

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th October 2013 at 7.15pm in the Council Chamber.

Present:	Mr M Amoss	Mr G Lynch (District Councillor)
	Mr N Beecroft-Smith	Mr P Miller
	Mr A Comber	Mr J Ogden
	Mr D Fairbrother	Mrs S Ogden (Chairman and District Councillor)
	Mrs S Fairbrother	Mrs J Smith
	Mrs N Goodchild	Rev R Spittle

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)
Mr R Whiting (County Councillor)
Mr M Grimwood (District Councillor)
Mr M Percy (MYP) –arrived during Item 5
9 Members of the public

1. Apologies

Council accepted apologies from the following:

Mr M Azmoodeh – illness
Mr P Mills – personal commitments
Mr C Rayworth – personal commitments
Mrs D McCallum (District Councillor) – personal commitments
Mrs M Neale (District Councillor)

2. Declarations of Interest

Mr Comber declared a Local Non-Pecuniary interest in item 7.a., Financial Matters, Receipts and Payments, being Chairman of Kesgrave News, and remained in the meeting during consideration and discussion of the matters.

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.b. Financial Matters, Transfer between accounts, being a Member 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 Member 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.b. Financial Matters, Transfer between accounts, being a Member and Chair 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 a Member and Chair 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 9.c. Recreation and Amenities Matters, POS Adoption, Oak Meadow, being a current Suffolk Coastal District Councillor, 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.b. Financial Matters, Transfer between accounts, being a Member 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.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 Pecuniary interest in item 10, Kesgrave Library, being a Director of Suffolk Libraries, and left the meeting while consideration and discussion of the matter took place.

Mrs Ogden declared a Local Non-Pecuniary interest in item 9.c. Recreation and Amenities Matters, POS Adoption, Oak Meadow, 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 9th September 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 had attended the official opening of ActivLives new ActivHub at the Community Centre. The group encourages older members to participate in chair based exercises to improve mobility;
- she will be attending the opening of the new Sports Pavilion at the Community Centre, which was completed under budget and ahead of time.

An adjournment was declared:

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

Mr Hudson, County Councillor:

- expanded briefly on his written report which is held on file.

Mr Whiting, County Councillor, reported:

- he had attended the official opening of ActivLives new ActivHub at the Community Centre;
- he will also be attending the opening of the new Sports Pavilion at the Community Centre;
- he had attended the launch of an apprenticeship initiative where numbers had increased by 15% in the local area. He also encouraged the younger members of the public in attendance to view Suffolk County Council's website for further information;

– following the announcement it had cost £265,000 to deal with fly tipping, there is to be a crackdown on the problem with Suffolk County Council working in partnership with all Suffolk Coastal District Council(SCDC) enforcement departments.

Mr Grimwood, District Councillor, reported:

– There have been changes in SCDC Cabinet with Councillor Andy Smith now responsible primarily for Coastal Defence and Councillor Geoff Holdcroft responsible for Planning and IT, where there are serious challenges at present.

Mr Lynch, as District Councillor, reported:

- he had attended two days of Audit and Governance meetings;
- a review of corporate risk has been undertaken when it had been decided there was no need for any changes to be applied;
- a discussion had taken place regarding the possibility of the grant money being allocated to each Member so they would receive an allowance in the same manner as County Councillors have for Locality Budget. He stated some Members do not consider this to be the right way forward. There are also to be new procedures implemented in the grants process to simplify small grants and to avoid awarding repetitive grants;
- he considered Council need to start thinking about producing a Neighbourhood Plan;
- the SCDC response to the consultation on the Electoral Review is for 42 seats, with Kesgrave being allocated 4;
- Dan Poulter, MP will be holding an advice bureau in Kesgrave on 25th October.

Mrs Ogden, as District Councillor:

- urged Councillors to complete and return their Electoral registration forms;
- congratulated Gorseland Primary School who have won a Communities Award, and mentioned the success gained by the Community Centre in being nominated for a Partnership award;
- highlighted an offer on composting bins, and left information for the Clerks to forward to all Members.

Mr Percy, MYP for Suffolk, had submitted a written report which is held on file and:

- announced details for next year's MYP elections are now under way;
- stated he would like to see an MYP for each District;
- confirmed his term of office ends in April next year.

– **to receive Police Matters reports**

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

- 1 12PT Monthly Parish Council Report September 2013
- 2 Match Funded PCSO Monthly Report September 2013 (written by PCSO Mike Sarbutts)

– **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.

5.D Thank you letter from Avenues East for £100 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 1** to the permanent copy of these minutes.

b. Councillor Representative Reports None.

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 £65,000 be made from the Ordinary Account to the Instant Access Account.

c. Transfers to/from Reserve funds in September 2013

Product/Service	Amount	Reserve Fund
Spark	500.00	To Youth club
Resident donation	40.00	To Youth Club
Miscellaneous	8.05	Library Community Group
Youth Club Float	225.00	From Youth Club
Youth Club salaries	477.35	From Youth Club
Youth Club session 10 & 12/09/13	38.90	To Youth Club
Youth Club session 17 & 19/09/13	59.65	To Youth Club
Precept allocation (2nd ½ year)	25,000.00	To MJH (transferred 08/10/13)
Project Manager	587.50	From MJH

d. Kesgrave Market Members were advised as a result of the September Kesgrave News article a number of positive comments had been received. Members were also reminded the 2nd Anniversary will be held on 19th October and there will be free children's entertainment. An updated spreadsheet is held on file.

e. Mobile Fish and Chip Van The Deputy Clerk reported no complaints had been received regarding the Fish and Chip Van since permission had been given to extend trading to every week. An enquiry had been received from another mobile trader asking permission to also use the Council car park. He had been advised Council has given permission for only one trader on one evening a week and that his request will be held on file. In response to an enquiry from a local Fish and Chip shop it was confirmed that permission had been given for the mobile van to trade on the car park. Council has submitted an application for change of use for the car park in advance of the decision whether or not to confirm the arrangement with the current trader. Consultation on this ends this week and so far no comments have been made. **Later:** One resident objection was registered on the SCDC site

f. Budget 1st April 2014 – 31st March 2015 suggestions Members were asked to inform the Clerk of any further suggestions they have for the 2014/2015 Budget on which preparation has commenced. Members stated the increase for fuel in the coming year is expected to be in the region of 8% and this should be taken into consideration. Mrs Fairbrother asked if consideration can be given for an additional £500 towards the Library grant.

g. Late items for information. None.

8. Planning and Development Matters

a. Planning applications received since 6th September 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. **Late items for information** Nothing to report.

9. Recreation and Amenities Matters

a. **Minutes of the last meeting held 30th September 2013** Members had been issued with draft minutes of the meeting held on 30th September and these are attached at **Annex 4** to the permanent copy of these minutes.

ii. **Play Equipment Improvements and Provision, Additional Play Equipment, Oak Meadow (R&A Item 13.a)** The Deputy Clerk stated the grant application to Viridor for £23,000 had been successful. The supplier, Kompan, had also offered a considerable discount on the quote on the condition a letter of intent was provided by the end of September and an order placed by the end of October. Although a shortfall of just over £7,000 still remained F&R agreed the order should proceed with the shortfall being covered by Reserve Funds. Subsequently further grant funding requests had been successful which have cleared the shortfall. The Chairman suggested and Council **agreed** their thanks to Miss Hall and the Deputy Clerk be minuted acknowledging their persistence and success in securing this positive outcome.

Council were assured that although fencing the equipment is not financially viable at present this concept not be forgotten.

ii. **Christmas Lights Switch On (R&A Item 9.a)** The Christmas tree lights will be switched on by Father Christmas on the 29th November at 6.20pm. The Funky Voices Choir will be performing at 6.30pm with their expenses being paid by Spark. Mr Beecroft-Smith will produce a poster to be forwarded to local schools advertising this event.

b. **Roads, footways and footpaths** Members were reminded of the correspondence between the Clerk and Suffolk County Highways regarding All Saints traffic lights. Funding for the trial is likely to be in the region of £5,000 but unfortunately the two County Councillors have already committed their budget for this and next year. Council did not consider they should pay the whole amount but **agreed** with the Chairman's suggestion that £2,500 be included in the 2014/2015 budget in the hope other funding would be available. Some discussion on the timing of any trial was held and it was **agreed** this must be during school time, and preferably in the Autumn when traffic is heavier because of wet weather.

c. POS Adoption

i. **Oak Meadow** Council were reminded an expression of interest in taking ownership of Oak Meadow had been made some months ago. Now that the additional play equipment is to go ahead this possibility will be investigated further. It was explained Suffolk Coastal have financial incentives to encourage Town and Parish Council to take ownership of areas such as this.

d. **Evening of Reflection** The Evening of Reflection is to be held on the 20th December at 7.00pm. Members were reminded that numbers attending this event have dropped in recent years and increased publicity including a new poster designed by Mr Beecroft-Smith is to be undertaken this year.

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 the present Library Manager is leaving this week and it is anticipated her successor will be appointed internally.

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. The quarterly payment is now due but the report had not provided all the information Council wished to see. During a telephone conversation between the

Clerk and Diane Moore of the IPS it was agreed with the imminent departure of the current Kesgrave Library Manager a meeting will be arranged with the new Manager when the post has been filled to more closely determine the information to be supplied for future reports. Council **agreed** the quarterly payment can be made but on the understanding no further payments will be made until the requested information is available. Council was asked to email the Clerk with suggestions of what information they require to be included.

An email had been received from the Library Manager regarding the unit purchased for goods for sale to be displayed. Council were reminded the unit was not the locked glass cabinet which had been expected, was not on casters, and had been brought to the Council Office when the Library decided to no longer sell items. The unit which had been entirely paid for from Council funds is being utilised very successfully in the entrance hall of the Council building. This issue will also be discussed with the new Manager.

Mrs Fairbrother asked if a change of hours to include Friday could also be considered.

11. Community Information Project (CIP)

Mr Ogden will be conducting a presentation to Councillors only 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 Members had been issued with the paper which is attached at **Annex 5** to the permanent copy of these minutes. Council were pleased to note the Church have agreed to maintain their role until May. It was **agreed** the Clerk will continue to investigate ways in which the Town Council can take responsibility for the Youth Club and bring the information back to Council in due course.

b. Late items for information Nothing to report.

13. Electoral Boundary Review

Copies of the responses from both Martlesham and Rushmere St Andrew Parish Councils have been received and are held on file. These will be emailed to all Town Councillors for their information. An acknowledgement has been received for the KTC response from the Commission but nothing further is expected now until the new year.

14. MJH (Millennium Jubilee Hall)

a. Project Manager Report Members had been issued with the report attached at **Annex 6**. No questions were asked.

b. Future Play Equipment Funding Agreement The Chairman explained monies have been held by Kesgrave Covenant for Play equipment provision at the MSG. In order for this money to be used instead for the alterations and extension to the MJH a letter is required to absolve the Covenant from this obligation. Council **agreed** a letter be sent.

15. Policy Documents

None.

16. The Royal British Legion Remembrance Day

a. Two Minute Silence Civic Ceremony The Civic Ceremony will be held as usual on Legion Green for the Silence to be taken at 11.00am. All residents are invited through Kesgrave News and the schools will be invited to send contingents as usual. Councillors were urged to support this Act of Remembrance.

17. Report from Clerk and Press Officer

The Clerk explained it is necessary to have an Emergency Evacuation exercise however to activate the alarm would alert everyone to the imminent practise. Some thought will therefore have to be given on how an alarm can be sounded.

It had been agreed Mrs Fairbrother and the Clerk would work on a page 3 article for November on the Library with a theme of "Use it or lose it". However an article submitted by Mrs Fairbrother had already been printed recently and so it had been agreed not to repeat this information too soon. Articles for inclusion in the November issue of Kesgrave News have therefore been submitted on:-

Page 3	The Litter Picker vacancy
Others	11/11, Christmas tree light switch on, Evening of Reflection, Kesgrave Market

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 11th November, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 8.48pm.

Chairman