

Kesgrave Town Council

Minutes of the Annual meeting of the Kesgrave Town Council held on Monday 13th May 2013 at 7.15pm in the Council Chamber.

Present:

Mr M Azmoodeh	Mr P Mills
Mr N Beecroft	Mr J Ogden
Mr A Comber	Mrs S Ogden (District Councillor)
Mr D Fairbrother	Mr C Rayworth
Mrs N Goodchild	Mrs J Smith
Mr G Lynch (District Councillor)	Rev R Spittle – arrived 7.18pm
Mr P Miller	

In attendance: Mrs V R Read (Clerk to the Town Council)
Mrs J Francis (Deputy Clerk to the Town Council)
Mrs L Bennett (Assistant Clerk to the Town Council)
Mrs J Abbott (Administrative Assistant to the Town Council)
Mr C Hudson (County Councillor)
Mr R Whiting (County Councillor)
Mr M Grimwood (District Councillor)
4 Members of the public

Mrs S Ogden took the Chair for the following item and introduced Mrs J Abbott, Administrative Assistant who was attending her first Council meeting

Reverend Spittle arrived during the following item.

1. Election of Chairman and Declaration of Acceptance of Office

Council **agreed** that Mrs Ogden be elected Chairman. Mrs Ogden signed the Declaration of Acceptance of Office and took the Chair.

2. Apologies

Mrs D McCallum (District Councillor) – work commitments
Mrs M Neale (District Councillor) – work commitments
Mr M Percy (Youth Parliament Member) – work commitments

3. Election of Vice Chairman and Declaration of Acceptance of Office

Council **agreed** that Reverend Spittle be elected Vice Chairman. Reverend Spittle signed the Declaration of Acceptance of Office.

4. Appointment of Committee and Council Representatives

A list of Committee and Council Representatives had been issued to Councillors. With minor additions Council **agreed** the list for 2013/2014. The substantive list is attached at **Annex 1** to these minutes.

5. Declarations of Interest

Mr Comber declared a Local Non-Pecuniary interest in item 10.b. Financial Matters, Receipts and Payments and 10.f. Financial Matters, Kesgrave Market, being a Director of Rupert Fison Centre and Kesgrave Scout Group leader, and remained in the meeting during consideration and discussion of the matters.

Mrs Goodchild declared a Local Non-Pecuniary interest in item 10.f, Kesgrave Market, being a stall holder, and remained in the meeting during consideration and discussion of the matter.

Mr Lynch declared a Local Non-Pecuniary interest in item 11.d, Planning Matters, C13/0573, being a Trustee of the KWMCC, and remained in the meeting during consideration and discussion of the matter.

Mr Mills declared a Local Non-Pecuniary interest in item 11.d, Planning Matters, C13/0573, being a Trustee of the KWMCC, and remained in the meeting during consideration and discussion of the matter.

Mr Ogden declared a Local Non-Pecuniary interest in item 11.d, Planning Matters, C13/0573, being related to a Trustee of the KWMCC, and remained in the meeting during consideration and discussion of the matter.

Mrs Ogden declared a Local Non-Pecuniary interest in item 11.d, Planning Matters, C13/0573, being a Trustee of the KWMCC, and remained in the meeting during consideration and discussion of the matter.

Reverend Spittle declared a personal interest in item 16.a, Divestment, Youth Club Provision, being a Youth Worker employer and remained in the meeting while consideration and discussion of the matter took place.

6. Minutes of the last regular meeting held on 8th April 2013

The minutes having been issued were taken as read and approved and signed by the Chairman, with the addition of Mr Grimwood being present at the meeting.

7. Matters arising

a. Mobile Fish and Chip Van The Deputy Clerk read to Council the letter of concern received from the resident of the property adjacent to the Council office. The Deputy Clerk and Clerk had attended on the first night and the proprietor has been asked to re-site the generator on his next visit in order for the noise to be abated. Council were advised Mrs McCallum of The Bell Inn, who also sells fish and chips one night a week, has stated she believes competition is to be encouraged. Council were content to continue the trial. The letter and subsequent emails are held on file.

8. Reports from 2012/2013 Chairman and Vice Chairman

The Chairman expanded on her report given to the Annual Town Meeting in March & this is held on file.

The Vice Chairman had nothing to report.

An adjournment was declared:

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

Mr C Hudson, County Councillor:

- reported on his election campaign;
- congratulated Mr Robert Whiting who was recently elected as his fellow County Councillor, stating he was looking forward to working with him;
- informed Council there is to be an increase in Locality Budget allowance.

Mr R Whiting, County Councillor, was introduced and congratulated by the Chairman. He then reported:

- he had been a Member of Suffolk Coastal District Council (SCDC) since 1999;
- Mark Bee will continue to be Leader at Suffolk County Council, with the Chairman and Vice-Chairman to be appointed on the 23rd May;
- he had attended several community events in the build up to the Election, including the Fun Run which he noted had such a positive effect on community life.

Mr Grimwood, District Councillor, reported;

- following the Elections, three members of Development Control have been elected to the County Council which he hopes may lead to his reinstatement on the Committee;
- SCDC will be discussing the Local Development Framework (LDF) at a meeting on the 20th May;
- the Help Centre will be providing lifts home from Kesgrave Market in May, hopefully building up to a “Bus Service” over the next few months for residents to get to and from the market.

Mr Lynch, as District Councillor, reported:

- that on 14th May, SCDC would be giving away free 25litre bags of compost from the Recycling Centre at Foxhall Road, he also promoted a sale of composting bins available to purchase;
- he had been contacted by several residents raising concerns regarding planning application C13/0698. He assured them the Town Council had objected to this application and made comments to SCDC;
- he strongly supported Council's article published in the May edition of Kesgrave News which urged parents of teenagers with mopeds to remind them to be considerate users. He understood Mr Percy, MYP, considered this article to be inappropriate and wished it to be retracted.

Mrs Ogden, as District Councillor, reported:

- she had been contacted by residents complaining about grass verges not being cut. However on liaising with Suffolk Coastal Services, it seems they were unable to cut the grass because of residents parking their own vehicles on the verges.

- **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**

Mr Walkling, The Lloyds, congratulated the Chairman and Vice-Chairman on being re-elected to their positions which he believed, with their experience, will ensure continued stability for the coming year.

9. Notices and Correspondence

a. Items for discussion

The Deputy Clerk brought the following items to Members' attention:–

- 1.D.** Community Magazines, where no issues were raised by Members.
- 2.D.** A letter had been received from the Trustees of Kesgrave All Saints Cemetery thanking KTC for their co-operation, support and financial assistance in bringing the new cemetery to fruition.
- 3.D.** A thank you letter had been received from Suffolk Accident Rescue Service for the KTC donation.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 2** to the permanent copy of these minutes.

b. Councillor Representative Reports

Mr Ogden drew Councillors attention to the following reports which are held on file:-

- 1** Library update by Jonathan Ogden
- 2** Boundary Commission Electoral Review by Jonathan Ogden

10. Financial Matters

a. **Draft Minutes of the last Committee meeting held on 29th April 2013** were issued to Councillors and are attached at **Annex 3** to the permanent copy of these minutes. Mr Rayworth brought the following items to Members attention:–

i. **Effectiveness of Internal Audit/Appointment of Auditor (F&R Item 5.ii and iv)**

Council **agreed** the F&R recommendation that procedures are effective and that Mr Farthing be invited to serve for a further year as IIA.

ii. **Reserve Funds**

A. **Creation of Pavilion alteration Reserve Fund, change of designation and activation (F&R Item 7.ii.)** Council **agreed** that a new Reserve Fund will be set up in preparation for the proposed alterations to the Pavilion. F&R has also agreed as the new building is not intended principally for sport its current name, the Millennium Sports Pavilion, will be changed to reflect its new use. Council agreed the building will from now be referred to as the Millennium Jubilee Hall (MJH) in recognition of its site and that plans for its expansion were started in the Jubilee year.

iii. **Annual Accounts (F&R item 8.i.)** A copy of the 2012/2013 accounts had been made available for each Councillor and is attached at **Annex 2 to the F&R minutes which are attached at Annex 3** to the permanent copy of these minutes. Council **approved** the Accounts. The accounts were signed by the Chairman and Clerk, as Responsible Finance Officer.

iv. **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 10.a.v. Financial Matters, Staff since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 21 on the agenda.

The following item was taken after item 21 and is minuted there.

v. **Staff (F&R item 13.iii.)**

vi. **Regular payments authorisation**

A. **Library payments (F&R Item 16.b)** F&R had brought to Council the issue of whether to pay the grant to Kesgrave Library as a one-off payment or as quarterly payments. Mr Fairbrother stated he would prefer to see the grant paid in full as the amount had already been agreed in the budget. However, the Clerk explained she had contacted the Suffolk's Libraries Industrial and Provident Society (IPS) who will provide KTC with quarterly reports and are content to have individual grants to coincide with their reports. It was **agreed** in order to monitor the progress of the IPS, in its new role, quarterly payments will be made instead of the one payment at the end of the financial year.

b. **Receipts and Payments** Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 4** 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 £12,000 be made from the Instant Access Account to the Ordinary Account.

d. **Transfers to/from Reserve funds in May 2012**

Product/Service	Amount	Reserve Fund
Spark grant	500.00	To Youth Club
Resident donation	40.00	To Youth Club
Youth Club sessions 12 & 14/03/13	71.90	To Youth Club
Youth Club session 19/03/13	47.71	To Youth Club
Youth Club session 26/03/13	64.75	To Youth Club
Youth Club session 16/04/13	66.85	To Youth Club
Youth Club session 23 & 25/04/13	61.90	To Youth Club

Safety Equipment sales	140.00	To SNT
Youth Worker salaries	321.10	From Youth Club
Youth Club float reimbursement	171.04	From Youth Club
Youth Club broadband	54.74	From Youth Club
KTC grant (Apr & May)	1,000.00	To Youth Club

Mrs Ogden left the room and Rev Spittle took the Chair for the following item.

e. Expenses by and on behalf of Chairman (aka Chairman's Allowance) Council **agreed** the £250 Chairman's Allowance, which includes some contribution towards the Annual Reception, as budgeted.

f. Late items for information None.

11. Planning and Development Matters

a. Election of Chairman The Planning & Development Committee **agreed** Mr Beecroft be elected Chairman. Mr Mills as outgoing Chairman of the Committee thanked his fellow Members and the Clerks for their support over the previous year.

b. Election of Vice Chairman The Planning and Development Committee **agreed** Mr Rayworth be elected Vice Chairman.

c. Election of Finance and Resources Representative The Planning & Development Committee **agreed** Mr Beecroft would be their representative on the F&R Committee.

d. Planning applications received since 5th April 2013 The list of planning applications where comment was required, those which were not contentious and the decisions received, had been issued to each Councillor and is attached at **Annex 5** to the permanent copy of these minutes. It was noted that there have been two refusal decisions by SCDC.

e. SCDC Area classification Nothing to report.

f. Late items for information None.

12. Recreation and Amenities Matters

a. Election of Chairman The Recreation and Amenities Committee **agreed** Mr Comber be elected Chairman.

b. Election of Vice Chairman The Recreation and Amenities Committee **agreed** Mr Ogden be elected Vice Chairman.

c. Election of Finance and Resources Representative The Recreation and Amenities Committee **agreed** Mr Comber would be their representative on the F&R Committee.

d. Roads, footways and footpaths Nothing to report.

e. POS Adoption

i. Fentons Wood Nothing to report.

ii. Oak Meadow Nothing to report.

f. Late items for information Nothing to report.

13. Finance and Resources Chairman

- a. Election of Voluntary Councillor members** Under the restructuring of Committees an opportunity exists for 3 volunteer Members and of the 4 volunteers Council **agreed** Mr Lynch, Mr Mills and Mr Rayworth join the Committee.
- b. Election of Chairman** The Terms of Reference for the F&R Committee state the Chairman cannot be the Chairman or Vice Chairman of the Council. The Committee **agreed** Mr Rayworth be Chairman.
- c. Confirmation of cheque signatories** Council agreed the cheque signatories remain as Mr Comber, Mr Mills, Mr Miller, Rev Spittle and Mrs Ogden.

14. Boundary Commission Electoral Review

Mr Ogden's paper gave explanation on the current consultation being carried out. When this has established the number of Councillors to sit at Suffolk Coastal the warding pattern will be drafted and the Town Council will be able to consider how best they consider the Town area should be divided. An article will be inserted into the July issue of Kesgrave News regarding this.

Council were also advised the warding pattern for the District seats will be imposed onto the Town Council, but this does not change Parish boundaries or the number of Town Councillors. There may well be an alteration however in the roads included within the ward or wards, perhaps with Deben Avenue being "lost" in the East and some changes in the west in the area of Beech Road, Yewtree Grove etc.

- 15. Councillor Vacancy** Council were reminded an election has been called for the 13th June. Kesgrave News editorial team have agreed to carry profiles of candidates.

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

- a. Youth Club Provision** The Clerk is to meet with Sarah du Boulay during the forthcoming week for an update on how the clubs are progressing.
- b. Late items for information** None.

17. General Power of Competence

The Clerk advised Council that if they wish to use the General Power of Competence in the coming year they must resolve they are able to do so. A resolution is required every year to confirm Council's eligibility.

Council therefore resolved it is eligible to use the General Power of Competence as there are 10 (2/3rds) elected Councillors and the Clerk holds a CiLCA with a pass for Section 7 in 2012.

18. MSG Pavilion

Mr Rayworth reported the planning application for the MSG Pavilion, as stated at Item 10.a.ii. above, is to be known in the future as the Millennium Jubilee Hall (MJH), has now been lodged with Suffolk Coastal. The plans were displayed in the Chamber and Mr Rayworth explained the alterations which are to be made. He also advised Council it is necessary, while still providing some facilities in support of the pitches, that any other sporting connotation is removed. In this way the VAT on the build and future running of the building will be reclaimable from HMRC. If the building continues to be predominately a sports pavilion the VAT implication will not solely be on the MJH but also on every other aspect of the Council business.

Although no residents have commented to date it is to be expected there will be some objections so the application will go to the Development Control Sub Committee meeting for a decision, probably in July.

19. Policy Documents
a. Election of Chairman and Vice Chairman

Council considered and **agreed** to adopt the Policy document which had been issued on the Election of Chairman and Vice Chairman and which is attached at **Annex 6** to the permanent copy of these minutes.

20. Report from Clerk and Press Officer

Articles for inclusion in the June issue of Kesgrave News have been submitted on:–

Page 3	Candidates for the Town Council election
Others	The Market, Contacts for new County Councillors

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

The Clerk read the email received from Mr Percy regarding his concerns about the article in the May issue of Kesgrave News regarding young moped riders. Council were also advised of comments which had appeared on “Streetlife” website from members of the public. Council were adamant a detraction would not be made as the article had not targeted young people inappropriately or condescendingly. Like articles on other issues such as dog fouling, dropping litter etc, it was advisory. Mr Percy had asked if the Council could at a future meeting discuss his concerns. However, the Clerk will respond to him by email explaining Council's stance and that this issue should not be taken further.

The remaining member of the public left and Council were able to consider the following:–

10. Financial Matters
a. Minutes of the last meeting held 30th April 2012

v. Staff (F&R item 13.iii)

Council considered and **agreed** the F&R recommendation with regard to payments for the average worked per week over the contracted hours as follows:

Mrs V R Read	34.00	34.88
Mrs J Francis	26.00	26.60
Mrs L Bennett	22.50	24.30

The Council accepted that all efforts had been made to keep hours within contracted hours and that this will be continued. The Deputy Clerk days of attendance have been adjusted which has resulted in a closer adherence to contracted hours. It was however noted that with the arrival of the new Administrative Assistant training will have a detrimental effect in the short term.

Date of next meeting:

– **Monday 10th June, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.15pm.

Chairman