

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 12th August 2013 at 7.15pm in the Council Chamber.

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

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 7.20pm
Mr R Whiting (County Councillor)
Mr M Grimwood (District Councillor)
Mrs M Neale (District Councillor)
Mr M Percy (MYP)
1 Member of the public

1. Apologies

Council accepted apologies from the following:

Mr G Lynch (District Councillor) – family commitments
Mr P Miller – family commitments
Mrs J Smith – illness

2. Declarations of Interest

Mr Comber declared a Local Non-Pecuniary interest in item 7.e. 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.c. Financial Matters, Transfer between accounts, 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.c. Financial Matters, Transfer between accounts, 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.c. Financial Matters, Transfer between accounts, being 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.vi, Grants, Masque Players, as his brother is a member of the 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 a Trustee of the Kesgrave Library Community Group, and remained in the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a Local Non-Pecuniary interest in item 7.a.vi, Grants, Masque Players, as her son is a member of the 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.b, 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 12.a, Youth Club Provision, being a Youth Worker employer and remained in the meeting while consideration and discussion of the matter took place.

During the item held in camera Mr Rayworth declared a Pecuniary Interest in Item 13.d. MJH Project Manager as a prospective Project Manager for the build and left the meeting.

3. Minutes of the last regular meeting held on 8th July 2013

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

4. Matters arising

a. Late items for information None.

5. Chairman Report

The Chairman reported:

- she represented Kesgrave at the Ipswich Mayors at Home event on the Willis building;
- she had been in contact with the office on several occasions, discussing the Millennium Jubilee Hall (MJH) with the Clerk.

An adjournment was declared:

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

Mr Hudson, County Councillor, reported:

- he had been honoured to be voted Vice Chairman at Suffolk County Council;
- the importance that Lakenheath and Mildenhall American Air Bases made to boost the local economy;
- he was working alongside Councillor Whiting on several Capital projects.

Mr Whiting, County Councillor, reported:

- he hoped the Capital project to install a much needed footpath in Rushmere St Andrew would soon be undertaken;
- resurfacing works are to be undertaken, and road closures will be in force for part of the day in Beech Road and Mendip Drive between the 19th and 23rd August to prevent the reoccurring problem with subsidence;
- the County Services Direct (CSD) contract to provide ICT and HR services to Suffolk County Council is not to be renewed. The services will return to being provided “in house”.

Mr Grimwood, District Councillor, reported:

- he will be deputising for Josh Swales at the Development Management meeting this week;
- he had been named in the front page article of the East Anglian Daily Times that morning, being a Bawdsey Radar trustee. The Heritage Lottery Fund have just awarded an £80,000 grant for the project;
- gave his apologies for next months meeting.

Mrs McCallum, as District Councillor, reported on:

- the second hearing of the MJH planning application; the positive outcome of approval will enable the project to go ahead;
- following the acceptance of the Core Strategy, Members now have firmer guidelines to work to;
- she will be attending a meeting with the Police Crime Commissioner, Tim Passmore, on the 2nd September to discuss domestic violence.

Mrs Neale, as District Councillor:

- gave a brief explanation of the Electoral Boundary Review meetings she has been attending weekly. Although it has been agreed the number of Councillors will decrease from fifty five to forty three, the ward boundaries are still undecided. Council are urged to put forward their views or suggestions to aid this process;
- reported on the success of the recently launched active ageing group at the Community Centre.

Mrs Ogden, as District Councillor, reported on:

- £500,000 is now available to fund Capital projects from the sale price of the Old Court House in Woodbridge which exceeded the amount expected,
- the wealth of information available on the SCDC website regarding the Electoral Boundary Review consultation;
- she had with the help of the Clerks, established ownership of bushes, giving residents a clear indication of who to contact to get the overgrown vegetation dealt with.

Councillor Hudson left the meeting at 7.31pm

- **to receive Police Matters reports**

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

- 1 12PT Monthly Parish Council Report
- 2 Match Funded PCSO Monthly Report (PCSO Mike Sarbutts)

The Clerk had held a meeting with Sgt Buck, who has recently been designated as the Sergeant for Kesgrave & District area. He has given his assurance that procedures are being put in place to address concerns raised.

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

No member of the public wished to speak.

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.
- 2.D Endeavour Card – Suffolk County Council, aimed at 16 –19 yr olds to receive a minimum 25% discount on bus fares.
- 3.D UCS Ipswich & Coastal Grand Prix, event taking place on Sunday 8th September racing through Kesgrave.

4.D Suffolk Constabulary letter re staff changes.

7.D Mike Sarbutts email regarding an operation aimed at mopeds, explaining he has a meeting with Special Inspector David Taylor with a view to carry out a day of stop-checks on any mopeds seen.

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

Mr Percy had spoken during the adjournment regarding his report. Councillor Representative reports concerning the Kesgrave Library were considered at Item 10.

7. Financial Matters

a. Minutes of the last meeting held 29th July 2013 Draft minutes of the meeting are attached at **Annex 2** to the permanent copy of these minutes and Mr Rayworth brought the following items to Members attention:–

i. Effectiveness of Internal Audit (F&R Item 5.iii.) Council **agreed** the F&R recommendation that procedures are effective.

ii. Cambridge Building Society Bond (F&R Item 9) The Committee had decided the Bond will be closed and the money placed in the Instant Access Saver Account where it will be readily available for costs incurred with the MJH build.

iii. Risk Register (F&R Item 10) The Mobile skatepark has been added to the Risk Register with a holding risk with regard to the physical condition of the equipment until an investigation is undertaken to ensure Council are not held responsible for any accident or injury caused during the use of this equipment. The document is attached at Annex 3 to the substantive copy of the F&R minutes.

iv. Council Office Building window replacement tenders (F&R Item 18) The Committee had accepted the quotation from Barry Clamp to replace all the windows in the office building. A start date for the work has yet to be agreed.

v. Grants, Avenues East Leisure and Sports Services (formally Optua) (F&R Item 13.b.) At the request of a Finance and Resources Committee Member additional information had been sought to support this request. Council considered the decision to refuse a grant made by the Committee and while accepting the reasons agreed a grant of £100 should be made.

Mrs McCallum, Mr Grimwood and Mr Whiting left during the following item.

vi. Grants, Masque Players A letter received from the Masque Players was read to Council in which they asked for a letter of support for their grant request to Suffolk Coastal District Council (SCDC). Council **agreed** a letter be sent and the Masque Players be advised they should apply to Council for a grant in November if monies are still required and recommending they also apply to SPARK.

Mrs Neale left during the following item.

b. Receipts and Payments Copies of the statements of Receipts & Payments were issued to 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.

c. Transfer between accounts Council **agreed** a transfer of £7,400 be made from the Instant Access Account to the Ordinary Account.

d. Transfers to/from Reserve funds in August 2013

Product/Service	Amount	Reserve Fund
Spark grant	500.00	To Youth Club
Resident donation	40.00	To Youth Club
Float	1.00	To Library Community Group
Youth Club sessions 18 & 20/06/13	85.55	To Youth Club
Youth Club sessions 25 & 27/06/13	97.25	To Youth Club
Youth Club session 02 & 04/07/13	74.15	To Youth Club
Millies Donation	200.00	To Youth Club
Safety Equipment	74.00	To 12PT
Youth Worker salaries	563.10	From Youth Club
Youth Club float reimbursement	99.09	From Youth Club

e. Kesgrave Market An updated spreadsheet which is held on file was made available for Members. Discussion again took place on the long term viability of the market, and whether Council should continue to underwrite it. It was understood the Woodbridge Country Market is in danger of closure as it is running at a considerable loss. The October Kesgrave News Article will draw attention to the cost of the Kesgrave Market and invite comment from residents. Discussion will then be possible at the November Council meeting, ahead of the Budget process for 2014/2015 as to whether to continue with the project.

f. Late items for information The Clerk informed Council the External Auditor BDO LLP have completed the 2012/2013 Audit with no matters to bring to Council's attention. Formal acceptance of this will be taken at the September Council meeting. In the meantime it is a requirement to display the Audit return for 14 days; the form will be placed in the Council window on Tuesday 13th.

8. Planning and Development Matters

a. Planning applications received since 5th July 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 Council were informed at the recent meeting at SCDC regarding the Core Strategy the Officer leading the session had agreed the Ipswich Fringe name is inappropriate and encourage Council to think of an alternative.

c. Late items for information Mr Beecroft advised Council of the impending information to be issued following the Core Strategy meeting. The agenda Planning and Development meeting will be postponed until the documentation has been received in order for the Committee to be updated on the new policies which are now in place.

9. Recreation and Amenities Matters

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

- 1 Drainage works have been completed in Penzance Road, with 7 soakaways being installed at a cost of £50,000. After a night of heavy rain an inspection indicated the work had been successful.

b. POS Adoption

i. Fentons Wood An article has been submitted for the September issue of Kesgrave News explaining the position to residents. With ownership now handed to Oasis Management it was agreed there will be no reason for this item to remain on the agenda.

ii. Oak Meadow Nothing to report.

c. Evening of Reflection Council considered whether or not the Evening of Reflection should be held this year. Attendance in 2012 had been extremely low and there had been no clear reason for this. Council **agreed** to hold the event but to endeavour to publicise it more and to actively encourage wider attendance by contacting the other churches in the Town.

d. Late items for information Nothing to report.

10. Kesgrave Library

Councillors D Fairbrother and J Ogden had submitted reports which are held on file. Mrs Fairbrother reported approaches have been made for funding to both County Councillors without success and to both Rushmere St Andrew and Martlesham Parish Councils resulting so far in £500 grant to be received from Rushmere St Andrew. It was noted Kesgrave Library has a new telephone number but this information had not been passed on to either the Town Council or the Community Group, and had been inserted into only one of the commercial community magazines.

11. Community Information Project (CIP)

Mr Ogden reported on the progress he has made with the CIP and Council were given hard copy of pages to demonstrate in part what can be produced. It was agreed it would be helpful for data to be added to the website and for a live demonstration to be given to Council in a private meeting. The Clerks will liaise with Members on possible dates. However the opinion was also expressed that the use of Forums should be approached very cautiously and that if CIP is to go ahead a fairly simple start would be advisable.

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

a. Youth Club Provision Nothing to report as the youth club does not operate during school holidays.

b. Late items for information Nothing to report.

13. MJH (previously known as Millennium Sports Ground Pavilion)

a. The current position Mr Rayworth reminded Council the MJH application had been heard for a second time at the July Development Control Committee Meeting and permission had been granted. Council agreed their thanks to District Councillors McCallum and Grimwood who sat on the Committee, and spoke in support, be recorded. At a subsequent District Council event Mrs Ogden had also thanked Councillor A Smith who had urged the Committee to allow events to be held for a further half hour in the evenings. Councillor Smith had responded he held the Kesgrave Clerk in high regard and praised Kesgrave Council for their forward thinking on both the pavilion and their succession planning. Mr Rayworth and the Clerk have subsequently had a meeting with the Benefactor to discuss how the project is to be progressed. It was confirmed the monies are in place with the Benefactor intending to fund approximately half the cost and Kesgrave Council should now proceed to tender. Council **agreed**.

b. Working Party membership Mr Rayworth explained it was considered prudent to appoint Mr Beecroft, as Chairman of Planning and Development, as an additional member to the working party, and Council **agreed**.

c. 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 13 d Project Manager, 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.

d. Project Manager

e. Procedures with regard to tendering process The Clerk explained the Architect had already sourced some firms for Quantity Surveying, Mechanical and Electrical design and Building Control. As the costs of these in total do not exceed £25,000 and all the firms have a positive history with the Benefactor it was proposed to accept these without exploring alternatives. To do otherwise would be time consuming and the time scale for build has already slipped. The firms in question were identified as Hyams for Quantity Surveying, Hudsons Ltd for mechanical and electrical design and MLM for building control services. **Later:** Although no mention of the Architect was made during the meeting the Benefactor preferred Architect, Patrick Allen Ltd, has been acting as Agent, drawn the plans, and submitted the planning application. His fees for building regulation drawings, architectural services, contract administration & site inspections are included within the £25,000 above. The Working Party and the Chairman therefore **agreed** Patrick Allen Ltd be employed as Architect and Agent for the MJH Project, and the Clerk duly wrote confirming this.

Financial Standing Orders will be followed closely for the tendering process for the build as this will be for substantial sums. It was noted however that although three firms must be asked to quote it is not a requirement to receive three and the lowest tender does not have to be accepted.

15. Report from Clerk and Press Officer

Articles for inclusion in the September issue of Kesgrave News have been read by the Chairman and submitted on:-

Page 3	The Electoral Boundary Review
Others	The Market
	Fentons Wood
	MJH

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

None.

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

13. MJH (previously known as Millennium Sports Ground Pavilion)

d. Project Manager

Mr Rayworth explained in the meeting with the Benefactor it had become clear KTC are to have total control of the project, which is likely to take up to a year. The Benefactor will be available for support and advice throughout the process but it is strongly recommended that KTC appoint a Project Manager. This additional cost could be a substantial amount as experience and day to day commitment will be necessary. Enquiries have indicated Project Managing could cost at least £200 a day. The Benefactor had made it clear they considered Mr Rayworth, who has been the major driver for the project thus far, would fulfil the role to their satisfaction. However the time commitment has to be recognised and as a self employed contractor Mr Rayworth is not able to take on this role unpaid. A suggestion was put forward that if Mr Rayworth would be in a position to take on the role the Clerk would support this with the administration necessary reducing in part the time commitment required and streamlining the process. These tasks would require the Clerk to step to one side from her day to day role but this would be covered by Mrs Bennett as part of the succession planning. Council **agreed** in principal to the need for a Project Manager. Mr Rayworth explained to Council if they wished him to do so he would be willing to undertake a paid position of Project Manager but he considered it would be necessary to step down from Chairman of Finance and Resources for the duration of the MJH project, to reduce his work load.

Mr Rayworth left the room

The Clerk was then able to advise Council that she had spoken with Mr Rayworth at length on this issue. With a vote of **8 For** and **2 Abstentions** Council **agreed** to the proposal that, supported administratively by the Clerk, Mr Rayworth be Project Manager and they accepted Mr Rayworth's proposal of £25 per hour for ad hoc hours and £180 per full day, estimated to require a budget of £15,000. These figures to be confirmed by Mr Rayworth in writing.

Mr Rayworth returned to the meeting.

Mr Rayworth then proposed that Mr Beecroft be Chairman of Finance and Resources and the Committee **agreed**.

Date of next meeting:

– **Monday 9th September, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.45pm.

Chairman