

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 10th December 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)
Mr G Lynch (District Councillor)	Mrs J Smith
Mr P Miller	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)
Mr C Hudson (County Councillor)
Mr M Grimwood (District Councillor)
Mrs M Neale (District Councillor)
Mrs D McCallum (District Councillor)
Mr M Percy (Youth Parliament Member)
2 Members of the public

1. Apologies

Mr M Amoss – work commitments
Mr M Azmoodeh – work commitments
Mrs N Goodchild – illness
Mrs J Klaschka – illness
Mr C Rayworth – family commitments
Mr S Hudson (County Councillor) – family commitments
Mrs L Bennett (Administrative Assistant) – illness

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.c. Recreation and Amenities, Public Open Space Adoption, Fentons Wood and Oak Meadow as a member of another Authority, and remained in the meeting while consideration and discussion of the matter took place.

Mr J Ogden declared a local non-pecuniary interest in item 8.a.vi. Planning and Development, as a near neighbour, and remained in the meeting while consideration and discussion of the matter took place.

Mrs S Ogden declared a local non-pecuniary interest in item 8.a.vi. Planning and Development, as part owner of a nearby property, and remained in the meeting while consideration and discussion of the matter took place.

Mrs S Ogden declared a local non-pecuniary interest in item 9.c. Recreation and Amenities, POS Adoption, Fentons Wood and Oak Meadow as a member of another Authority, and remained in the meeting while consideration and discussion of the matter took place.

3. Minutes of the last regular meeting held on 12th November 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 reported:

- on the Annual Reception held the previous week and thanked everyone who had attended and helped with the event. She asked Reverend Spittle to pass on Council's thanks to the Church for allowing this to be used as the venue once again;
- on her attendance at an EDF consultation meeting regarding Sizewell C where it had been agreed the stakeholders group could include a KTC representative if the Council wished.

The Vice Chairman reiterated the Chairman's comments regarding the Reception.

An adjournment was declared:

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

Mr Grimwood, District Councillor, reported the Local Development Framework is now close to completion.

Mr Lynch, as District Councillor, reported on the long debate at Suffolk Coastal District Council on the living wage.

Mrs McCallum reported on the two planning applications in Kesgrave which have gone to appeal and the success of the Development Control Sub Committee in securing affordable homes at Purdis Farm and Martlesham.

Mr Hudson arrived

Mr C Hudson, County Councillor, reported on "The most improved Council", Suffolk's Highways contract, Suffolk Family Focus, gritting preparations, Country Parks update and generating heat from waste. His written report is held on file.

Mr Fairbrother asked:

- for an update on the library situation and was informed that no libraries have been closed but it must be recognised the footfall has decreased over recent years. If specific details are required Mr Hudson will do his best to supply them;
- on the situation with regard to the Young Persons Oyster card, which Mr Hudson believed is to be put in place in January 2013.

Mrs Neale, District Councillor, reported on Exercise Bittern, Crucial Crew, the Boundary Commission consultation, Sailors Path refurbishment, Sizewell Emergency Planning and No cold calling zones. Her written report is held on file.

She was asked for further information on the Boundary Commission consultation and explained this will be to a tight timescale led by the Commission with consideration being given to reducing the numbers of SCDC Councillors and then subsequent changes to wards. All have to be dealt with simultaneously and Town and Parish Councils will be consulted on their views. Kesgrave East currently has a significantly higher voting population than other wards in the District, which has prompted the exercise.

Mrs Ogden, as District Councillor, reported Coastline is now available monthly on-line and it can be arranged for this to be automatically received by email. Hard copy is to be held in Libraries.

Mr Percy, Member of the Youth Parliament (MYP), had submitted a report on Youth Affairs – Votes at 16 and the UKYP Annual debate. The full report is held on file. He also stated the Youth Oyster card will not be available immediately as there is no funding for this at present.

– **to receive Police Matters reports**

Members had sight of the following reports which are held on file.

- 1 12PT monthly report
- 2 Kesgrave and District Safer Neighbourhood Community Engagement meeting minutes

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

Mr Green, Michigan Close, raised the issue of the Ipswich Wet Dock Road/Rail Crossing which would provide relief from traffic when the Orwell Bridge is closed and could be incorporated within the Ipswich Flood defence project. He has written to the Environment Agency on this issue but has not received a satisfactory response and hoped for Council and County Councillor support. Mr Hudson stated he believed there is insufficient funds available to progress this but agreed to raise it in the appropriate quarters and had a brief discussion with Mr Green before the latter left the meeting.

The other member of the Public present did not wish to speak.

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 EDF Energy Sizewell Consultation being held between 21st November and 6th February and on which further information is available from the Clerks if required
- 3.D A letter of thanks from the Chairman of the Kesgrave and District Royal British Legion for Council's donation stated the total collected from the Kesgrave area this year was £26,800, £3,800 up on the previous year. The Chairman of the RBL also thanked Council for the very well attended schools ceremony on the 9th November.
- 5.D East Anglian Air Ambulance request for donation which had been referred to F&R for the April meeting

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 Reports on the Budget Liaison Meeting held at Suffolk Coastal Offices on 19th November by Mr Rayworth.
- 2 World of Housing report, by Mr Fairbrother.

7. Financial Matters

a. **Draft Minutes of the last meeting held 26th November 2012** had been issued to Councillors and are attached at **Annex 2** to the permanent copy of these minutes. Mr Rayworth being absent the Clerk brought the following items to Members attention:–

i. **Effectiveness of Internal Audit – Annual Review (F&R Item 5d.)** Council accepted the recommendation of the Committee and **agreed** that procedures are effective.

ii. **Budget 1st April 2012 – 31st March 2013** The Committee were aware the Precept cannot be set until all the information from Central Government and advice from NALC are available.

The Clerk will therefore be preparing two budgets for consideration at the January meeting; one for the worst case of being limited by Central Government to a less than inflation increase and the second for a best case scenario where all works which had been considered necessary, together with funding for the Pavilion, are included. Council **agreed** if necessary F&R will meet to make a final decision late in January to meet the deadline for submitting a Precept request to SCDC.

iii. Grant to Kesgrave Good Neighbour Scheme (F&R Item 11.c.) Since the F&R meeting it had been established the Scheme does not have a financial year set at present so Council **agreed** with the recommendation of the Committee to offer £275 for the three month period January to March from the current budget, explaining a further request could be considered in the 2013/2014 year but the total years funding of £1,100 could not be provided by the Town Council.

iv. Insurance Cover including New Risks (F&R Item 12) Council **agreed** the 5 year contract should be accepted.

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 £7,600 be made from the Instant Access Account to the Ordinary Account.

d. Transfer of Reserve Funds

Spark grant	500.00	To Youth Club
C Comber /slab purchase	100.00	To Youth Club
Sales of Safety Equipment	179.00	To 12PT
Youth Club sessions 06 & 08/11/12	81.60	To Youth Club
Youth Club sessions 13 & 15/11/12	84.28	To Youth Club
Photocopier rental	1,400	From Photocopier
Purchase of grave markers	247.50	From Cemetery Land
Purchase of oak trees	109.58	From Conservation

Mrs Neale and a resident left

e. Kesgrave Market Locality Budget funding had been receive which has brought the Market funding into credit. A spreadsheet will be prepared for the January meeting.

f. Late items for information None.

8. Planning and Development Matters

a. Planning applications received since 9th November 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.

b. SCDC Area classification Nothing to report.

c. Late items for information Nothing to report.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths A resident had asked for the barriers at the end of

cycle/footway short cuts in Kesgrave to be removed to enable buggies for the disabled to access the paths. Council were aware that removal of the barriers could result in motorbikes and scooters using these short-cuts which could present a danger to footway users at the end of the paths. After some discussion on the advisability of this it was agreed the Clerk will furnish details of the request to Mr Hudson.

b. MSG Pavilion Consultation Council were shown a map with the responses to the consultation plotted. The number of residents wishing to see the building extended (60) is greater than that wishing to see the building demolished (45), a ratio of 4 to 3. Mr Rayworth and the Clerk had a meeting with the partner organisation at the end of November and some changes to the proposed alterations are being considered. It is hoped a final drawing will be available in January.

c. POS Adoption

i. Fentons Wood No further information had been forthcoming from Taylor Wimpey and Mrs Ogden undertook to ask SCDC to continue to press for a response in order for this important issue to be progressed and not be allowed to be forgotten.

ii. Oak Meadow With the delay in deciding on the play equipment and its installation Council agreed not to pursue adoption of Oak Meadow for the present time.

d. Late items for information None.

10. Community Information Project (CIP)

Only two members of the four person Working Party had been available to meet on the date set before Christmas so this meeting has been postponed until a date to be agreed in January.

Mr Grimwood left

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

The resolution for the following item which had been agenda was not necessary.

a. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

b. Youth Club Provision

i. Youth Worker's salaries As the Town Council are not the employers of the Youth Workers it is not possible for them to pay the Inland Revenue the necessary monies each month. The Church have therefore agreed to continue in that capacity until January 2014 if required. The Town Council will transfer the necessary monies from the Youth Club funds the following month.

ii. Youth Club Building Licence agreement While the Youth Club building is still used a licence agreement between the owners of the building (Suffolk County Council) and the users (the Youth Club) is required. This licence requires that insurance is put in place by the user. As the Youth Club Support Group is not in a position to insure the building for this purpose Council agreed to put insurance in place for the 2013 year, hopefully through their own Insurer, Zurich.

c. Library Provision

i. Additional Working Party member Council agreed Mrs Smith should join the Working Party.

d. Late items for information A letter from Mrs Wheeler of the Industrial and Provident Society, now running the Libraries, advised Council of the withdrawal of the mobile service in this area with effect from January 2013, in accordance with the SCC decision in 2011. While mobile Library users have been informed of this change and the alternatives available, Council were advised if they have other ideas on how these users might be helped they should bring that information to the Clerks.

12. Members Interests

The Clerk has emailed the SCDC Chief Executive regarding this issue but has not yet received a response. All Kesgrave Councillor forms are available on the Kesgrave Town Council website, with the signatures now removed for personal security. Council agreed to take no further action at present.

13. Policy Documents

The next policy to be written and considered after the budget process has been carried out will be on "promotion from within" as part of the succession planning which is being undertaken.

14. Retrospective Working Party

The Retrospective meeting will now be held on the 18th February at 7.30pm. Seven Councillors have so far agreed to attend and two apologies have been received.

15. Resolution regarding Mr Amoss' extended leave of absence from meetings

Council resolved to approve, for a further 6 months, the continued absence of Councillor Amoss who, because of a recent bereavement and work commitments has been unable to attend meetings.

16. Report from Clerk and Press Officer

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

Page 3: The 2013/2014 Budget, its effect on the Precept and a request for information from Library users;
Others: The Market.

b. Other issues

- Mrs Bennett has received her Stage 2 Health and Safety certificate, and Council noted their congratulations for this achievement;
- a calendar of meetings for the 2013 year is to be issued by email.

17. To receive any such other communications or matters of sufficient urgency that the Chairman will allow for discussion.

None.

Date of next meeting: Monday 14th January 2013 in the Council Chamber at 7.15pm

The Chairman wished everyone a Happy Christmas and closed the meeting at 9.32pm.

Chairman