

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 11th March 2013 at 7.15pm in the Council Chamber.

Present:	Mr M Azmoodeh	Mr G Lynch (District Councillor) – arrived 7.20pm
	Mr N Beecroft	Mr J Ogden
	Mr A Comber	Mr C Rayworth
	Mr D Fairbrother	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 D McCallum (District Councillor)
Mr M Percy (Youth Parliament Member)
2 Members of the Public

1. Apologies

Mr M Amoss – work commitments
Mrs N Goodchild – illness
Mrs J Klaschka – illness
Mr P Miller – illness
Mr P Mills – illness
Mrs S Ogden (Chairman & District Councillor) – personal commitment
Mrs J Smith – personal commitment
Mr S Hudson (County Councillor) – illness
Mr M Grimwood (District Councillor) – family commitments
Mrs M Neale (District Councillor) – alternative meeting

Reverend Spittle took the Chair.

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 Rayworth declared a local non-pecuniary interest in item 8.a.ii. application for Copswood Close being a near neighbour, 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.a. Financial Matters, Receipts and Payments, payment to Kesgrave Church of England Charity, being the Vicar and Trustee, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a local non-pecuniary interest in item 13.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 11th February 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 was not present.

The Vice Chairman stated he had officiated at the interment of ashes of John Klaschka, the first interment to be held in the new Lawn Cemetery.

An adjournment was declared:

- to receive reports from the County and District Councillors

Mr C Hudson, County Councillor, spoke on:

- Election Purdah which commences on the 21st March, SCC rates which are to be frozen for 4 years, the launch of the Endeavour card, and his Locality Budget from which he is pleased to offer £430 towards the projects mentioned in a recent request from KTC.

Mr Rayworth asked how the availability of the Endeavour card would be made public. Mr Hudson stated this would be advertised on the County website and in the local press.

Mr Lynch, as District Councillor, reported:

- on continued contacts regarding the application for 217/219 Main Road and the metal discs being fixed to trees in Fentons Wood.

The Clerk:

- asked if it was known if the 217/219 application would go to March DCSub, she had enquired of SCDC but had no response. Mrs McCallum will investigate. **Later:** Confirmation was received of this.
- explained she understands the discs are part of a survey being undertaken for Taylor Wimpey with regard to maintenance of the trees.

Mrs McCallum, District Councillor, explained:

- there are still difficulties with staffing in the Planning Department at SCDC but these are recognised and are being addressed;
- she had visited the PIC and been very impressed with the facility. She had raised the issue of how when allowed to go home people are released and was advised if problems do arise contact should be made as soon as possible so that the situation can be addressed;
- she had also attended the interment of John Klaschka and considers the new Cemetery to be well sited and a very peaceful place. Reverend Spittle explained the land will not be consecrated so as not to be discriminatory as it is to be available for all Kesgrave residents.

She also gave detail on the situation with the bedroom tax on Social Housing residents. From April residents will be charged 14% on one empty bedroom and 25% on two empty bedrooms. At the same time the upper age limit for children of different sexes sharing a bedroom is to be raised. As many residents in Social Housing are already vulnerable she has very severe concerns over the effects this will have. Mr Rayworth stated he believed the revenue this exercise will generate will be far outweighed by the costs of gathering it.

Mr Grimwood, District Councillor, had offered his apologies but had asked that Council be advised he had voted against the proposed reduction in District Councillor numbers in the recent debate. The Clerk explained SCDC have agreed to recommend to the Boundary Commission that numbers be reduced from 55 to 43, although it is understood counter recommendations for 48 and 45 seats may be submitted by other parties.

Mr Percy, Member of the Youth Parliament (MYP), had submitted a report which is held on file. He had met with the Leader of the County Council and been assured the Endeavour card would be advertised extensively through schools and social media as well as the more usual channels.

- **to receive Police Matters reports**

Members had sight of the following report which is held on file.

- 1 12PT monthly report
– to allow members of the public to speak

No member of the public present wished to speak. However, the Clerk advised Members of an email received from Miss Hall with comments on a statement made at the February meeting by Mr C Hudson with regard to the Library. It was suggested, and agreed, in view of the inclement weather this email be forwarded to Mr Hudson the following day for his comment. **Later:** At Item 13b Mr Hudson explained the 37% reduction in Library use he mentioned is across Suffolk, not just in Kesgrave. An Officer at Suffolk County Council has since confirmed that 37% should have been stated as 27%.

6. Notices and Correspondence

a. Items for discussion

The following item was 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.

- b. **Councillor Representative Reports** None.

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 £13,200 be made from the Instant Access Account to the Ordinary Account.

c. Transfer of Reserve Funds

Spark grant	500.00	To Youth Club
Resident donation	40.00	To Youth Club
Youth Club sessions 15/01/13	51.60	To Youth Club
Youth Club session 17, 22 & 24/01/13	94.60	To Youth Club
Youth Club session 29 & 31/02/13	77.40	To Youth Club
Youth Club session 5 & 7/02/13	69.50	To Youth Club
Youth Worker salaries	4,408.39	From Youth Club
Youth Club float	201.48	From Youth Club

- d. **Banking arrangements** Council were advised that although mandates have been agreed the Government Procurement cards are still awaited.

- e. **Kesgrave Market** A spread sheet on the current financial situation for the Market was issued to Councillors and is held on file. It was noted the figures are within those projected with a surplus of a little over £90. Mr Comber will revise the spreadsheet for the coming financial year.

- f. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960**

The Council resolved that the public and the press be excluded for consideration of item 7.g. Staffing issues, 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 17 on the agenda.

The following item was taken after Item 17 and is minuted there.

g. Staffing issues

Although the debate on an Employment policy was taken after Item 17 the Clerk was able to advise Council that 24 people have expressed an interest in the Administrative Assistant post with 3 applications being received to date.

h. Late items for information The Clerk explained she had been approached by Mr Catchpool of Suffolk Accessible Day Trips with a request for sponsorship of his new brochure. It had been anticipated a written request would be available for the meeting but this had not been forthcoming. However Council **agreed** they would not accede to such a request which was considered to be inappropriate; Council do not require advertising and Mr Catchpool had been advised in October that if he wished to apply for funding this should be after one years trading and with statistics to support his application.

8. Planning and Development Matters

a. Planning applications received since 8th February 2013 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.

b. Boundary Commission Review An article has been submitted to Kesgrave News explaining the process of the Review to residents.

c. Persimmon Homes Proposals Suffolk Coastal have issued an Environmental Impact Assessment opinion stating that the proposal is EIA development and the document had been issued to members and is held on file.

d. SCDC Area classification Nothing to report.

e. Late items for information Nothing to report.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths Mr Mills had been undertaking some research on Vehicle Activated Signs (VAS) to deter speeding and had established a permanent sign would cost in the region of £3,000. He considered one would be very effective in Bell Lane at the beginning of the 30mph restriction zone. SCC has recently issued a press release about mobile VAS and the availability of 10 temporary signs which are to be deployed across the County in consultation with Town and Parish Councils. Council **agreed** the Clerk will ask for 5 sites in Kesgrave to be considered; Bell Lane at the southern end of the 30mph zone, outside Heath School, Penzance Road, Ropes Drive and Fentons Way.

b. MSG Pavilion Consultation Mr Rayworth explained that some further consideration had been given to the timing of the Planning Application for the Pavilion. With the progress of the Persimmon proposals uncertain it had been decided to press ahead with the KTC plans. The application, minus any alterations to the car park, will therefore be lodged this week. It was noted the Town Council are granted a 50% reduction on the application fee. Council were also advised that clarification on the VAT situation for the project is being undertaken.

c. POS Adoption

i. Fentons Wood Members were reminded of the history surrounding the future

management of Fentons Wood. Concern was again expressed on the lack of information emanating from Suffolk Coastal and Mrs McCallum agreed, if supplied with details from the Clerk, to press for substantive communication. Mrs McCallum was thanked for her offer of help over this long-standing issue.

The Clerk also reported having spoken to the previous owner of the wood regarding public access. In order for Village Green status to be considered 20 years of uninhibited access by the public must be proved. However it is understood the contract with the developer states such public access was not in place. Village status cannot therefore be requested.

ii. **Oak Meadow** Nothing to report.

d. **The Council resolved that the public and the press be excluded for consideration of item 9.e. Burial Ground Maintenance Contract 2012/2013, and 9.f. Handyman Contract 2012/2013 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 17 on the agenda.**

e. **Burial Ground Maintenance Contract 2012/2013**

f. **Handyman Contract 2012/2013**

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

10. Annual Town Meeting

Council were reminded the Annual Town Meeting will be held on the 25th March at the Community Centre at 7.15pm. This is not a Council meeting and is hosted by the Council Chairman if present. Councillors were encouraged to attend.

11. Chairman Rotation

This Item had been raised by Mr Fairbrother some months previously and was to have been discussed at a Retrospective meeting. However as no Retrospective meeting has been possible it was agendad for discussion by Council. Mr Fairbrother suggested that a rotation of Chairman instead of the election process currently undertaken would be a way in which Councillors of long-standing would be recognised for their contribution. Members expressed a number of considerations on the result of such a change. It was agreed some investigations would be undertaken and Mr Fairbrother and the Clerk will bring further information to the April meeting.

12. Community Information Project (CIP)

Work continues on this project but a Working Party will be convened to discuss various options.

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

a. **Youth Club Provision** Reverend Spittle reported that numbers at the Thursday Club which had been disappointing have now increased with up to 30 young people in attendance .

b. Library Provision

i. **Working Party meeting** A meeting of the Working Party is to be held on 13th March at the Council Office. Mrs Wheeler will be present. Mr Fairbrother stated he had met with Mrs Wheeler since the last Council meeting and was heartened by the discussion. His concern now was the on going funding for the IPS (Independent Provident Society)

Mr C Hudson volunteered the information that the funding is in perpetuity and also confirmed that his

statement the previous month about a 37% reduction in Library use is across Suffolk, not just in Kesgrave.

c. Late items for information None

14. Policy Documents

None.

15. Retrospective Working Party

Members were advised that although 6 Councillors have expressed an interest in the three dates offered, there is no date which can be attended by everyone. Further dates will be circulated.

16. Report from Clerk and Press Officer

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

Page 3: Boundary Review
Others: The Market

b. Other issues The Clerk explained she had represented the Council at the interment of the ashes of John Klaschka, previous County Councillor for Kesgrave and husband of June Klaschka, herself a Kesgrave Town Councillor.

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

None.

Members of the Public left the meeting and the Council were able to consider the following.

7. Financial Matters

g. Staffing issues

The Clerk apologised to Council and explained the Policy on staffing issue attached to the January minutes at Annex 6 had been that which was presented to Council at the meeting for debate and not the document with the agreed altered wording. The document attached to the February meeting minutes at Annex 6 is the altered document. However following further debate at the February meeting advice from SALC and Prettys Solicitors provides a better basis for ensuring that due legal process is undertaken in interviewing for the Senior Clerical positions. The Clerk therefore recommended and Council **agreed** no Employment policy is required, the minutes will be annotated accordingly and the advice filed for future reference.

9. Recreation and Amenities Matters

The Deputy Clerk explained that these contracts would normally be considered at the March Recreation and Amenity Committee meeting but with no other business to discuss the meeting has been cancelled.

e. Burial Ground Maintenance Contract 2013/2014 The Council agreed to accept the

quotation from Mr Jelley at £11.15 per hour for Cemetery maintenance. This retains the same hourly rate as the previous contract.

f. Handyman Contract 2013/2014 The Committee **agreed** to accept Mr Jelley's quotation of £11.15 per hour for work carried out as Handyman. This retains the same hourly rate as the previous contract.

Date of next meeting: Monday 8th April 2013 in the Council Chamber at 7.15pm

The Chairman closed the meeting at 9.05pm.

Chairman