

## Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 12th November 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	Mr C Rayworth
Mrs N Goodchild	Mrs J Smith
Mr G Lynch (arrived 7.27pm)	Rev R Spittle, Vice Chairman

**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 Percy (Youth Parliament Member, arrived 7.58pm)  
1 Member of the public

Reverend Spittle took the Chair.

### 1. Apologies

Mr M Amoss – family commitments  
Mrs J Klaschka – illness  
Mrs S Ogden (Chairman & District Councillor) – holiday  
Mr S Hudson (County Councillor) – family commitments  
Mrs D McCallum (District Councillor) – family commitments  
Mr M Grimwood (District Councillor) – family commitments  
Mrs M Neale (District Councillor) – work commitments

### 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 Ogden declared a local non-pecuniary interest in item 8.a.iii., C12/1992, Planning and Development Matters, being a near neighbour of the application site, 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.c.i. and ii. Public Open Space Adoption, Fentons Wood and Oak Meadow, 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 11.b.i, Divestment, Youth Club Provision, Youth worker's salaries 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 8th October 2012

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

### 4. Matters arising

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

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

The Chairman had not submitted a report.

The Vice Chairman reported he had attended the Remembrance Day Service at the War Memorial on the 9th November as the Officiant and as a Town Councillor.

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

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

Mr C Hudson, County Councillor, gave a report, which is held on file.

Mr Lynch, as District Councillor, had nothing to report.

Mr Percy, Member of the Youth Parliament (MYP), arrived during at Item 8.

#### **– to receive Police Matters reports**

Members are to be issued with the following report which is held on file. This was unavailable for the meeting because of operational commitments by the SNT.

1 12PT monthly report.

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

The Member of the Public present did not wish to speak.

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## **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 has been received from All Saints Church, Kesgrave, updating KTC on their Youth Work being carried out locally and also enclosed the first quarterly newsletter.
- 3.D.** In response to a request KTC has placed an article in Kesgrave News to help publicise a three month consultation which asks for resident comment on the proposed merger between Suffolk Fire and Rescue Service and Cambridgeshire Fire and Rescue Service.
- 9.D.** A thank you letter had been received from EACH regarding the recent donation raised from the Kesgrave Market Prize Draw.

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** World of Housing report, by Mr Fairbrother
- 2** Reports on visit to the Police Investigation Centre by Mr Beecroft and Mr Ogden
- 3** Report on the Local Strategic Partnership Forum by Mr Ogden

## 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 £11,400 be made from the Instant Access Account to the Ordinary Account.

### c. Transfer of Reserve Funds

Youth Club sessions 27/09/12	28.85	To Youth Club
Youth Club sessions 29/09, 2 & 4/10/12	125.66	To Youth Club
Youth Club sessions 09/10/12	29.00	To Youth Club
Youth Club sessions 16 & 18/10/12	90.32	To Youth Club
Youth Club sessions 23 & 25/10/12	42.30	To Youth Club
Sales of Safety Equipment	213.00	To 12PT
Purchase of Safety Equipment	218.25	From 12PT
Purchase of Safety Equipment	450.00	From 12PT
Bike Accessories	133.91	From 12PT
Bike Accessories	12.51	From 12PT
Makro/Mrs Smith	171.84	From Youth Club

**d. Budget 1st April 2013 – 31st March 2014 and suggestions for inclusion and NALC notification** The Clerk explained the current queries which are arising over the setting of the 2013/2014 Precept. Central Government are about to consider a draft paper with regard to Parish Precepts and NALC and SALC are issuing advice regularly as the situation evolves.

Parish Councils are being advised not to set a Precept until:

- the number of Band D equivalent properties is known as this gives a clear indication on the level which will support the Precept; this is usually available in early December
- the Government draft paper is issued.

Council were reminded although capping had not been considered in the 2012/2013 year there had been a possibility after bills had been issued of a poll being called by residents if they were unhappy with the increase imposed and that if this poll was lost Council would have to pay back the increased amount. It is expected the Draft paper will clarify if this is to be implemented in the 2013/2014 year.

The Clerk explained she is continuing to prepare a budget which, because of the divestment of responsibilities, may require some very testing decisions on what needs to be cut if an increase might be subject to call in. The issue of the MSG extension will also require some careful consideration in the light of any strictures laid on Parish Councils.

**e. Kesgrave Market** The Anniversary Market in October had been a great success and an article printed in the Evening Star was circulated at the meeting. Council asked for the reporter to be contacted so they could be informed of any feedback received following the article. **Later** : The Market Manager has asked her contact at the paper and waits to see if there is any feedback.

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

## 8. Planning and Development Matters

**a. Planning applications received since 5th October 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.

**Mr Percy, Youth Parliament Member arrived and a second adjournment was called.**

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Mr Percy had nothing to add to his written report which had been issued to Members but Council congratulated him on his appointment, through the Speakers Parliamentary Placement Scheme, as Parliamentary Assistant to Dan Jarvis, Labour MP for Barnsley Central and Shadow Culture Secretary.

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

**c. Late items for information** The application for 1 The Walk is to go to appeal and the Planning Officer is electing for this to be decided by written representations as she believes there are no policies to use in defence of the SCDC refusal. Mrs McCallum and the Clerk believe there should be an Informal Hearing to enable the Inspector to be made aware of the wider issues of the loss of this accommodation. The Head of Planning Services, Mr P Ridley, has suggested Mrs McCallum and the Town Council write to the Inspectorate explaining why they consider the appeal should be heard. The Clerk explained there may be issues of costs involved in this way forward and she will liaise with Mrs McCallum and bring further information to the Finance and Resources Committee on the 26th November. Council agreed to delegate the decision on whether to pursue this course of action to F&R.

**9. Recreation and Amenities Matters**

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

**b. MSG Pavilion Consultation** The recent consultation evening at the Pavilion had been very successful with all 6 KTC representatives kept busy for the whole two hours. Only two groups of people were against the possible additions. Completed forms have been received in response to this and the Market display and the votes for C outnumber the votes for B even taking into consideration the 8 forms delivered all at the same time all anonymous and all for option B. In the intervening period the SCC Officer who has been most helpful over the Youth Club building has organised the printing of 1,450 slightly different consultation forms which includes a picture of the Pavilion. The Primary school headteachers had been very happy to send these home with the pupils last week and 5 have already been returned. The County Officer had been very complimentary of the documents already available and Council thanked Mr Beecroft for his work on these.

**c. POS Adoption**

**i. Fentons Wood** Following the meeting held at the Town Council Office Council agreed they wished to pursue the adoption of Fentons Wood. The Clerk confirmed this with SCDC on the 16th October but despite 2 emails asking for a report on progress nothing further had been heard. Aware that Mrs Neale would not be at the Council meeting the Clerk has emailed her asking for her assistance over this situation.

The Clerk also drew Members attention to the recent Countryfile programme on BBC which had given detail of the changes proposed for registering areas as Village Greens. Village Greens do not necessarily have to be green fields but can also be wooded areas where public access has been unimpeded for 20 years. It was agreed the Clerks will investigate the possibility of registering Fentons Wood in this way as it would prevent development in the future should the land not be transferred to KTC.

**ii. Oak Meadow** The Deputy Clerk issued Members with copies the Draft Heads of terms for the transfer of ownership of this POS. She was asked to query a number of issues before a formal contract is drawn up and contact is made with the Council's Solicitor. As with Fentons Wood, consideration will also be given to registering Oak Meadow as a Village Green.

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

## 10. Community Information Project (CIP)

Some discussion took place on the presentation which had been heard on the 29th October and the merits of utilising this system. Members agreed a simple version of the Resource Mapping system could be a replacement for the Kesgrave Guide for both residents and the Council staff. However concern was expressed over the time element which might impinge on Clerk time to amass and input the information. It was agreed to form a Working Party of Mr Comber, Mr Ogden and Mr Rayworth and the Clerk to consider in the first instance the basic requirements and what form would be appropriate.

**Later:** The Deputy Clerk volunteered to be part of this working party in place of the Clerk and Mr Beecroft joined the group.

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

**a. The Council resolved that the public and the press be excluded for consideration of Item 11.b.i. Youth Club Provision, Youth Worker's salaries, 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.**

### **b. Youth Club Provision**

#### **i. Youth Worker's salaries**

**c. Library Provision** This issue is still evolving:

- Senior back office posts have been advertised but it is with front line staff that KTC is concerned, as it is this which has a visible impact on the public;
- As Mr Hudson had alluded, it is understood morale with the front line staff is low, despite the assurance issued that Central Government consider the SCC model for divestment is working well;
- Copies of documents have been received regarding the formation of an Incorporated Friends Group, this would be a volunteer support group which Council do not consider viable;
- Miss Hall's letter in the EADT prompted an email from the Kesgrave Library Manager, who is based in Woodbridge at present. She has explained why two closures occurred and also that she believes she will be permanently based in Woodbridge overseeing the Kesgrave Library;
- Miss Hall has now received answers to some of her questions and it appears footfall is good at Kesgrave Library. However there are anomalies in the some of the answers already received, for instance the implication is that the Manager has always been based in Woodbridge but this is not the case, sharing the manager only took place shortly before the handover from SCC.

Council agreed the January Kesgrave News article should be about the Library in order they can gauge the public concerns.

Only one quarter of the KTC anticipated annual payment has been paid so far as this was to SCC before the IPS was formed. Mr Rayworth has suggested when the remainder is invoiced KTC need to ascertain exactly what this payment will cover. This is not to imply the monies will be withheld but value for the Kesgrave resident must be assured.

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

## 12. Members Interests

The Clerk apologised for not yet emailing the SCDC Chief Executive as instructed at the last meeting. However as he is the Returning Officer for Thursdays Police Commissioer election it is most likely he would not have had time to deal with an email. One will be sent at the end of the week but it is understood no further letters have been issued to Councillors at the present time.

### **13. Policy Documents**

The next policy to be written and considered after the budget process has been carried out was to have been on Contracts. The Clerk explained when Policies were first considered the then Chairman and Vice Chairman undertook to write the draft documents, however after one had been considered the duty has fallen to the Clerk. She has since obtained a list of policies which are in place with the neighbouring Parishes of Martlesham and Rushmere St Andrew as some guidance. Members have asked to see a list of the Policies already in place at Kesgrave to assess which others they consider are necessary.

### **14. Retrospective Working Party**

The programmed meeting was postponed in order for the proposed Resource planning to be considered. As only one issue has been put forward for consideration, and only 4 people had indicated they would attend the Retrospective meeting, the Clerk asked if a date needed to be set or if the item should be included in a future Council meeting agenda. It was agreed the Administrative Assistant will email Councillors with possible dates for the new year for the Retrospective meeting, and the Chairman advised Members that if they wished this meeting to go ahead they must be prepared to attend.

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

#### **a. Kesgrave News articles** Articles have been submitted for publication on:–

The 9/11 Act of Remembrance, particularly in the light of the numbers attending;  
The Youth Club discussions;  
Evening of Reflection; new stars had been delivered during the day and Members were advised these are available free of charge for use on the 14th;  
a piece received regarding the Fire Service consultation.

There is also to be a feature on the Anniversary Market.

#### **b. Other issues**

- preparation of the Christmas decorations for the office is well under way and they are as usual being put together by the staff in their own time and at their own expense.
- Councillors were requested to respond to their Annual Reception invitation so that numbers are available for catering purposes.

### **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:–**

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

#### **b. Youth Club Provision**

##### **i. Youth Worker's salaries**

The Clerk explained representatives of the All Saints Church Charity, the Youth Forum and, because of dual roles held by those members, the Town Council, met on the 9th November to discuss the hand over

of responsibility for the employment of the Youth Workers and the payment of their salaries. There are a number of issues needing to be addressed and a further meeting is to be held on the 19th. Employer responsibility will eventually pass to the Youth Forum and the intention is to effect this by January 2014 when new premises should be available. The Church Charity wish to devolve responsibility for making the salary payments from January 2013. The intention is for payment of the salaries to be made from the Reserve Fund held by the Town Council and therefore direct to workers electronically from the Council account. In order for the workers to be paid at the end of the month a sufficient amount will be transferred from the High Interest Account at the same time as the Council transfer. Council were content with this approach. However Mr Lynch raised the issue of whether the Inland Revenue would accept their payments from the Town Council and this will be investigated and raised at the 19th November meeting. **Later:** The Church Charity have agreed to continue making all wage related payments with a request for reimbursement from the Town Council each month.

The Vice Chairman closed the meeting at 9.28pm.

Chairman

**Date of next meeting:**

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