

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 11th November 2013 at 7.15pm in the Council Chamber.

Present:	Mr M Amoss	Mr G Lynch (District Councillor)
	Mr M Azmoodeh	Mr P Mills
	Mr N Beecroft-Smith	Mr J Ogden
	Mr A Comber	Mr C Rayworth
	Mr D Fairbrother	Mrs J Smith
	Mrs S Fairbrother	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) – arrived at 7.24pm
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
Mr M Percy (MYP)
5 Members of the public

Reverend Spittle took the Chair

1. Apologies

Council accepted apologies from the following:

Mrs S Ogden (Chairman and District Councillor) – personal commitments
Mr P Miller – personal commitments
Mr R Whiting (County Councillor) – work commitments

Apologies were also received on the answerphone but too late to be brought to Council from: –

Mrs N Goodchild – personal 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 7.a. Financial Matters, Receipts and Payments, 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.a. Financial Matters, Receipts and Payments, being Chairman 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 Chairman 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 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 Local Non-Pecuniary interest in item 10, Kesgrave Library, being a Director of Suffolk Libraries, awhile consideration and discussion of the matter took place.

Mr Rayworth declared a Pecuniary interest in item 7.a., Financial Matters, Receipts and Payments, being the Project Manager, and left the meeting during consideration and discussion of the matter took place.

Mr Rayworth declared a Local Non-Pecuniary interest in item 14.a, MJH, Project Manager Report, being the Project Manager, and remained in the meeting during consideration and discussion of the matter took place. However he left the meeting when a Vote of Confidence was raised.

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 14th October 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 being absent wished it be noted:

– she had attended the October 2nd Anniversary Market which had been extremely busy. She spoke with the Market Manager, Mandy Camerelli, and congratulated her on her excellent work on Council's behalf.

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 Grimwood, District Councillor, reported:

– he had substituted Councillor McCallum at a recent Development Management Sub North Committee meeting;

– he will be substituting for Mrs Ogden at the Resource Trust Group meeting;

– on the installation of a new Broadband box in Edmonton Road;

– an Emergency Scrutiny meeting was being held to discuss the concerns regarding the lack of broadband speed in the local area before this goes to the Cabinet;

– a Members briefing was being held to discuss new procedure for compiling the Electoral Role;

– Members will be attending further management training on Planning policies.

Mr Lynch, as District Councillor, reported:

- the closing date for the “Big Switch” is 18th November and for applications made to the Capital and Revenue Grant Committee is the 29th November;
- he has been approached by the Manager of a girls football team who is looking for a local pitch to play on, and has advised him to contact the Council office.

Mrs McCallum, District Councillor, reported:

- Suffolk had been voted the 19th safest place to live in England and Wales;
- how pleasing it was to see the excellent turnout at Sundays Remembrance Day Service;
- she will be speaking with the Clerk about a meeting being arranged to highlight the use of the 111 emergency service number;
- a local supermarket is selling a children’s story book which mentions Kesgrave;
- following action taken by a Suffolk Coastal District Council's Planning Officer, the problem with the unauthorised advertisement signs by a local Estate Agent has been resolved;
- The Bell PH will be holding a Charity Auction on the 28th November to raise funds for the Kesgrave Music Festival. They are close to raising £100,000 in total in the memory of Kate Moyes;
- sadly “Music on the Green” festival at Martlesham will not be taking place in 2014;
- she has been in touch with the organiser of a fireworks display at Aldeburgh, who will be forwarding details of the costs involved hosting this event. Mrs McCallum believes it is not as expensive as one might think, and it is worth considering trying to re-introduce this event. She is keen to promote community events in Kesgrave.

Mr Percy, MYP for Suffolk, had submitted a written report which is held on file and stated the Park and Ride service now includes a stop outside the High School which is being well used.

- **to receive Police Matters reports**

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

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

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

Oscar Hunt made a short presentation to Council asking for consideration to be given to the possibility of a skate park in Kesgrave. On behalf of himself and two friends he highlighted the benefits for children of all ages and suggested Ariel Green as a plot of land which might be suitable. Members thanked him for bringing this suggestion to them and congratulated him on his presentation. They asked questions on the type of equipment he was considering, the numbers and ages of potential users, and potential problems arising from the provision of the equipment. He was encouraged to carry out further investigations, by taking measurements, photos and as many details as possible of other sites and facilities in the area and then to work with the Clerk before coming back to Council in the New Year. The young men were also encouraged in due course to consider holding a presentation at the monthly market and to conduct their own survey of potential users. Mrs McCallum also supported Oscar's suggestion and made him aware of the possibility of funding from Suffolk County Councillor Hudson.

The minute on comments made by Mr Percy as a resident inserted in the Draft minutes is the subject of a meeting to be held in the New Year between him and Members of the Council. Council therefore agreed the comments reported will be considered for accuracy at the February Council meeting and for an appropriate minute to be recorded both there and as a note to the November minutes. A note has been made to that effect in the Minute book.

The following item was brought forward.

9. Recreation and Amenities Matters

d. Skatepark request Members agreed the Clerk will make contact with Oscar during the week to help him progress his ideas.

6. Notices and Correspondence

a. Items for discussion

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

1.D Community Magazines, where Members had no comments.

3.D Scrutiny Committee: Member Working Group on prevention of vandalism This request for information on vandalism had been forwarded to Members for their comments. None had been received and when this issue was raised at 12PT it was noted that there is little vandalism in Kesgrave.

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

Mr Rayworth left the room for the following item

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 £13,700 be made from the Ordinary Account to the Instant Access Account.

c. Transfers to/from Reserve funds in November 2013

Product/Service	Amount	Reserve Fund
Spark	500.00	To Youth club
Resident donation	40.00	To Youth Club
Spark	50,000.00	To MJH
Youth Club session 26/09/13	20.40	To Youth Club
Youth Club session 01 & 03/10/13	45.00	To Youth Club
Youth Club session 08 & 10/10/13	57.90	To Youth Club
Miscellaneous	87.80	To Library Community Group
Rushmere St Andrew PC	500.00	To Library Community Group
SNT equipment sales	60.00	To 12PT
Youth Club salaries	803.03	From Youth Club
Youth Club Insurance	166.92	From Youth Club
Youth Club Float	275.00	From Youth Club
MJH Project Manager	645.84	From MJH
MJH Project salvage	626.00	From MJH

d. Kesgrave Market As reported in Chairman's report the October 2nd Anniversary Market had been very well attended and the entertainment enjoyed by a good number of children. A spread sheet was provided for Council who were advised the Market Manager continues to ensure there are an acceptable

number of stall holders in attendance.

e. Mobile Fish and Chip Van The Deputy Clerk reported planning permission has now been granted for the change of use of the Council car park enabling trading to continue. One resident had lodged an objection to SCDC to the planning application and had included a complaint about litter. However no complaints have been received at the Town Council office and no litter had been noticed on Friday mornings.

Council agreed that permission will therefore be given for the current trader to continue and a simple contract will be offered, to be reviewed on an annual basis. Council understood the trader had offered to have an electrical point installed so that the use of a generator would not be necessary. The Clerks will investigate this possibility and the manner in which electricity costs can be recovered.

f. Budget 1st April 2014 – 31st March 2015 suggestions Preparation of the 2014/2015 Budget continues. Notification had been received from SCDC regarding the Government Finance Settlement which it intends to continue to pass to Town and Parish Councils on a reducing scale at a rate of 25% phasing out completely by 2017/2018, this was welcomed by Council. In order to maximise preparation time it has been agreed the Finance and Resources Committee Meeting will be held on 2nd December.

g. Late items for information. None.

8. Planning and Development Matters

Mr Beecroft-Smith took Council thorough the following:-

a. Minutes of the last meeting held 21st October 2013 Members had been issued with draft minutes of the meeting held on 21st October and these are attached at **Annex 3** to the permanent copy of these minutes.

i. Future responses following the adoption of the Core Strategy Following discussion between the Clerk and Mrs McCallum on the necessity of a Neighbourhood Plan for Kesgrave, Council were advised this should not be treated as a priority at present, the process being very time consuming and expensive with very limited benefit at present.

ii. Pre-application planning enquiry for Forkrent at Sinks Pit An electronic version of the document will be forwarded shortly to Committee members for their consideration and a further report will then be made to the December Full Council meeting.

iii. Unauthorised Advertisements As reported by Mrs McCallum in the adjournment it was noted these signs have been removed.

b. Planning applications received since 11th October 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.

c. SCDC Area classification Nothing to report.

d. Late items for information Nothing to report.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths

1 Council were informed of the potential bus stop move on Penzance Road, where a resident has offered to pay the £2,000 cost to have a stop sited further away from his property. Council disagreed with the Clerk's decision that SCC should proceed. They considered a precedent could be set which they did not think suitable. The Clerk will contact the SCC Officer and withdraw Council support. **Later:** SCC had made no progress on the issue and although consultation with residents

is not compulsory the SCC Officer will consult with the resident near to the proposed site.

- 2** Resident request for a drop curb at the crossing point on Main Road near Cambridge Road . Members were advised the cost of improving the safety for residents when crossing the A1214 at this junction would be in the region of £15,000 as not only dropped kerbs but a widened refuge would be necessary. Discussion was held on whether this is a viable proposition as there are many similar situations along the A1214 which would immediately be called upon for improvement. Council recognised this is another instance where divestment from the higher tiers of Government will see the tier closest to the tax payer footing the bill for necessary works. Provision for this eventuality will also be considered for inclusion when compiling the 2014/2015 budget.

i. All Saints Traffic Lights Members were reminded of the correspondence between the Clerk and Suffolk County Highways regarding All Saints traffic lights and a possible trial switch-off. It is understood Mrs Ogden had spoken recently with the SCDC Chief Executive who believed this expense should be covered by SCC and is prepared to support Kesgrave's request in this regard. Council agreed the Clerk will ask for that written support.

b. Play Equipment Improvements and Provision, Additional Play Equipment, Oak Meadow The Deputy Clerk reported installation of the play equipment is to commence in the near future with completion, hopefully, before the Christmas holidays. Agreement has been reached with SCDC for the installers compound to be placed immediately south of Fentons Way in order to reduce heavy vehicles movement on Pilboroughs Walk. All will be made good on completion. Some thought was given to an opening ceremony but with the short notice and the Christmas holidays it was agreed a photo opportunity with the Chairman and others will be arranged at hand-over.

c. POS Adoption

i. Oak Meadow Council had been reminded in October of the expression of interest in taking ownership of Oak Meadow which had been made some months ago. This is to be more actively considered after the new equipment has been installed. When the area is adopted the possibility of fencing some of the areas off to deter dogs will also be revisited.

d. Skatepark request This item was taken immediate after the adjournment and is minuted there.

e. Late items for information Nothing to report.

10. Kesgrave Library

a. IPS Report Requirements A number of Councillors had made suggestions of issues to be covered in the report which is to be made by the IPS to support the funding of the Kesgrave Library. Members considered a summary of the comments compiled by the Clerk and some additional comments provided by Mr Amoss. The Clerk is to hold a meeting with the new Library Manager, Margaret Lusher, and Diane Moore, her line manager, in the near future. It had already been agreed with these IPS representatives that a copy of the proposed requirements will be provided prior to the meeting in order that other representatives from IPS will attend if this will be helpful. The document to be forwarded is attached at **Annex 5** to the permanent copy of these minutes.

b. Suggestion for 2 Year Plan The Clerk suggested a 2 year plan for the future would be helpful. Some consideration needs to be made whether hard copy library books may comprise a smaller percentage of library use and whether other priorities will manifest themselves. The IPS are already embracing change with electronic provision of reading material.

11. Community Information Project (CIP)

Considerable discussion took place on the way forward following the presentation to Councillors by Mr Ogden.

– Mrs Fairbrother had been tasked with seeking prices for the printing of a new guide and reported these to be circa £1,000 for black and white and £1,500 for colour for 5,000 copies.

– Mr Comber and Mr Ogden have some further discussions to hold.
Council will therefore consider at a later meeting on how information can best be made available electronically bearing in mind the logistics of merging the current information, the continual updating and the impact on staff hours. Only when this decision has been made will the need for a hard copy Guide be considered. In the meantime £6,000 will be put into the 2014/2015 budget to cover the costs of whichever solution is deemed appropriate.

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

a. Youth Club Provision Investigations continue on the best way forward for management and ownership of the Youth Club.

b. Late items for information Nothing to report.

13. Electoral Boundary Review

Nothing further has been reported.

14. MJH (Millennium Jubilee Hall)

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

The Clerk explained that as reported, tenders have yet to be issued. 4 working weeks are to be allowed and then on receipt they will be opened in the presence of the Clerk and one Councillor. There may need to be some questions posed of individual contractors and when these have been answered the Finance and Resources Committee will hold a meeting to determine the tender to be accepted.

Some Councillors expressed the opinion that with a project the size of the MJH the chosen contractor should be the decision of Full Council. Other Councillors believed as the project and budget has already been agreed a decision by F&R would be acceptable. Some considerable discussion took place with opinion divided on the way forward as decision of the tenders will necessarily be held in camera, which if taken by a Committee excludes Councillors who are not members. It was suggested by allowing F&R to take the decision information was being withheld from the rest of the Council.

During the heated discussion which took place reference was made by Mr Fairbrother to a private meeting which had been held between the Clerk and Mr and Mrs Fairbrother. Mrs Bennett and Mr Beecroft-Smith as Chairman of F&R had also been present. The reference alluded to information which had allegedly been withheld by the Clerk and emails which Mr and Mrs Fairbrother had not received. Questions on the nature of the discussions held and the emails referred to were asked. Inferences were made on the conduct of both Mr Rayworth and the Clerk. Mr Rayworth stated he would be unable to continue as Project Manager if he did not have Council support. He explained that although he is an F&R Member as Project Manager he would not vote on which tender to accept.

The Deputy Clerk suggested Council might wish to show support in the work Mr Rayworth has already carried out. Reverend Spittle called for a vote of confidence in Mr Rayworth;

Mr Rayworth left the room.

Mrs Fairbrother suggested they were being blackmailed into giving their support. The votes were cast as: **9 For; 2 Abstentions by Mr and Mrs Fairbrother.** The Chairman asked if those abstaining wished their names to be recorded. Mr and Mrs Fairbrother agreed their names be recorded. When asked why they had abstained it was stated they believed having abstained on the vote to appoint Mr Rayworth as Project Manager in August they needed to similarly abstain on a vote of confidence.

Some discussion took place on whether it was possible to abstain from a Vote of Confidence. Mr Ogden reminded members that an Abstention is considered to be a “no-vote” and that in this case therefore the voting was **Unanimous**.

Mr Rayworth rejoined the meeting and was informed of the vote. He stated he would leave the meeting and consider his position as Project Manager.

Mr Rayworth left the meeting.

15. Policy Documents

None.

16. The Royal British Legion Remembrance Day

a. Two Minute Silence Civic Ceremony The Civic Ceremony held on Legion Green for the Silence to be taken at 11.00am that morning was attended by many members of the Public, 302 school children and a detachment from the Kesgrave Army Cadet Force.

17. Report from Clerk and Press Officer

The Clerk reported it has been arranged for a Council photograph to be taken before the next Council meeting and Members were encouraged to be in attendance in good time.

Articles submitted for Kesgrave News are:

Page 3	Oak Meadow Play equipment and one year ending and another beginning and the Office closure over Christmas
Others	Kesgrave Market Lights switch on Evening of Reflection

Council were also informed that preparations are already under-way for the office window decorations this year which are as usual being undertaken in the Clerks own time and at their expense.

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 9th December, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 10.54pm.

Chairman