

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 9th September 2013 at 7.15pm in the Council Chamber.

Present:	Mr M Amoss	Mr P Miller
	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	Rev R Spittle (arrived at 7.18pm)

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
Mrs D McCallum – (District Councillor)
Mr M Percy (MYP)
1 Member of the public

1. Apologies

Council accepted apologies from the following:

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

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 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 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 Lynch declared a Local Non-Pecuniary interest in item 13, Electoral Boundary Review, being a current Suffolk Coastal District Councillor, and remained in the meeting while consideration and discussion of the matter took place.

Mr Miller declared a Local Non-Pecuniary interest in item 8.a., Planning Application DC/13/2219/FUL, being the friend of a near neighbour of the applicant, 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.d., Financial Matters, Kesgrave Market, being a Scout leader, and remained in the meeting during consideration and discussion of the matters.

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 13, Electoral Boundary Review, being a current Suffolk Coastal District Councillor, 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 12.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 12th August 2013

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

Following last months meeting, the Clerk referred Members to The Good Councillor Guide, and explained if they wish their name to be recorded in the minutes this must be stated during the meeting. Names cannot be added at a later date as had been requested, as this is not a true representation of events.

4. Matters arising

a. Late items for information The Chairman mentioned the success of the UCS Ipswich and Coastal Grand Prix cycle ride which had taken place the previous day and raced through Kesgrave.

5. Chairman Report

The Chairman:

- reported she had been in contact with the office on several occasions, discussing the Millennium Jubilee Hall (MJH) with the Clerk;
 - reminded Councillors discussion during the meeting must be through the Chair.
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An adjournment was declared:

- **to receive a presentation by Mr Deacon, Senior Estates Officer, on behalf of Grange Lodge regarding their plans for extending the building.**

Mr Deacon had contacted the office earlier in the day tendering his apologies for the meeting. Following a strategy meeting the Trust are continuing to consider alternative uses for Grange Lodge, and a further meeting is planned after which he hopes to be in a position to provide Council members with a clearer vision for its use at a future Council meeting.

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

Mr Hudson, County Councillor, reported:

- on the success of Suffolk student exam results and promoting the option to consider an apprenticeship;
 - Cabinet are to discuss proposed consultation on home care and community meals;
 - how Suffolk Schools are missing out on five million pounds due to families not claiming the free school meals they are entitled to;
 - Suffolk Councils will be launching a crack down on fly-tipping;
 - improvement work on Ipswich bus station is due for early completion so business over the Christmas period is not affected.
- His written report is held on file.

Mr Lynch, as District Councillor, reported:

- on the Electoral Boundary Review;
- he will be attending a two day Audit and Governance meeting later in the month;
- the Orwell Bridge will close for ten nights later this month for maintenance work to be undertaken;
- several local roads will have the electricity supply cut for a day to enable essential work to be carried out;
- gave details of the Revenue Grants application dates, and information on an energy switching scheme.

Mrs McCallum, District Councillor, reported:

- following events at The Bell pub celebrating the UCS Ipswich and Coastal Grand Prix cycle ride, £1,500 was raised for the Royal British Legion;
- she will be forwarding an email to the office for all Councillors, promoting the 111 service which is to hold an event at the KWMCC;
- the Endeavour card had now been introduced to youngsters for cheaper travel;
- she will be hosting a Macmillan coffee morning on the 27th September, and would be pleased to accept donations of cakes for the event.

Mrs Ogden, as District Councillor, reported:

- she has been attending Licensing hearings where a general review is under way;
 - she had attended a Seminar at Mid Suffolk on the Electoral Boundary Review, and was very impressed by the speaker, Mr Philip Kolvin QC.

Mr Percy, MYP for Suffolk, reported:

- because of the early stages of the Endeavour card introduction, currently it was only possible to use it as a flash card until the appropriate machines have been installed on the buses;
- during a meeting with the Police Crime Commissioner, Tim Passmore, he had raised his concerns regarding young people attending the PCEM meetings. His written report is held on file.

- **to receive Police Matters reports**

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

1 12PT Monthly Parish Council Report

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

Mr Walking of Wilkinson Drive, stated he considered it noteworthy that 160 young people had joined the Library Summer reading scheme.

Mrs McCallum of The Bell Public House, addressed Council as a resident informing them she had attended a meeting with the Police Crime Commissioner, Tim Passmore, and a member of Victim Support regarding domestic abuse. She was pleased to report Mr Passmore is keen to interact and work with her on this delicate issue.

6. Notices and Correspondence

a. Items for discussion

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

- 1.D Community Magazines.
- 2.D Thank you letters for the Senior Citizens Outing
- 3.D PTLO Representative email regarding current updates and changes to bus services. Mrs Ogden proposed and Council agreed their thanks to Miss Hall be minuted for the very positive outcome with regard to reinstating two local bus services

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. 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 £10,400 be made from the Instant Access Account to the Ordinary Account.

c. Transfers to/from Reserve funds in September 2013

Product/Service	Amount	Reserve Fund
Spark	500.00	To Youth club
Resident donation 01/08/13	40.00	To Youth Club
Resident donation 30/08/13	40.00	To Youth Club
Youth Club Broadband	61.00	From Youth Club
Youth Club session 09/07/13	52.52	To Youth Club
Youth Club session 16/07/13	31.00	To Youth Club
Youth Club session 23/07/13	43.31	To Youth Club
SCC	981.65	To locality Budget 13/14
Cambridge Building Society	51,047.40	To Active Saver (transferred 21/08/13)
MSG Pavilion Depreciation	2,000.00	To MJH
Long Strops	66,781.17	To MJH
Precept allocation (½ year)	25,000.00	To MJH
MJH Project Manager	525.00	From MJH

d. Kesgrave Market An updated spreadsheet which is held on file was made available for Members.

e. External Audit Opinion for 2012/2013 BDO Stoy Hayward have completed the Audit and KTC were given an unqualified audit result. The official notices have been displayed and the official opinion was **agreed and approved**.

f. Budget 1st April 2014 – 31st March 2015 suggestions Members were asked to inform the Clerk of any suggestions they have for the 2014/2015 Budget on which preparation is about to commence.

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 7.h. Staffing issues, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 17 on the agenda.

The following items were taken after Item 17 and are minuted there.

h. Staffing issues

- i. Administrative Assistant Confirmation of Appointment**
- ii. Assistant Clerk contracted average hours**

- i. **Late items for information.** None

8. Planning and Development Matters

- a. **Planning applications received since 9th August 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.
- b. **SCDC Area classification** Nothing to report.
- c. **Date of next meeting** Council were informed a Planning and Development Committee meeting will be held on the 21st October with the main item being to consider the adopted Core Strategy Document.
- d. **Late items for information** Nothing to report.

9. Recreation and Amenities Matters

- a. **Roads, footways and footpaths** The Clerk explained the recent correspondence she had held with Suffolk County Highways with regard to the All Saints traffic lights. Officers have expressed their support for a trial switch-off of the lights with the straight-ahead lane being blocked off. However this can only be achieved if money is located for the necessary procedures. Both County Councillors have expressed their support for a trial and Council agreed they would hope that Locality Budget might therefore be forthcoming. Some concern was expressed about the queues which might occur in Ropes Drive but Council agreed a trial would demonstrate to everyone whether or not the lights are necessary.
- b. **POS Adoption**
 - i. **Oak Meadow** Nothing to report.
- c. **Evening of Reflection** Publicity regarding this event will commence shortly and Mr Beecroft volunteered to design a new poster.
- 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. Council were reminded it had been agreed a report by the IPS should be submitted quarterly to support the need for the contribution from the Town Council. A report had been received which had since been augmented by financial information in the form of a spreadsheet and these documents are attached at **Annex 4** to the permanent copy of these minutes. However Council did not believe the information supplied met the criteria required and the IPS will therefore be asked to submit further information on footfall, etc etc.

Some discussion was held on the need for the Community Group to raise funds. Kesgrave are in an almost unique situation in that the Library is already supported generously by the Town Council. Funds raised by the Community Group are not therefore required for day to day running.

11. Community Information Project (CIP)

Mr Ogden will be conducting a presentation to Councillors on the 18th October at the Council Office at 10.00am and all Councillors were urged to attend.

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. Electoral Boundary Review

Members had been issued with documents some of which are attached at **Annex 5** to the permanent copy of these minutes. Some considerable discussion took place on the number of District Councillors Kesgrave and the two neighbouring parishes should expect.

It was **agreed** the Town Council should respond to the Boundary Commission that Kesgrave Council's preferred option is for five District Councillors with the West ward increased in two ways. Firstly by the inclusion of the roads of Elm Road, Yewtree Grove, Beech Road (East side), Quantock Close, and Mendip Road (East side) currently in Rushmere St Andrew together with changes in the ward structure within Kesgrave. Secondly for dwellings currently in the Kesgrave East ward to be moved to West ward being those in Sewell Wontner Close, Ferguson Way, roads leading off Fentons Way to the north as far as Ashdale Walk POS, and on the A1214 from All Saints roundabout to Ashdale Road including all roads leading off to the south between those two points. The Clerk will draft a letter and issue it to Councillors before forwarding it to the Commission to meet the 1st October deadline. **Later:** It was suggested in the response that properties on the A1214 from Ashdale Road to St Michaels roundabout were also included. The substantive document and map are attached to the permanent copy of these minutes at **Annex 6**.

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

Mrs Ogden proposed from the Chair that Mr Amoss be co-opted onto the MJH working party for his financial expertise. Mr Amoss accepted the suggestion and Council **agreed**.

a. Project Manager Report Members had been issued with the report attached at **Annex 7**. No questions were asked.

The Clerk reported on a recent incident at the MSG when an ambulance had needed access through the locked gate. Because the office was open someone was available to unlock the gate on this occasion but some consideration must now be given to emergency access for the future. Suggestions were put forward regarding a universal key, a combination lock or a mobile phone being held on a rota basis. The Clerk will continue to liaise with the landowner over this dilemma.

b. Payment schedule The Clerk explained there will be times when a payment between meetings will be needed during the build. It was suggested the terms of the contract may be able to govern when Contractors invoices are submitted but should this not be possible, penalties will be payable if payment is not made on time. Wherever possible payments will be authorised at meetings before payment is made but an agreed system needs to be in place to avoid an increased premium being levied or work being stopped until payment is made.

It is anticipated all these MJH payments will be made by bank transfer rather than cheque and so my intention, if Council agree, is to email the F&R Committee with the detail of what the invoice is for and the amount (they will all be within the budget set for the project and therefore the agreement is not for the amount but to gain authorisation for the Clerks to make the payment). A majority in favour will be required, but for Audit trail purposes this must be in the form of an email response. Council **agreed** if there are only four responses, the Chairman of the Council must be one of those in agreement.

The Clerk also advised Council it is intended to ensure the numbers of transfers from one account to another do not exceed the permitted allowance therefore the current account will at times be held in greater funds than is normal.

15. Policy Documents

None this month

16. Report from Clerk and Press Officer

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

Page 3	The Market, and its 2nd Anniversary
Others	Dates for the diary (11/11, Christmas tree light switch on, Evening of Reflection)

It was also agreed Mrs Fairbrother and the Clerk will work on a page 3 article for November on the Library with a theme of "Use it or lose it".

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

None.

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

7. Financial Matters

h. Staffing issues

Members had been issued with the documents attached at **Annex 8** to the permanent copy of these minutes.

i. Administrative Assistant Confirmation of Appointment Council agreed with the recommendation that Mrs Abbott's employment with the Town Council is confirmed.

ii. Assistant Clerk contracted average hours Council agreed with the recommendation that Mrs Bennett's contracted hours be restated for the 2013/14 year for the duration of the MJH project as 28 on average a week.

Date of next meeting:

– **Monday 14th October, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.30pm.

Chairman