

## **Kesgrave Town Council**

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th April 2013 at 7.15pm in the Council Chamber.

**Present:**

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

**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 S Hudson (County Councillor)  
Mr M Percy (Youth Parliament Member)  
1 Member of the Public

### **1. Apologies**

Mr M Azmoodeh – family commitments  
Mrs D McCallum (District Councillor) – family commitments  
Mrs M Neale (District Councillor) – family commitments

**Following the recent death of Mrs June Klaschka, the Chairman called for a short silence of respect.**

### **2. Declarations of Interest**

Mr Comber declared a local non-pecuniary interest in item 8.a., Financial Matters, Receipts and Payments, website provision, being the Town Council 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 8.d., Financial Matters, Receipts and Payments, Kesgrave News, being Chairman of the Kesgrave News Committee, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a local non-pecuniary interest in item 14.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 8th March 2013**

The minutes having been issued, were taken as read, approved and signed by the Chairman. Mr Grimwood's apologies having been given at the meeting but not recorded were added to the minutes.

### **4. Matters arising**

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

## **5. Annual Town Meeting**

**a. Matters arising** Members had been issued with a copy of the draft minutes which are attached to the permanent copy of these minutes at **Annex 1**. It was agreed the presentation by Mrs Wheeler, General Manager for Suffolk Libraries Industrial and Provident Society, had been well received and very helpful.

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

The Chairman and Vice Chairman gave a brief report on their attendance at the Annual Town Meeting.

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

- to receive reports from the County and District Councillors

Mr S Hudson, County Councillor, had previously indicated he will not stand for re-election. He stated he had very much enjoyed his 8 years at Kesgrave and hoped it was considered he had served the Community well. Council thanked him for all he had done during his term of office and also for the funding from his Locality Budget recently granted for several local projects.

Mr Grimwood, District Councillor, paid tribute to Mrs June Klaschka and all she had achieved in the Community. He also thanked Mr S Hudson for his work, and in particular his service on the Greenways Project, for which he had been Chairman for the last 3 years, which he was also relinquishing.

Mr Lynch, as District Councillor, reported:

- on his attendance at SCDC Development Control Sub Committee meeting for the application for 217/219 Main Road which had been refused. He advised Council the applicant may appeal or submit a further application and, if so, there will be a need to defend this site again. He also explained Ipswich Borough Council have again applied for City Status which would most probably mean encompassing Kesgrave within their boundary. If successful there will be implications regarding the release of sites for further development and a watching brief on this situation will be necessary.

Mrs Ogden, as District Councillor:

- thanked all those who had been involved in rebutting the 217/219 Main Road application.
- explained SCDC Licensing Committee are reconsidering the conditions regarding Zoos and Horse drawn vehicles;
- had been very pleased with the quick response from the SNT regarding a parking issue she had referred to them recently.

Mr Percy, Member of the Youth Parliament (MYP), had submitted a report which is held on file. He commented on the recent news regarding a Youth Police Commissioner in Kent, stating he considered the post to be worthwhile but the bad press surrounding the newly appointed representative had been unfortunate.

- **to receive Police Matters reports**

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

- 1 Match funded PCSO Quarterly Report (PCSO Mike Sarbutts)
- 2 Kesgrave and District Safer Neighbourhood Community Engagement meeting minutes
- 3 12PT monthly report

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

Mr Green of Michigan Close spoke once more about the Ipswich Wet Dock Road/Rail crossing. He stated in his opinion the Environment Agency were lying and he wanted Mr C Hudson to press for a response to questions raised. As Mr Hudson was not present the Chairman suggested the Clerk should scan in the document Mr Green had delivered earlier in the day and forward it to Mr Hudson the next day. With Councillors currently in election Purdah it was likely an immediate response would not be possible. Mr Green was assured that when the election has taken place the two County Councillors elected will also receive copies of the document for their attention.

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## **7. 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** Suffolk Coastal Services had issued documentation on the Litter Action – Spring Clean Suffolk 2013. It was noted Kesgrave High School usually perform a litter pick during the summer term and it was understood that The Lions were to have undertaken one on the 23rd March. **Later:** The Lions pick had been cancelled because of snow and will be undertaken later on 20th April.

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 2** to the permanent copy of these minutes.

### **b. Councillor Representative Reports**

Councillors were given sight of the following report which is held on file.

- 1** Health and Safety report, by Mr Fairbrother. The Clerk reported having produced a record sheet for completion when a photocopier toner cartridge is replaced and an advice document for staff which has been placed in the kitchen cupboard regarding the use of cleaning materials. Instructions of what to do in the event of emergency evacuation of the building have been added to the agenda documents available to the public. Further, more comprehensive documentation on emergency evacuation will be compiled before the May meeting and a fire drill will be held in due course. Verbal advice on what to do if there was need to evacuate during the evening was given. Health and Safety Audits will be held annually in future.

## **8. Financial Matters**

**a. 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**. It was noted as it is year end, the documents at **Annex 3** are not those normally produced by the Financial package.

**b. Transfer between accounts** Council **agreed** a transfer of £20,000 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 12 & 14/02/13	61.74	To Youth Club
Youth Club session 26 & 28/02/13	63.90	To Youth Club
Youth Club session 5 & 7/03/13	64.90	To Youth Club

**d. Kesgrave Market** An updated spreadsheet was not available for this month's meeting, as time had been spent working towards the Annual Town Meeting.

**e. Staffing issues** Council were advised the Administrative Assistant interviews had been held and Mrs Joanna Abbott has been offered the position on a three month probationary period. It had been a difficult decision on which of two candidates to choose and the panel are agreed if there should be a need in the near future to appoint again the post will be offered to the second candidate eliminating the need for the time consuming process of advertising and interviews.

**f. Late items for information**

**i.** The Deputy Clerk explained Council had been approached by a mobile fish and chip van proprietor. He would like the opportunity to supply residents with “traditional fish and chips” on a fortnightly basis on a Thursday, with the possibility of a weekly visit if it proves to be successful.

Following discussion on the wider implications of this request, a vote was taken with the Chairman making a casting vote. It was **agreed** “The Moving Plaice” will be given a three month trial period to operate from the Council Office car park on the first and third Thursday of each month operating under strict regulations regarding litter, signage and with due care of the residential amenity of residents in Ferguson Way. If any adverse reports are received regarding any of these issues Council will withdraw permission for this use of their car park. It was also suggested and **agreed** a charge of £10 per visit should be made in line with the Kesgrave market stall holders costs, and proceeds be treated as a market receipt. The matter will be reviewed in July.

**ii.** Council agreed following Policy Document guidelines on Memorial donations, a donation of £20 would be given to the cancer charity chosen by the family of the late Mrs June Klaschka.

**9. Planning and Development Matters**

**a. Planning applications received since 8th March 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 4** to the permanent copy of these minutes. The Chairman drew attention to the withdrawal of the Bell Barn conversion application to which Council had offered no objections.

**b. Boundary Commission Review** Nothing to report.

**c. Persimmon Homes Proposals** Nothing to report.

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

**e. Late items for information** None.

**10. Recreation and Amenities Matters**

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

**b. MSG Pavilion Consultation** The Clerk explained:

- the Planning application has not yet been lodged with SCDC as a tree survey is being obtained to accompany the documentation;
- Mr Rayworth and the Clerk are to meet with a representative from Customs and Excise to determine the VAT liability for the Pavilion project.

It was suggested in order for the Project to be progressed as smoothly and expeditiously as possible a working party be set up to agree day to day issues. Council **agreed** Mr Rayworth, as Chairman of Finance and Resources, Mr Comber as Chairman of Recreation and Amenities and the Clerk be the working party. At no time will an individual make a decision, all three members are to agree before any

action is taken. A report to Full Council will be made each month.

**c. POS Adoption**

**i. Fentons Wood** Although Mrs Neale was absent it was understood she has been unable to obtain any further information on the long term ownership of Fentons Wood.

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

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

**11. Chairman Rotation**

This Item had been raised by Mr Fairbrother some months previously and Members had been issued with the paper which is attached to the permanent copy of these minutes at **Annex 5**.

Council discussed at length the suggestions but while recognising the positive benefits of considering whether practices can be improved believed in this case no substantial alteration should be adopted.

It was therefore **agreed** in future at the May meeting all Councillors willing to stand should put their name forward and proposers and seconders could then be identified. A knock out vote can then be taken as is executed for Co-options until a Councillor has an overall majority – ie over 50% of the votes. This could then be repeated for the Vice Chairman post.

It was also **agreed**:

- recognition of service in the form of a certificate on retirement from the Council could be issued. Draft examples will be prepared for consideration;
- a Chairman's roll could be displayed in the Council Chamber and this too will be drafted for consideration;
- Clerk CiLCA certificates should be hung in the Council Chamber

**12. Community Information Project (CIP)**

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

**13. Councillor Vacancy**

Suffolk Coastal District Council have been informed of the death of Mrs Klaschka and statutory notices will be issued in due course.

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

**a. Youth Club Provision** Reverend Spittle had nothing to report as the Youth Club does not meet during school holidays.

**b. Late items for information** None.

**15. Policy Documents**

None.

**16. Retrospective Working Party**

It was noted the 2nd September is the most likely date that the Retrospective will be held.

**17. Report from Clerk and Press Officer**

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

Page 3: A tribute to June Klaschka

Others: The Councillor contact list

It was also suggested articles on:

dog fouling and ASB by motorcyclists be included

and a reminder of the free stall at the Market for local organisations

**b. Other issues** None

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

None.

**Date of next meeting: Monday 13th May 2013 in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 8.35pm.

Chairman