,000 be made from the Ordinary Account to the Instant Access Account.

**c. Transfer of Reserve Funds**

<b>Product/Service</b>	<b>Amount</b>	<b>Reserve Fund</b>
Youth Club session 24/07/12	39.40	To Youth Club
Youth Club session 13/09/12	5.75	To Youth Club
Youth Club session 20/09/12	14.40	To Youth Club
Makro/ Mrs E Smith	182.42	From Youth Club
Cemetery Gates (part funding)	1,000.00	From Cemetery Land
Youth Workers conference fees	30.00	From Youth Club
Tesco/ Mrs E Smith	48.74	From Youth Club
Youth Club float	198.86	From Youth Club

**d. Budget 1st April 2013 – 31st March 2014 and suggestions for inclusion and for percentage increases** Council considered what inflation rates need to be used in the 2013/2014 budget. Reverend Spittle offered to contact Cedarwood School who receive guidance from SCC to determine percentages within their budget. Council accepted this offer however, if this is not forthcoming agreed 3% will be applied for outside contractors with 8 -10% on utilities. The Clerk also suggested a provision for increased staffing costs may be required as there is a high possibility that NALC, after a 3 year pay freeze, will be requesting a pay increase. Council agreed this could be calculated on the rate of inflation.

**e. Kesgrave Market** Mr Comber presented the Market spread sheet and the budgeted sheet for the next two years which he had calculated with continued success could break-even in March 2015. However, Members raised concerns with the £1,500 he wished to put into the budget next year and agreed this event is provided by KTC for the community and therefore a more realistic budget, to cover all eventualities, would be £4,000.

**f. External Audit Opinion for 2011/2012** BDO Stoy Hayward have completed the Audit and their official opinion was agreed and approved; the official notices have been displayed. KTC were given an unqualified audit result with a minor pointer that documentation submitted must be initialled. The Clerk explained she had extracted minutes from the computer instead of the Minute book which would have been signed and therefore has noted this for next year's submission.

**g. Late items for information** None.

**8. Planning and Development Matters**

**a. Minutes of the last meeting held 17th September 2012** Members had been issued with draft minutes of the meeting held on 17th September and these are attached at **Annex 3** to the permanent copy of these minutes.

**i. Neighbourhood Planning** Council were informed a report on Localism in respect of Local Planning from Mr Andy Smith, Deputy Leader of Suffolk Coastal District Council and Mrs Debbie McCallum, Vice Chairman of Development Control was presented to the P&D Committee. A copy of the slides used in the presentation are held on file and are available for Members to view on request.

**b. Planning applications received since 7th September 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 4** to the permanent copy of these minutes.

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

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

## 9. Recreation and Amenities Matters

a. **Minutes of the last meeting held 24th September 2012** Members had been issued with draft minutes of the meeting held on 24th September and these are attached at **Annex 5** to the permanent copy of these minutes. No items were brought to Members attention.

### b. Roads, footways and footpaths

- 1 Temporary closure of part of the U3211 Orchard Grove, for maintenance work had taken place.
- 2 All Saints roundabout traffic lights had recently been switched off while works were carried out on the straight-ahead lane. As this had allowed traffic to flow more freely than normal the Clerk had written to the two County Councillors asking for them to champion a move to have the straight-ahead lane closed permanently and the traffic lights switched off. No response has been received to date but Council endorsed this request which accords with the Town Council stance when the alterations to the A1214 took place.

c. **The Council resolved that the public and the press be excluded for consideration of item 9.d. 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 16 on the agenda.**

**The following item was taken after Item 16 and is minuted there.**

### d. MSG

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

### e. POS Adoption

#### i. Fentons Wood

ii. **Oak Meadow** Members **confirmed** they still wish to enter negotiations with SCDC for the transfer of ownership of Oak Meadow POS to the Town Council.

f. **Late items for information** Members agreed the Senior Citizens Outing should be arranged again for 2013 with some further adjustments to accommodate the specific requirement of residents from Holm Court. Mr Mills suggested an entertainment event could be held at the Community Centre instead of a mystery trip and undertook to make some investigations and present them to Council at a later date.

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

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

b. **Library Provision** An email from Suffolk Libraries, giving an update on the current situation, had been forwarded to all Town Councillors; this is held on file. Miss Hall has yet to receive answers to all her questions arising from the recent presentation. However Council are aware of the staffing challenges across the County and that the Kesgrave Library has been closed without prior notice on at least two occasions. Councillors were urged to contact the Clerk if they became aware of any further closures.

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

## 11. Policy Documents

The next policy to be written and considered will be on Contracts but this will not be until after the budget process has been carried out.

## **12. Retrospective Working Party**

The Clerk had emailed Councillors of possible dates for the next Retrospective Working Party meeting but only 4 Councillors have responded. However Mr Rayworth had attended an event recently and gave details of a Community Information Project which he believed would be helpful for Kesgrave. A free presentation has been booked for the 29th October to be held in the Council Chamber and Councillors were asked to indicate to the Clerk if they will be able to attend.

## **13. The Royal British Legion Remembrance Day**

**a. Two Minute Silence Civic Ceremony** As November 11th falls on a Sunday this year the Civic Ceremony will principally be for pupils of the local schools. Members of the public will be invited through Kesgrave News to attend on the Friday 9th if they so wish. Heath School have already indicated they will be present with 4 classes. Reverend Spittle will remind Cedarwood School of the event.

## **14. Members Interests**

The Clerk reported on the recent Chief Executive/Town Clerks meetings at which there had been a brief discussion on Interest forms. It was clear the three other Town Clerks present were happy for Members to complete forms on line as requested by the District Council, although all confirmed this resulted in incomplete and inaccurate forms. It is understood, of the 750 plus Town and Parish Councillors, 400 plus Councillors have not yet completed their forms and SCDC will be reminding them of the requirement to do so.

The Clerk explained to Council she was still uncomfortable about the manner in which District are dealing with this issue. A recent email from SCDC on the subject states the Clerk will have responsibilities for updating the SCDC website, despite SCDC already being aware of the information which will be required.

As not all Clerks and Councillors across the District are able to access the SCDC website it is clear that there can be no one solution for inclusion of the Councillors details. The Kesgrave Council website has held all Kesgrave Councillors details from the required date and Council still believe the easiest way to accomplish these being available on the District website is for the District to carry a link to the Kesgrave site, and for them to make similar arrangements with other Councils. The Clerk was asked to contact SCDC stating that this is their position.

The forms on the Kesgrave website carry the Councillor signatures. As these are on the hard copy and can be viewed it was agreed the Clerk will provide the Webmaster with scanned in copies with the signatures blanked out. This will provide the same protection to Councillors as the online forms.

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

**a. Kesgrave News articles** Articles will be submitted for publication on:-  
Th Consultation exercise  
11/11  
Kesgrave Market

## **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:-**

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

### **c. MSG**

Members were reminded of the Open Evening to be held for residents in properties near to the Pavilion on the 17th October. The Pavilion is currently under used and outgoings cost approximately 8 times the the income. Residents are to be made aware of the options being considered for the future of the Pavilion. Comments sheets will be provided for available to complete and place in the box to be provided. Residents comments can then be used to give evidence to support any subsequent grant applications, as well as give the Council guidance on budgetary requirement.

Council was issued with draft documentation which had been designed by Mr Beecroft and the Clerk, and comments were invited. The substantive documents are attached to the permanent copy of these minutes at **Annex 6**.

Council was then advised of the broader based consultation to take place at the Kesgrave Market. Additional information on Council's current commitments and aspirations will be provided, and again comments sheet will be available.

In order to reach as many residents as possible the November Kesgrave News article will also give some detail on the consultation exercise. Residents will be encouraged to visit the Town Council office to view the market presentation which will be placed in the foyer. Once again comments sheets will be available.

Mrs Ogden will not be available but several Councillors will attend on either the 17th or the 20th. The Clerk will provide a list of "frequently asked questions" for the Market event to aid Councillors as she is unable to be present on that occasion.

#### **Date of next meeting:**

– **Monday 12th November 2012 in the Council Chamber at 7.15pm**

**Chairman**