

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 10th June 2013 at 7.15pm in the Council Chamber.

Present:

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

In attendance: Mrs V R Read (Clerk to the Town Council)
Mrs L Bennett (Assistant Clerk to the Town Council)
Mr C Hudson (County Councillor)
Mr R Whiting (County Councillor)
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
Mrs M Neale (District Councillor)
Mr M Percy (MYP) – arrived 7.25pm
4 Members of the public

1. Apologies

Mrs J Francis (Deputy Clerk to the Town Council) – Family commitments

Members were advised that in future Council will be asked to accept apologies and this will be recorded as such. They were also reminded it is in their best interest to give apologies direct to the office rather than through another Councillor.

2. Declarations of Interest

Mr Beecroft declared a Dis-closable Pecuniary interest in item 8.a.ii. Planning and Development Matters, 34 Dobbs Lane, having been employed by the applicant and currently working with him on a Carnival committee and left the room during consideration and discussion of the matters.

Mr Comber declared a Local Non-Pecuniary interest in item 7.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.

Reverend Spittle declared a Local Non-Pecuniary interest in item 7.a, Financial Matters, Receipts and Payments, Kesgrave Church of England Charity, being the Chairman remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a Local Non-Pecuniary interest in item 12.a, Youth Club Provision, being a Youth Worker employer 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.iv Planning and Development Matters, KWMCC, being a Trustee 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.iv. Planning and Development Matters, KWMCC, being a Trustee 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.iv Planning and Development Matters, KWMCC being a Trustee and remained in the meeting while consideration and discussion of the matter took place.

3. Minutes of the last regular meeting held on 13th May 2013

The minutes having been issued were taken as read and approved and signed by the Chairman.

4. Matters arising

a. Mobile Fish and Chip Van The Clerk explained there had been a slight miscommunication regarding the dates when the Fish and Chip Van would attend. Instead of every first and third Thursday, attendance is every other Thursday; this being more readily understood by residents. At the second visit the generator was moved to the front of the Council Office building and the car park area is now much quieter. There have been no further complaints received and the footfall has steadily increased. Although the trial period is not complete until the end of July the proprietor has been advised Council will consider the situation at the July meeting in order that he can advise customers of any changes. The resident who has previously made complaints will also be informed of the Council's intention to debate the issue.

b. Late items for information None

5. Chairman and Vice Chairman Reports

The Chairman reported having attended the office on a number of occasions during the month to keep in touch with Council business.

The Vice Chairman had also attended the office for the same reason.

An adjournment was declared:

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

Mr C Hudson, County Councillor, reported;

- as Vice Chairman of the County Council and his attendance at nine functions in that capacity;
- as Vice Chairman to the County Planning Committee.

Mr R Whiting, County Councillor, reported he has been appointed as an Assistant to the Cabinet Member for Community Cohesion and is also to be a Member of the Rights of Way Committee.

Mr Grimwood, District Councillor;

- thanked the Clerk for assistance over a recent issue;
- reported on the recent developments with the Local Development Framework. The Inspector has stated the Core Strategy provides an appropriate basis for planning for the District. He provided a copy of the Non Technical Summary which is held on file and is to be issued to Members. The Sites Specific developer applications are still to be worked through but the Core Strategy provides the basis on which decisions can be argued.

Mr Lynch, as District Councillor, reported:

- on the recent Audit and Governance meeting where the Annual Audit return had been good. This bodes well for the External Audit, the cost for which last year had resulted in an £11,000 reduction because of the positive Internal Audit;
- on the changes to procurement which will enable tenders to be limited to one firm for work to cost under £10,000, and for those over £50,000 to require some additional information;

- Department of Work and Pensions who will be supplying information on individuals where fraudulent claims are a possibility;
- the imminent surgery to be held in Kesgrave by Dan Poulter MP.

Mrs D McCallum, District Councillor reported:

- on the adoption of the Core Strategy and the difficulties which the Planning Authority have had while this was still under discussion;
- the imminent introduction of the new IT system for dealing with Planning applications which will hopefully iron out some of the challenges which have been experienced recently.

Mrs M Neale, District Councillor reported on the:

- election of Peter Bellfield as Chairman of the District Council and Bob Snell as Vice Chairman;
- new Flagship repair vans and staff now being able to make repairs at a time convenient to the resident;
- Electoral Boundary Commission revision where the consultation on Councillor numbers is now complete. The consultation on Ward boundaries will now be held from 23rd July until 1st October;
- Public Consultation to be held by the Police Commissioner in Felixstowe in October;
- plans put in place for the community by the KWMCC Development Officer which will be advertised in future issues of Kesgrave News;
- a review of the office accommodation is being undertaken;
- £100,000 has been allocated to help with the production of Neighbourhood plans.

Mrs Ogden, as District Councillor, reported on the:

- website which enables people, by inserting their postcode, to discover when broadband is to be upgraded in their area;
- recent Licensing Committee which has considered new guidelines for a Policy on Horse and Carriage events.

Mr M Percy, Youth Parliament Member, drew attention to his written report which is held on file and spoke about the recent appointment of a Youth Health Ambassador who will work on improving services specifically for young people to be recruited by SCC in conjunction with Community Action Suffolk.

- **to receive Police Matters reports**

Members had sight of the following report which is 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 Parish Council Report for May
- 4 Kesgrave and Rushmere Monthly report

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

Mrs Ogden on behalf of Mr Green asked Mr Hudson to respond to his request regarding the Ipswich wet dock crossing. Mr Hudson explained Mr Green's only course of action is to contact the Ombudsman.

Mrs McCallum as a Member of the public drew Council's attention to:

- the irresponsible attitude of some young people on mopeds and her particular experience recently. It was suggested KTC should approach the school on this issue but Council agreed an approach of this sort should be carried out by the Police;
- her concerns regarding the lack of Police presence in general and at Community events, and many of those present were in agreement;
- her concerns over the lack of local facilities for adult football.

Council shared her concern over the lack of adult football accommodation but the meeting was reminded of the impossibility to make the MSG facility fit for purpose for adult use.

Mr Percy, as a Member of the Public, reported having seen a muntjac deer near the Library.

Mr Barrell, of Terry Gardens, spoke of his concerns over the Council application for the Pavilion. He reminded Council of their agreement to keep nearby residents informed and expressed his disappointment that they had failed to do so. He also suggested significant changes had been made to the proposals since the consultation with neighbours, including the addition of a fenced area and that he did not believe the VAT would be reclaimable on the build. Mr Rayworth explained the alterations to the plan were minimal and the fenced area had definitely been present from the outset. Consultation with a VAT representative from HMRC had confirmed the change of use not the change of name determines the VAT element and minimal sports facility hiring would enable VAT to be reclaimable on the build. He also explained the Persimmon presentation had complicated the procedure as the application had been held up while the Developer application was anticipated. A decision had to be taken on the Pavilion plans in order for works to be carried out before the winter if permission is granted. The Clerk apologised for not informing the resident group of the Pavilion progress.

6. Notices and Correspondence

a. Items for discussion

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

- 1.D** Community Magazines, where no issues were raised by Members.
- 3.D** A thank you letter had been received from the East Anglian Air Ambulance for Council's donation.
- 4.D** The Mobile Skatepark has been delivered and is sitting under a tarpaulin at Cedarwood School. Insurance for its use will be covered under the School hiring agreement. This is a "windfall" asset and as such will not be replaced as the items deteriorate. It is to be added to the Council Asset register but not insured as its purchase price was under the £250 limit. The school wish to house the equipment in a shed and a quotation has been sought to match others on the site. The cost will be £815 which includes VAT, delivery, erection, treatment and base beams. Council agreed SPARK will be approached for this funding.
- 5.D** A letter from Suffolk Constabulary gave detail of the new Mobile Police Station vehicle. This is smaller than the original and will be more easily negotiated around the District. It can also be driven by any Officer with an ordinary licence.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 1** to the permanent copy of these minutes.

b. Councillor Representative Reports

Councillor Representative reports were concerning the Kesgrave Library and were considered at Item 10.

7. Financial Matters

- a. Receipts and Payments** Copies of the statements of Receipts & Payments were issued to 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 £5,250 be made from the Instant Access Account to the Ordinary Account.
- c. Transfers to/from Reserve funds in June 2012**

Product/Service	Amount	Reserve Fund
Spark grant	500.00	To Youth Club
Resident donation	40.00	To Youth Club

Youth Club sessions 30/04 & 02/05/13	67.43	To Youth Club
Youth Club session 07 & 09/05/13	65.08	To Youth Club
Youth Club session 14 & 16/05/13	70.94	To Youth Club
Youth Worker salaries	621.98	From Youth Club
Youth Club float reimbursement	186.55	From Youth Club
Suffolk Constabulary donation	100.00	From 12PT

d. End of Year Transfers The Finance and Resources Committee at their meeting in April noted the funds in the General Reserve at Year end were in excess of that anticipated at Budget time by £18,500. They therefore recommended to Full Council that:

- £2,500 augment the budgeted amount held for replacement windows to the Office building;
- the remaining £16,000 be placed in the new MJH Reserve Fund;
- the Olympics Memorabilia Reserve Fund of £1,500 be closed and the money transferred to the MJH Reserve Fund. Council **agreed**.

e. Audit Forms for signature A draft of the answers for the External Audit form was made available for each Councillor and was **agreed**. The form was then completed, and signed by the Chairman and Clerk, as Responsible Finance Officer. A copy is attached at **Annex 3** to the permanent copy of these minutes.

f. Kesgrave Market The Clerk apologised for not having an updated spreadsheet available.

g. 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.h. Financial Matters, Estimate for Replacement Office Windows since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow item 16 on the agenda.

The following item was taken after Item 16 and is minuted there.

h. Estimate for Replacement Office Windows

i. Late items for information None.

8. Planning and Development Matters

a. Planning applications received since 10th May 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 4** to the permanent copy of these minutes.

b. SCDC Area classification Nothing to report.

c. Late items for information None.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths Nothing to report.

b. POS Adoption

i. Fentons Wood Mrs Neale, who was present, had no update for Council.

ii. Oak Meadow Nothing to report.

c. Late items for information Nothing to report.

10. Kesgrave Library

Copies of the quarterly report from the IPS, the minutes of the inaugural Kesgrave Library Community Group and some additional notes from Mr Fairbrother were made available for Members and are held on file. Members were asked to consider if they wish any changes in the content to be included in subsequent IPS reports. A copy of the report will be issued to all Councillors. Mr Fairbrother explained some of his concerns about the viability of the Community Group. They had been advised by the Library Manager that despite originally agreeing to some ideas these cannot be put into place. Members suggested publicity for the Community Group's events should be wider than just the Library and the Notice boards. As they have missed the deadline for July Kesgrave News it was suggested a presence at the Market would be helpful.

11. Councillor Vacancy

Council were reminded of the forthcoming election for the vacancy in East Ward which will be held on 13th June.

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

a. Youth Club Provision The Clerk will be speaking with Sarah du Boulay in the near future for an update on attendance but subscriptions received indicate that the Club is well attended.

b. Late items for information Nothing to report.

13. MSG Pavilion now known as Millennium Jubilee Hall (MJH)

The discussion on this item held at the adjournment is minuted there. The Planning application has now been lodged with SCDC and the consultation period is over. **Later:** The application was listed for consideration at the Development Control Sub Committee meeting in June.

A group of residents had been formed when Persimmon made their presentation regarding possible development south of Long Strops. The Clerk apologised for having failed to inform this group of the progress with the Pavilion plans. An email has subsequently been sent and an article placed on the website and will be in the July issue of Kesgrave News.

14. Policy Documents

a. Safeguarding A policy on Safeguarding work with Young Children and Vulnerable Adults had been prompted by an email from Suffolk Coastal. The document, as attached at **Annex 5**, was **agreed**.

Members were advised that over the next few months some Policies which have been in place for some time will be brought for their formal adoption to be minuted at Full Council meetings.

Members are to be sent a draft Policy on Emergency Evacuation in order for comments to be incorporated into a document presented to the July meeting for adoption.

15. Report from Clerk and Press Officer

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

Page 3	Litter picking & Grass verges,
Others	MJH, The Market, Senior Citizens Outing,

The Clerk explained the inclusion of litter picking was because there have been three volunteer groups recently performing litter picks, the 2nd Martlesham Brownies, the Monday Cubs and The Brethren. The latter had collected 26 bags of litter over a number of roads. Council asked that their thanks for this clearance be minuted and a letter of thanks be sent to The Brethren.

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

None.

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

7. Financial Matters

h. Estimate for Replacement Office Windows Mr Rayworth explained the office windows which are now 20 years old are in need of replacing; the southern aspect is suffering from constant exposure to the sun and the northern aspect has some wet rot. A tentative enquiry of a local firm has indicated replacement plastic windows in green to mirror the existing fenestration is within budget, the inside of the windows will be white. It was **agreed** three tenders will be sought for two scenarios: the southern elevation and the main east window, and for a replacement throughout. The tenders will be taken to the July F&R meeting for a recommendation to the August Full Council meeting.

Date of next meeting:

– **Monday 8th July, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 8.50pm.

Chairman