

Kesgrave Town Council

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

Present: Mr N Beecroft Mr P Mills
Mr A Comber Mr J Ogden
Mr D Fairbrother Mrs S Ogden (Chairman and District Councillor)
Mrs S 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 J Francis (Deputy Clerk to the Town Council)
Mrs L Bennett (Assistant Clerk to the Town Council)
Mr C Hudson (County Councillor) – arrived 7.26pm
Mr M Grimwood (District Councillor)
Mr M Percy (MYP) – arrived 8.00pm
2 Members of the public

1. Apologies

Council accepted apologies from the following:

Mr M Azmoodeh – family commitments
Mr M Amoss – family commitments
Mr C Rayworth – work commitments
Mr R Whiting (County Councillor) – illness
Mrs M Neale (District Councillor) – illness

2. Declarations of Interest

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

Mr Fairbrother declared a Local Non-Pecuniary interest in item 7.a, Financial Matters, Receipts and Payments, being a Trustee of the Kesgrave Library Community Group, and remained in the meeting while consideration and discussion of the matter took place.

Mr Fairbrother declared a Local Non-Pecuniary interest in item 10, Kesgrave Library, being a Trustee of the Kesgrave Library Community Group, and remained in the meeting while consideration and discussion of the matter took place.

Mrs Fairbrother declared a Local Non-Pecuniary interest in item 7.a, Financial Matters, Receipts and Payments, being Chair and a Trustee of the Kesgrave Library Community Group, and remained in the meeting while consideration and discussion of the matter took place.

Mrs Fairbrother declared a Local Non-Pecuniary interest in item 10, Kesgrave Library, being Chair and a Trustee of the Kesgrave Library Community Group, and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a Local Non-Pecuniary interest in item 7.a, Financial Matters, Receipts and Payments, being Treasurer and a Trustee of the Kesgrave Library Community Group, and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a Local Non-Pecuniary interest in item 10, Kesgrave Library, being Treasurer and a Trustee of the Kesgrave Library Community Group, 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, being a Youth Worker employer, 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 10th June 2013

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

4. Matters arising

The following item was taken after the adjournment and is minuted there.

a. Mobile Fish and Chip Van

b. Mobile Skate Park The Clerk reminded Members that the mobile skatepark, divested by SCDC has been delivered to Cedarwood Primary School. A shed funded by SPARK, has been ordered to store the equipment and is due to be delivered and erected in August. Mr Comber and a group of scout parents have moved a shed to an alternative position to provide the space required. As the School will be closed for the summer holidays, Mr K Beecroft, as a keyholder and Governor of Cedarwood School has agreed to be available to take delivery of the shed. Mr Comber and the scout parents will then move the skatepark equipment into the new shed. The local Primary Schools will be contacted at the beginning of the new school term to suggest they liaise with each other about possible joint use. Council thanked all those involved.

c. Late items for information None.

5. Chairman and Vice Chairman Reports

The Chairman reported:

- attending Suffolk Coastal District Council's new Chairman, Mr Peter Bellfield's Reception which took place at Otley Hall;
- she will be representing Kesgrave at the Ipswich Mayors at Home event on the Willis building;
- she also took part in Mrs Fairbrother's New Councillor Seminar briefing with the Clerks.

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, gave a report which is held on file covering the following topics:

- the Health and Well-being Board are to issue a report detailing their five core aims;
- Raising the Bar in education, an initiative to drive up the educational standards in Suffolk;
- funding confirmed for A14 improvements;
- the Government devolvement of £39 million of transport money to local projects;
- the website regarding delivery of high speed broadband across Suffolk;

- Suffolk Flexi-care Conference held for all those interested in making a difference to the housing provision for ageing residents;
- Suffolk Trading Standards Board who are to post a list of product recalls on their blog page every Tuesday to encourage consumers to check if they have a recalled product.

Mr Grimwood, District Councillor, reported:

- attending Mr Peter Bellfield's, Suffolk Coastal District Council Chairman's, Reception at Otley Hall;
- attending the Grants Task Group meeting, but was disappointed there had not been any applications received from Kesgrave groups requesting grants;
- he had in response to a request supplied information to the Clerk regarding transport provided by the Help Centre.

Mr Lynch, as District Councillor, reported:

- the Core Strategy had been adopted by SCDC and a booklet outlining all the information will be published and available for Members in the near future;
- on a meeting with Tim Passmore, the Police Crime Commissionaire, who had urged the public to view the website to complete surveys and report views on what local people want the Police to prioritise;
- more Kesgrave groups and clubs should apply for funding from the Grants Task Group. £35,000 worth of funding had been given to a variety of clubs but none from the local area. It was suggested Mr Lynch may wish to write an article to be submitted to the Kesgrave News which could highlight the availability of this money.

Mrs Ogden, as District Councillor, reported on:

- her attendance at the Grants Task Group meeting, she supported the other members views on the lack of local applications received:
- the adoption of the Core Strategy;
- licensing advice given to the Clerk regarding the Millennium Jubilee Hall application;
- SCDC Members who are experiencing problems with emails not reaching their destination, because of the outdated IT system. Several Members are in the process of redirecting emails, but apologised if in the interim responses are not forthcoming;
- her future attendance at a formal Licensing Hearing, watching and giving ratings to the films which are to be shown at the Latitude Festival;
- the Sports Award application forms now available.

– **to receive Police Matters reports**

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

1 Match funded PCSO Monthly Report (PCSO Mike Sarbutts)

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

No members of the public wished to speak.

4. **Matters arising**

a. Mobile Fish and Chip Van The Deputy Clerk reminded Council the 3 month trial period, which had been agreed for the mobile Fish and Chip Van to trade on the Council car park, is due to expire at the end of July. This matter had been brought back to Council so that any decision taken will still have time to be implemented before the expiration date. Before trading commenced KTC had informed the near neighbour. His subsequently raised concerns regarding the proposal had been brought to Council's attention at their May meeting. The trial period was still allowed to go ahead and after the first session a complaint was received from the neighbour stating the generator used on site had been extremely noisy. This problem had also been noted by the Clerks and was addressed immediately. The proprietor of the Fish and Chip Van had been asked to move the location of the generator for the next session and this was duly carried out and the situation greatly improved. Since the start of the project no other complaints or concerns have been received from any other resident.

The neighbour had been informed of the intention to discuss the trial period at the July meeting but unfortunately had been unable to attend because of work commitments. However, by email he stated his original views still stand and he would prefer a more suitable site to be used which would be more accessible. His understanding of the April 2013 minutes was that if any objections were raised then the trial period would be stopped; this had not been the case and if not would be in direct conflict with the Council's earlier stated intentions. Council noted these comments and the resident's personal preference and view on the suitability of an alternative site.

The Deputy Clerk believed the April minute had been misunderstood and asked Council for clarification of their interpretation after reminding them of its content which was as follows:

*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.'*

The following minute was written during the item and read to Council for their immediate approval:

- Council recognised the April minute could be interpreted in different ways. During the 3 month trial only one complaint had been received that was about the noise of the generator on the car park. The generator was subsequently moved to the front of the Town Council building and no further complaints had been received.
- Council do not consider this to be contrary to the residential amenity of residents and therefore **agreed** a further 3 month trial with trading every Thursday be undertaken and consideration given to any comments subsequently received. **10 For and 1 Objection by Mr Lynch.**

6. 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.
- 3.D** Foxhall Stadium – Formula Renewal December 2013 An email had been received from Little Bealings Parish Council asking if Kesgrave wished to join them in negotiating new terms for the Formula for the Stadium. Little Bealings' residents consider the events on Saturdays evenings during the summer are too disturbing. Council **agreed** they did not wish to take part.

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 concerning the Kesgrave Library 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 £9,000 be made from the Instant Access Account to the Ordinary Account.

c. Transfers to/from Reserve funds in July 2013

Product/Service	Amount	Reserve Fund
Spark grant	500.00	To Youth Club
Resident donation	40.00	To Youth Club
Float	21.70	To Library Community Group
Youth Club sessions 21 & 23/05/13	58.34	To Youth Club
Youth Club sessions 04/06/13 & 06/06/13	68.75	To Youth Club
Youth Club session 11/06/13 & 13/06/13	97.70	To Youth Club
SCC	1,000.00	To Locality Budget 13/14
Youth Worker salaries	564.10	From Youth Club
Membership & Course	95.00	From Youth Club
Youth Club float reimbursement	294.40	From Youth Club

d. Kesgrave Market An updated spreadsheet which is held on file was made available for Members who were also advised of some changes in the stall holders.

e. Cambridge Treasury Bond The current Bond expires in August and further investing will therefore be considered by the F&R Committee at their meeting in July.

f. Graffiti Board financing The Clerk reminded Council that from this year they are to finance any official graffiti placed in the subways by pupils from KHS during Activity Week, as 12PT are unable to continue to finance this project. £1,000 has been placed in an Earmarked Reserve Fund for this purpose. Unfortunately the Staff member co-ordinating the work had not been able to notify KTC which underpass is to be painted until very recently, leaving insufficient time to notify SCC for the cleansing work necessary. In order not to disappoint the pupils who had wished to take part this year, it was suggested, and Council **agreed**, £200 be offered to the school to part finance a graffiti project within the school grounds.

g. Late items for information The Deputy Clerk explained the E-On operative who takes meter readings at the MSG had recently had difficulty in recording them. It has since been established that from the outset day and night readings for the building have been reversed and KTC are now owed a credit of £3,654.02. Council was pleased to receive this information and it was noted great care must be taken to establish the correct settings when the proposed development of the MJH takes place.

8. Planning and Development Matters

a. Planning applications received since 7th June 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 3** to the permanent copy of these minutes.

The Clerk also drew Members attention to the revised application for Bell Barn. Members of the P&D Committee agreed a letter of support for the application should be sent.

b. SCDC Area classification Nothing to report.

c. Late items for information None.

9. Recreation and Amenities Matters

a. Minutes of the last meeting held 24th June 2013 Members had been issued with draft minutes of the meeting held on 24th June and these are attached at **Annex 4** to the permanent copy of these minutes. Mr Comber drew Members attention to points of interest. Council asked that their thanks be minuted for the work undertaken by Miss Hall in connection with the changing bus services and her attempts at retaining a service for Kesgrave residents.

b. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 No resolution was necessary.

c. Roads, footways and footpaths Council were informed of the following:

- 1 Night Road closure of the A1214 from the A12 to Deben Avenue for resurfacing from 6th to 8th August.
- 2 Drainage works to be carried out in Penzance Road, starting on 1st July for 2 weeks.

Mrs Fairbrother also raised the issue of the advisory sign in Foxhall Road regarding switching on head lights when approaching the junction of Bell Lane and the numbers of drivers who do not adhere to the advice. Council were reminded the signs had been erected in 2009 as part of an Anti speeding initiative after Council had asked for the speed limit in this area to be extended. Reports of accidents supplied from Suffolk County Council do not indicate the signs have had any effect, either positive or negative. However Mr Lynch advised Council that as part of the Local Development Framework Core Strategy, Foxhall Road is now to be considered for improvements in light of the Adastral Park development.

d. POS Adoption

i. Fentons Wood Suffolk Coastal have stated that Oasis Land Management Ltd has now been appointed as the organisation responsible for ownership and Management of Fentons Wood. It is understood they may approach the Town Council to work with them but Council agreed if this was the case great care will be necessary to protect the Council from undertaking any work and dealing with complaints but not being financially recompensed for it.

ii. Oak Meadow Nothing to report.

e. Late items for information Nothing to report.

10. Kesgrave Library

Councillors D Fairbrother and J Ogden had submitted reports which are held on file. It was noted that the contribution from parishes are now to be voluntary not compulsory and because of this equipment for the Library at Kesgrave will be given special consideration as the Town Council already make a significant contribution. However unless more residents come forward to join the Community Group there are concerns about the Library viability. The Chairman drew attention to the excellent "Streetlife" website entry for the Library.

11. Annual Reception

The Annual Reception this year will be held in the Council Chamber on the 13th December. While accepting this is a valuable event, numbers have decreased over recent years and the invitation list will be carefully reviewed.

12. Community Information Project (CIP)

Mr Ogden explained a software programme which will enable this Project to be progressed satisfactorily has now been acquired. The Clerks have viewed the initial layout and are agreed this method of communication of information to the wider public would be very helpful. Mr Ogden will continue to work on the programme with the Working Party in order for a version to go live in the near future. It was agreed that this should be a work in progress, starting fairly simply with additions being added in due course. Council thanked Mr Ogden for the considerable amount of work he had put in on this project.

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

a. **Youth Club Provision** The Millies, a local group of ladies, have recently held a Strawberry Tea event and donated £200 for equipment to the Youth Club when it is rehoused. The Clerk in her capacity as Secretary to the Youth Club Support group has written to thank them for this generous donation which will be held in a separate Earmarked Reserve Fund.

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

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

Council were reminded the application had been at the Development Control Sub Committee meeting in June. Mr Beecroft had made an excellent presentation on Councils behalf as the applicant, a resident spoke on behalf of the objectors (3 attended). The Town Council was also permitted to speak in their position as representatives of the electorate.

The DCSub Committee were advised that at present the building has no conditions placed upon it, and the Town Council as owners could alter the internal arrangements, erect the applied for fenced off area to the East as well as hold events within the building on any day of the week and at any time. They could also sell the building and the new owner would have the same rights. The Environmental Health (EH) Officer had however recommended a refusal or removal of all rights for amplified music.

Having heard from all the speakers the DCSub Committee discussed the situation and gave "Authority to Approve" subject to a condition with regard to music, the form of words to be agreed with EH.

However, since that meeting it has been established EH cannot draft a condition as requested by the Committee. The application is therefore to be considered again in full at the July DCSub meeting. SCDC will be informing the objectors as before to enable them the opportunity to return and speak.

The MJH working party believe that a condition on music would be too stringent. Hirings would be reduced and the building works therefore not viable. Council would be better placed not to extend the building as conditions would not then be applied. Mr Rayworth being absent, Mr Beecroft and the Clerk have met with the Benefactor and discussed the situation.

At present the project's progress continues in the hope of permission without a condition on music.

15. Policy Documents

a. **Emergency Evacuation** A draft policy on Emergency Evacuation had been sent to Members in order for their comments to be incorporated. The Policy as amended was **agreed** and is attached at **Annex 5**.

16. Senior Citizens Outing

Members were advised the Senior Citizens Outing will be held on 21st August and volunteers for help on the day were asked to inform the Clerks of their availability.

17. Report from Clerk and Press Officer

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

Page 3	Pilboroughs Walk and courtesy to others
Others	The Market
	Senior Citizens Outing,

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 12th August, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.03pm.

Chairman