

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 16th December 2013 at 7.15pm in the Council Chamber.

Present:

Mr M Amoss	Mr P Mills
Mr M Azmoodeh	Mr J Ogden
Mr N Beecroft-Smith	Mrs S Ogden (Chairman and District Councillor)
Mr A Comber	(left at 8.30pm)
Mr D Fairbrother	Mr C Rayworth
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)
Mr R Whiting (County Councillor)
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
Mr M Percy (MYP)
PCSO Mike Sarbutts
1 Member of the public

1. Apologies

Apologies had been received from Mrs M Neale, District Councillor

2. Declarations of Interest

The Clerk explained there have been some questions raised by Members over their own declarations. She has asked the Suffolk Coastal Monitoring Officer for advice and will report on this as soon as possible. If any clarification is necessary this will be reported to the January meeting.

Mr Comber declared a Dis-closable Pecuniary interest in item 8.a.iii, Budget, Community Information Project (CIP), being Webmaster, and a Member who is quoting for work, but remained in the meeting while consideration and discussion of the matter took place.

Mr Comber declared a Local Non-Pecuniary interest in item 8.a.iii, Budget, Kesgrave News, being Chairman of Kesgrave News and remained in the meeting while consideration and discussion of the matter took place.

Mr Comber declared a Local Non-Pecuniary interest in item 8.a.iii, Budget, Kesgrave Market, being a Director of RFC and remained in the meeting while consideration and discussion of the matter took place.

Mr Comber declared a Local Non-Pecuniary Interest in item 8.c, Kesgrave Market, being Director of Rupert Fison Centre and Kesgrave Scout Group leader, and remained in the meeting while consideration and discussion of the matter took place.

Mr Comber declared a Dis-closable Pecuniary interest in item 12, Community Information Project (CIP), being Webmaster, but remained in the meeting while consideration and discussion of the matter took place.

Mr Fairbrother declared a Local Non-Pecuniary interest in item 8.a.iii, Budget, 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 8.a.iii, Budget, 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 11.a, 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 Dis-closable Pecuniary interest in item 8.a.iii, Budget, as a Director of the IPS, and left the meeting while consideration and discussion of the matter of a grant took place.

Mr Ogden declared a Dis-closable Pecuniary interest in item 8.a.iii, Budget, Community Information Project (CIP), being a Member who will be receiving remuneration, but remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a Local Non-Pecuniary interest in item 8.c., Kesgrave Market, being a Scout leader, and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a Local Non-Pecuniary interest in item 11.a, Kesgrave Library, being Treasurer of the Kesgrave Library Group, and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a Dis-closable Pecuniary interest in item 12, Community Information Project (CIP), being a Member who will be receiving remuneration, but remained in the meeting while consideration and discussion of the matter took place.

Mr Rayworth declared a Local Non-Pecuniary interest in item 8.a.iii, Budget, being Project Manager for the MJH, and remained in the meeting while consideration and discussion of the matter took place.

Mr Rayworth declared a Local Non-Pecuniary interest in item 15.a, MJH, Project Manager Report, being the Project Manager, and remained in the meeting while consideration and discussion of the matter took place.

Reverend Spittle declared a Local Non-Pecuniary interest in item 8.a.iii, Budget, being Chairman of the Kesgrave C of E Charity, remained in the meeting while consideration and discussion of the matter took place. **Later:** declared a Dis-closable Pecuniary interest and left the room while consideration and discussion of the Youth worker 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 11th November 2013

The Chairman explained she had that day received an email from a resident with regard to his statement made to the November meeting. For personal reasons she had been unable to consider this in depth and as it is the subject of a meeting to be held with the resident, the Vice Chairman, the Chairman of Finance & Resources and the Clerk in January she proposed the minute be considered for accuracy at the February meeting. Members **agreed** and accordingly the paragraph was struck out and a note added to the minute book.

Mrs Fairbrother also asked for an alteration to paragraph 4 of Item 14. After some discussion an agreement was reached and the Minutes annotated and initialled by the Chairman.

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

4. Minutes of the Extraordinary meeting held on 9th December 2013

The Clerk explained a Declaration for Mr Ogden had been omitted from the Draft and was now in the substantive minutes.

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

5. Matters arising

- a. Late items for information** None.

6. Chairmans Report

The Chairman reported she had attended the Persimmon public consultation at the KWMCC on proposals for a new housing development at land to the east of Bell Lane, south of Long Strops. She had collected some documentation which she gave to the Clerk.

She also thanked the Staff for the preparations undertaken for the Annual Reception and those who had attended the event.

An adjournment was declared:

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

Mr Hudson, County Councillor:

- thanked the Chairman for the invitation to the Annual Reception;
- expanded on his written report which is held on file.

Mr Whiting, County Councillor:

- thanked the Chairman for the invitation to the Annual Reception;
- announced the Broadband box in Edmonton Road was now enabled;
- reported the Homecare consultation was due to continue until 6th January 2014;
- stated he had obtained permission to use his ordinary Locality Budget to part fund the trial traffic light switch off proposed at All Saints roundabout.

Mr Grimwood, District Councillor:

- thanked the Chairman for the invitation to the Annual Reception;
- stated he had attended the Persimmon public consultation for housing development at land to the east of Bell Lane, and thought there was very little information available.
- had viewed the SCDC Cabinet minutes and was looking into the guidelines for Members regarding their individual Grant availability.

Mr Lynch, as District Councillor, reported:

- a Neighbourhood Planning Day is to take place in Lavenham in February;
- he has sent a letter jointly with his two East Ward District Councillor colleagues in support of the residents opposing the Appeal to the Planning Inspectorate for planning application C/13/0080, use of land for the erection of 4 dwellings, part rear gardens of 6-10 Ashdale Road and 217 & 219 Main Road;
- he had attended an Auditing and Governance meeting giving an overview of the current position;
- concerns were raised regarding Councillors who had still not completed their Declaration of Interest forms, pointing out this is an offence;
- stage 3 of the Women's Tour of Britain cycling event will take place locally in 2014;
- the recent changes in the benefit system does not appear to have adversely affected any local families.

Mrs McCallum, District Councillor:

- thanked the Chairman for the invitation to the Annual Reception;
- stated she had also attended the Persimmon public consultation and was happy to answer questions

regarding this proposal. She confirmed no application has been submitted to date;

– reported the Round Table Sleigh with Father Christmas will be leaving The Bell on Wednesday evening, visiting the local area. Collectors will be visiting door-to-door raising money for many good causes.

Mrs Ogden, as District Councillor;

– announced individual Members Grants of £4,000 would be made available, with the option to roll over £2,000 maximum into the next Financial year if necessary. This would enable each Councillor to support projects of their own choice.

Mr Percy, MYP for Suffolk, reported:

– a meeting of the New Suffolk Assembly is to be held on the 23rd December and asked for these details to be forwarded to the group of youngsters interested in the skate park;
– an “adopt a Lord scheme” was being set up, whereby young people could have contact with a Lord. Again he encouraged young people to be put in contact with him for further details.
His submitted written report is held on file.

– **to receive Police Matters reports**

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

- 1 12PT Monthly Parish Council Report November 2013
- 2 Match Funded PCSO Monthly Reports for November and December 2013 (PCSO Sarbutts)

Pc Sarbutts highlighted some issues of the reports to Council.

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

Mrs McCallum, as a Member of the public, expressed her concerns over what appears to be the politicising of the Town Council. She believes that, as in the past, Council should not be politically led. She also thanked the Council Clerks for the manner in which they help her and the public and stated she considered Council are very fortunate to have their services.

7. Notices and Correspondence

a. Items for discussion

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

- 1.D Community Magazines, where Members had no comments.
- 2.D A notice of thanks had been received from the Kesgrave and District Royal British Legion for the donation and office sales to the Poppy appeal.
- 6.D A letter of thanks has been received from the 4YP for the recent £100 donation. An open invitation was made to any Councillor wishing to visit the 4YP premises to learn more about the organisation.

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.

The following items were brought forward.

8. Financial Matters

c. Kesgrave Market Council **agreed** the Market should continue and monies should be discussed

within the Budget setting Item at 8.a.iii.

11. Kesgrave Library

a. IPS Report Council had been issued with a report from the IPS and were concerned it still does not provide the depth of information they feel is required. However it was **agreed** funding should continue, the exact amount to be discussed within the Budget setting Item. Further enquiries will be made however to ascertain where the footfall users reside. **Mr Lynch Abstained.**

Mrs Ogden wished everyone a Happy Christmas and left the meeting.

Council then went on to consider the following Item:-

Mr Ogden left the room when the Grant to Kesgrave Library was considered.

Reverend Spittle left the room when Kesgrave Youth Club funding was considered and Mr Beecroft-Smith took the Chair.

8. Financial Matters

a. Draft Minutes of the last meeting held 2nd December 2013

iii. Budget 1st April 2014 – 31st March 2015 (F&R Item7) Council had been issued with a Draft budget which is attached at **Annex 3 to the F&R draft minutes which are attached at Annex 2 to these minutes.** For ease of reference the changes required by the F&R Committee had been applied with original figures struck through. Council considered the document page by page with discussion on individual items being **agreed** after discussion. Page one, which refers to staff salaries was taken in camera after Item 18 and is minuted there. It was also agreed when the figures are recalculated the aim should be to arrive at a Precept which is increased by 3% on the basic 2013/14 demand, ie before the £50,000 loading for MJH is applied. Mr and Mrs Fairbrother and Mr Lynch voted against the increase and asked for their names to be recorded.

8. Financial Matters

a. Draft Minutes of the last meeting held 2nd December 2013 had been issued to Councillors and are attached at **Annex 2** to the permanent copy of these minutes.

i Risk Register – Annual Review (F&R Item 5.c) It was noted additions have been made to the Register.

ii. Effectiveness of Internal Audit – Annual Review (F&R Item 5.d) Council **agreed** with the F&R recommendation that the Internal Audit is effective.

The following item had already been discussed and is minuted at the head of this page

iii. Budget 1st April 2014 – 31st March 2015 (F&R Item7)

iv. 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 11 Staff, Succession planning, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 18 on the agenda.

v. Succession planning (F&R Item 10)

vi. Photocopier replacement (F&R Item 18) Further to the F&R recommendation it was **agreed** Mr Amoss, Mr and Mrs Fairbrother and Mr Lynch will form a Working Party to consider how best to replace the photocopier by the end of 2014. They will bring a recommendation to Full Council in due course. It was noted they must also consider if notice must be given to the current lessor.

vii Youth Club investigations (F&R Item 19) Further to the F&R recommendation it was **agreed** Mr Comber, Mr Miller, Mr Ogden and Reverend Spittle will form a Working Party to consider how KTC should take responsibility for the Youth Club. A recommendation to Full Council will be made in due course.

b. Receipts & Payments, Transfer between accounts and Transfers of Reserve Funds. The Receipts and Payments for December had been agreed at the Extraordinary meeting held on 9th December.

c. Kesgrave Market This item was dealt with after Item 7 and is minuted there.

d. Late items for information. None.

9. Planning and Development Matters

a. Planning applications received since 8th November 2013, responses for comment/approval and other planning matters 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 on Mr Beecroft-Smith's behalf explained a revision has been made to the Forkrent application for Sinks Pit and it is now possible to have a P&D meeting to discuss this. The meeting will be held on the 6th January, replacing the meeting which was previously organised for 27th January.

The Committee were also reminded of the need for responses to be made to the two appeals, 217/219 Main Road and 105 Bell Lane.

The Committee **agreed** no objection should be made to the removal of the TPO on trees at 19 Carlton Road.

b. SCDC Area classification Nothing to report.

c. Late items for information None.

10. Recreation and Amenities Matters

a. Roads, footways and footpaths

- 1 All Saints Traffic Lights** Council **agreed** to ask for the trial switch off to be progressed. With the funding of 1/3rd of the trial being available from each County Councillor Council contribution is likely to be £1,666. If there is a shortfall then funds will be sought elsewhere. It will be made clear to County that the trial must be in a busy period, ie during the winter months and in school term time to give a true indication of its effectiveness.
- 2** Notification of temporary traffic order outside 2 Mackenzie Road between 2nd and 7th January had been received.
- 3** Council **agreed** the temporary sign at the entrance to the Office Car park should be replaced with a sign which is very similar to those at the boundary to Kesgrave on the A1214. Costings will be sought

b. Play Equipment Improvements and Provision, Additional Play Equipment, Oak Meadow

The Deputy Clerk updated Council on the progress of the installation of play equipment at Oak Meadow stating this had commenced and was on schedule to be completed just before or immediately after Christmas.

c. POS Adoption

i. Oak Meadow Council **agreed** to adopt Oak Meadow on the understanding that the POS will be brought up to standard, a fence will be erected around the play equipment and the five-a-side pitch, and a commuted sum is made available.

d. Skatepark Request Nothing to report as Council await information from the young resident.

e. Late items for information Nothing to report.

11. Kesgrave Library

This Item was taken after item 7 and s minuted there.

12. Community Information Project (CIP)

Mr Comber explained he and Mr Ogden have agreed a timetable for the transfer of Website to be accomplished and this can be achieved within the Budgeted amount. The email giving detailing of this is held on file and will be forwarded to all Councillors.

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

- a. **Youth Club Provision** Nothing to report.
- b. **Late items for information** Nothing to report.

14. Electoral Boundary Review

A report on progress is anticipated for January.

15. MJH (Millennium Jubilee Hall)

- a. **Project Manager Report** Mr Rayworth took Members through his report which is attached at **Annex 4** to the permanent copy of these minutes. He drew attention to the discovery of the steel works anomaly, the Spark contribution, the concept of procuring donations, and the bookings already received.

16. Policy Documents

With pressure of work in December no Policy documents have been drafted by the Staff.

17. Report from Clerk and Press Officer

Articles submitted for Kesgrave News are:

- | | |
|--------|--------------------------------------|
| Page 3 | The availability of the MJH for hire |
| Others | Kesgrave Market |
| | Persimmon consultation |
| | Youth Worker volunteers needed |

Council were also informed of the Office opening hours over the holiday period.

18. To receive any such other communications or matters of sufficient urgency that the Chairman will allow for discussion. None.

8. Financial Matters

a. Draft Minutes of the last meeting held 2nd December 2013

- v. **Succession planning (F&R Item 10)** The Clerk explained the F&R Committee had agreed the Assistant Clerk hours should be increased to 34 for the duration of the MJH Project. This will allow her to more easily mirror the Clerk's hours and gain the experience necessary for her progression to Clerk. It was also brought to Council's notice the figures on page one of the Budget will need to be reworked as a letter from Suffolk Pensions received that day had stated there is to be an increase of 1% to Employer Contributions.

Date of next meeting:

- **Monday 13th January, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 10.40pm.

Chairman