

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th January 2013 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	Mrs S Ogden (Chairman & District Councillor)
Mrs N Goodchild	Mr C Rayworth
Mr G Lynch (District Councillor)	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 to the Town Council)
Mr C Hudson (County Councillor)
Mrs M Neale (District Councillor)
Mrs D McCallum (District Councillor)

1. Apologies

Mr M Amoss – work commitments
Mrs J Klaschka – illness
Mrs J Smith – family commitments
Mr M Grimwood (District Councillor) – family commitments
Mr S Hudson (County Councillor) – family commitments
Mr M Percy (Youth Parliament Member) – travel difficulties

2. Declarations of Interest

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

Mr Comber declared a local non-pecuniary interest in item 7.f., 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 8.a.iii, Planning and Development Matters, C12/2498, Kesgrave Tennis Club, Twelve Acre Approach, Kesgrave, as a Trustee of the KWMCC, and remained in the meeting while consideration and discussion of the matter took place.

Mr Mills declared a local non-pecuniary interest in item 8.a.iii, Planning and Development Matters, C12/2498, Kesgrave Tennis Club, Twelve Acre Approach, Kesgrave, as a Trustee of the KWMCC, 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.a.iii, Planning and Development Matters, C12/2498, Kesgrave Tennis Club, Twelve Acre Approach, Kesgrave, as a Trustee of the KWMCC, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a local non-pecuniary interest in item 7.d.i, Financial Matters, Budget, being a Youth Worker employer, 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.a.i, Divestment, Youth Club Building Licence agreement, 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 December 2013

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:

- despite Mr Percy's absence, she wished to congratulate him on being presented with an ASDAN accredited Youth Voice Award;

The Vice Chairman reported:

- his pleasure in leading the Evening of Reflection Service;
- announced the death of Mrs M Ferguson, the wife of Mr H Ferguson, the previous Clerk.

An adjournment was declared:

- to receive reports from the County and District Councillors

Mrs McCallum, District Councillor, reported:

- on the spate of robberies, with the theft of catalytic converters being removed from several vehicles;
- she will be petitioning the County Councillors regarding the decision to turn off some of the street lights. With the number of recent thefts she believes having some lights left on would act as a deterrent and allay the fears of residents in The Walk who feel vulnerable now the area is so dark;
- the possible development of land at Long strops is still only at the discussion stage between the developer and Planning Officers. To date there has not been any formal proposal or a planning application submitted to Suffolk Coastal District Council;
- there will not be a Kesgrave Music Festival this year.

Mr Lynch, as District Councillor, reported:

- he had attended a Members Briefing where it was announced there are to be changes in the Council tax calculation.

Mrs Neale, District Councillor, reported:

- following the changes to the benefit system leading to a significant decrease in the council tax base, Suffolk Coastal District Council have agreed the money received from Central Government will be passed onto Town and Parish Councils this year, to be used at their discretion;
- she had attended the Members Briefing Budget meeting where it was reported significant savings are still expected to be achieved;
- on the problem of litter outside Dominos Pizza at the junction of Dobbs Lane and Main Road. It has been suggested exchanging one of the bins for a wheeled bin, with a lid lock and a letter-box slot for boxes might address this situation. Mrs McCallum offered to follow this up;
- Council might consider making the Agenda more informative and be more descriptive. This will be discussed at the Retrospective meeting on the 18th February.

Mrs Ogden as District Councillor, reported:

- she had attended the Extraordinary Meeting regarding the LDF;
- she had attended a showcase on Careers;
- The Spa Pavilion at Felixstowe has now closed.

Mr C Hudson, County Councillor, gave a report on:

- the County Council tax and budget proposals;
- the Stay Safe Scheme helping vulnerable people in towns across Suffolk;
- Cheaper Travel for Suffolk's young people on the cards;
- proposed staff savings;
- 2,000 tonnes of extra waste dealt with over Christmas. The report is held on file.

– **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**

There were no members of the public present.

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.

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.

In response to the printing of a letter in the January issue of “In Touch with Kesgrave and Rushmere” the Chairman reminded Councillors of Standing Order No 28b which states:-

“In accordance with the Council’s policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.”

Mr Fairbrother stated he realised this statement was as a result of a letter he had written and submitted to one of the Community magazines. He stated categorically he would continue to write articles, as a Town Councillor, if he felt the need. It was reiterated Standing Orders require any statement made, in any format, should be as an individual as by stating his position as Town Councillor leads to confusion by residents the opinion is that of the whole Council. Mr Fairbrother stated he was not willing to comply with this Standing Order despite having signed up to these conditions when accepting office.

It was agreed this impasse would be discussed at the next Retrospective meeting, to be held on the 18th February.

b. Councillor Representative Reports

Reverend Spittle reported he had attended the Office on the 8th January to carry out an audit on the Town Council's budget monitoring process. All his queries were satisfactorily answered and in his opinion the staff understood the rationale behind the process and carried it out effectively.

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 £8,600 be made from the Instant Access Account to the Ordinary Account.

c. Transfer of Reserve Funds

Product/Service	Amount	Reserve Fund
Spark grant	500.00	To Youth Club
Resident donation	40.00	To Youth Club
Resident donation	40.00	To Youth Club
Youth Club sessions 20 & 22/11/12	65.95	To Youth Club
Youth Club session 29/11/12	13.95	To Youth Club
Sales of Safety Equipment	77.50	To 12PT
TV Licence	145.50	From Youth Club
Makro	151.31	From Youth Club
Float replenished	198.81	From Youth Club

Mrs McCallum left and Mr Hudson left during the following item.

d. Budget

i. 1st April 2013 – 31st March 2014 and Precept setting Members had been issued with a Draft Budget and a copy of the article submitted to Kesgrave News for the February magazine and the latter is attached at **Annex 3** to the permanent copy of these minutes. As well as the adjustment in Band D property numbers Council had been waiting to hear if the Precept was to be capped or if it would be subject to call in by residents. Neither issue is to occur and in accordance with past decisions a loading of £50,000 had been added to the proposed Precept figure. The Budget papers are attached at **Annex 4** to the permanent copy of these minutes and **Council agreed 12 for; 1 against the Budget as presented and therefore a precept of £247,500**. Suffolk Coastal will be informed accordingly.

Mr Fairbrother cast his vote against the Budget and Precept which included £7,250 for Kesgrave Market and Market Manager salary and asked for this vote to be recorded.

ii. SALC request regarding lobbying Government on Localism Members had been issued with various papers from NALC and SALC referring to the Government's response to the outcome of its consultation on localising support for Council Tax. Council agreed to monitor the situation and not make any responses at present.

e. Banking arrangements Council was reminded of the F&R discussion to investigate additional banking arrangements to have:

- Mrs Bennett added to the mandate and
- a Government Procurement Card in the name of the Town Council. Cards are to be authorised for each of the Clerks (one designated card each) with a named limit (suggested as £250 which is the petty cash limit) and each card would incur a charge of £32. All three will be free for the first year and if any were not used then the details of the named Clerk would be held on file for reinstatement in the future if required. This will relieve the Clerks of using their personal cards and reclaiming at a Council meeting.

Council **approved** the suggested banking arrangements and agreed the necessary application forms should be completed.

f. Kesgrave Market Members had sight of the Market spread sheet updated with payments and receipts to the end of December. This is held on file. Mr Rayworth queried the amount paid to the Market Manager in December which was above the agreed limit. The Clerk explained this payment

included extra hours incurred preparing for the 1st Anniversary celebrations and had been covered with additional income received. Council accepted the explanation but stated it would have been advisable to register these hours at the time and not defer payment. Council also queried the amount spent on newspaper advertisements and asked for this to be raised with the Market Manager with a view to reducing the frequency. **Later:** The Market Manager confirmed the slips completed by visitors to the Market regularly indicate they have attended because of advertisements in the local press and as this is only once a month, not every week, it would be advisable to continue until this is no longer the case. The advertisement has also generated feature articles, which are free and published on a regular basis.

g. Late items for information None.

8. Planning and Development Matters

a. Planning applications received since 7th December 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.

b. SCDC Area classification Nothing to report.

c. Late items for information Council have been advised by SCDC that Persimmon wish to enter into discussion with the Planning Authority on a hybrid application for south of Long Strops. It is understood a plan for 100 homes is to be submitted in March with further phases to increase this to 300. At present it is unclear exactly where this development is planned and how and where access would be achieved.

Mrs McCallum has been in contact with Officers and it has been suggested this application might be contested on the grounds of unsustainability from the aspect of schools, medical provision etc. Little or no planning gain is available with such small developments and additional sports space, which is also currently needed, is most unlikely to be made available. It was agreed Full Council should be advised of any additional information immediately it is forthcoming.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths None.

b. MSG Pavilion Consultation Council were shown a revised footprint which had been suggested following correspondence between the landowner and a SCDC Planning Officer. The original proposal on which residents have been consulted removed all the showers and produced two meeting rooms, one of which would be L shaped. The revised plan alters the internal arrangements by retaining the two changing rooms on the eastern side of the building, extending the clubroom to the leading edge of the canopy and extending the building to the west incorporating additional storage space to compensate for the loss elsewhere. It is suggested this future proofs the building should showers be needed in the future.

Council were already aware from the Kestrels and the Suffolk County Football Association the Millennium fields are not suitable for adult football and there is no requirement for showers for primary age children. Experience demonstrates young footballers do not use showers even if they are in place. Council believe if the ground is not fit for purpose for adult football there is no justification for retaining showers. These will need to be shut off to avoid Legionnaires disease and will only provide rooms unsuitable for hiring to anyone other than young teams and will require cleaning and heating.

Council therefore **agreed** the showers should not be retained: **9 for, 1 against, 2 abstentions**. However Council understand the cost of removing all the showers could prevent the alterations being put in place and agreed the revised footprint would in that case have to be accepted.

c. POS Adoption

i. **Fentons Wood** No further information had been forthcoming from Taylor Wimpey or Suffolk Coastal. The Clerk reported having discussed with the previous landowner whether or not he considered the use of the wood had been unchallenged for 20 years. He has been provided with a copy of the guidance notes which accompany the registration form and will discuss the situation further with the Clerk in due course.

ii. **Oak Meadow Council had** agreed at the December meeting not to pursue adoption of Oak Meadow for the present time, but noted the planning application for additional play equipment has been submitted and is listed at Annex 5.

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

10. Community Information Project (CIP)

The Working Party met earlier in the month to consider the implementation of the Community Information Project. By using the information already available it had quickly become clear the document as previously envisaged will be too big and unreadable to be a positive and workable replacement for the Kesgrave Guide. The Members are therefore reconsidering the situation and are working on a reformatted data base which would provide a method of speedily answering enquiries, providing information for the public and which can be added to when necessary.

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

a. Youth Club Provision

i. **Youth Club Building Licence agreement** The Council's Insurers Zurich have confirmed the Town Council can have the Public Liability cover for the use by the Youth Club of the building on the High School site added to their schedule. The fee for the current year will be waived and only a nominal charge will be added for 2013/2014. A number of documents are required by Zurich which the Church as employers have already supplied.

b. Library Provision

i. **Working Party meeting** Council were reminded a date must be set for the working party to meet and the Members were asked to contact the office with their availability. Information on becoming members of the IPS is available and the working party need to discuss this and bring a recommendation to Council. **Later:** The meeting will be held on 28th January preceding the R&A meeting.

c. **Late items for information** None

12. Members Interests

The Clerk reported a response from the SCDC Chief Executive regarding this issue has now been received. The SCDC stance remains unchanged and the Clerk explained individual Councillors will in due course be contacted by SCDC to complete a form for the District Website. She asked Members to contact her when that form is completed in order for their entry on the Kesgrave Town Council website to be removed, thus avoiding forms giving different information on the two websites. A link to the District website will be put in place. Members expressed the view that they still considered completing the hard copy form for inclusion on the Town Council website fulfils their requirements. It was agreed each Member would deal with their situation individually.

13. Policy Documents

Council considered the document which had been issued on Promotion from within. Some alterations were discussed and the policy as amended and attached at **Annex 6** was adopted.

14. Retrospective Working Party

Members were reminded 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. 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

Others: The Market.
The Annual Town Meeting date of 25th March

b. Other issues None.

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 11th February 2013 in the Council Chamber at 7.15pm

The Chairman closed the meeting at 9.58pm.

Chairman