

## ***Kesgrave Town Council***

Minutes of the meeting of the Kesgrave Town Council held on Monday 13th January 2014 at 7.15pm in the Council Chamber.

**Present:**

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

**In attendance:** Mrs V R Read (Clerk to the Town Council)  
Mrs J Francis (Deputy Clerk to the Town Council)  
Mr C Hudson (County Councillor)  
Mrs M Neale (District Councillor)  
Mr M Percy (MYP)  
3 Members of the public

### **1. Apologies**

Council accepted apologies from the following:

Mr M Amoss – illness  
Mrs L Bennett – illness  
Mr M Grimwood, District Councillor – alternative meeting  
Mrs D McCallum, District Councillor – personal commitments

### **2. Declarations of Interest**

The Clerk reminded everyone there have been some questions raised by Members over their own declarations. She has asked the Suffolk Coastal Monitoring Officer for advice but because of the Christmas holidays has not yet received substantive clarification. Members were reminded that it is their own decision as to whether they should make a Dis-closable Pecuniary Interest, and therefore leave the room, or a Local Non Pecuniary Interest. Advice has always been that Members should consider what a Member of the Public, knowing all the facts, would believe to be their interest. If in any doubt they might prefer to leave the room.

Mr Comber declared a Dis-closable Pecuniary interest in item 7.d, Budget, Community Information Project (CIP), being the original Webmaster, and a Member who is quoting for work, however he remained in the meeting as discussion on the Budget was purely on the percentage increase to be applied.

Mr Comber declared a Local Non-Pecuniary interest in item 7.d, Budget, 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 Local Non-Pecuniary interest in item 7.d, Budget, Kesgrave News being Chairman, and remained in the meeting while consideration and discussion of the matter took place.

Mr Fairbrother declared a Local Non-Pecuniary interest in item 7.c, Transfer of Reserve Funds, 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 7.d Budget, 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, Transfer of Reserve Funds, 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 7.d 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 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 Lynch declared a Local Non-Pecuniary interest in item 9.c, Oak Meadow, as a 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 12.b. Youth Club Working Party, and remained in the meeting while consideration and discussion of the matter took place.

Mr Ogden declared a Dis-closable Pecuniary interest in item 7.d, Budget, as a Director of the Library IPS, however he remained in the meeting as discussion on the Budget was purely on the percentage increase to be applied.

Mr Ogden declared a Dis-closable Pecuniary interest in item 7.d, Budget, Community Information Project, being a member who is quoting for work, but remained in the meeting there being no discussion.

Mr Ogden declared a Local Non-Pecuniary interest in item 7.c, Transfer of Reserve Funds, being a Treasurer 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, Budget, 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 10.a, Kesgrave Library, being Director of the Library IPS, and remained in the meeting while consideration and discussion of the matter took place.

During the meeting Mr Ogden also declared a Dis-closable Pecuniary interest in item 10.a. Kesgrave Library, as a Director of the Library IPS, and left the meeting while consideration and discussion of the grant took place.

Mr Ogden declared a Local Non-Pecuniary interest in item 11, Community Information Project (CIP), and remained in the room while consideration and discussion of the matter took place.

Mrs Ogden declared a Local Non-Pecuniary interest in item 9.c, Oak Meadow, as a District Councillor, and remained in the meeting while consideration and discussion of the matter took place.

Mr Rayworth declared a Dis-closable Pecuniary interest in item 7.a, Receipts and Payments, being Project Manager for the MJH, and left the meeting while consideration and discussion of the matter took place.

Mr Rayworth declared a Local Non-Pecuniary interest in item 7.d. Budget, as MJH Project Manager, and remained in the meeting while 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 while consideration and discussion of the matter took place.

Reverend Spittle declared a Local Non-Pecuniary interest in item 7.c, Receipts and Payments, Youth Club Provision, being Chair and Trustee of the Kesgrave C of E Charity 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.d, Budget, 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 16th December 2013**

Mrs Fairbrother asked for an amendment to be made to Item 8.a. and Council **agreed** to the insertion of the names of Councillors who had voted against the Budget. The minutes having been issued were then taken as read, approved and signed by the Chairman.

### **4. Matters arising**

**a. Late items for information** None.

### **5. Chairman's Report**

The Chairman reminded Members of the need to address an issue raised over the minuting of the adjournment in the November minutes. This will be discussed at a meeting to be held with Mr Percy this week.

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### **An adjournment was declared:**

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

Mr Hudson, County Councillor spoke about the A47 alterations, Broadband and application for school places. His written report was issued to Councillors and is held on file.

Mr Lynch, as District Councillor, reported:

- he had been speaking to two residents about planning issues who may contact KTC;
- the Grants Task Group meeting has been postponed until mid February;
- he had investigated the regulations with regard to the District Councillor Community Enabling Budget and announced it cannot be used in connection with the All Saints traffic lights.

Mrs Neale, District Councillor, reported:

- there are two District Council consultations in progress: the Economic benefit from improvements to the A14 and Healthwatch where Health and Social Care are being considered at Wickham Market on the 30th January;
- on the new registration necessary if as part of your employment you carry waste in your car.

Mrs Ogden, as District Councillor reported:

- the three Kesgrave East District Councillors will be working together on how best to allocate their Community Enabling Budget;
- Suffolk Coastal are assessing their performance on coping with the adverse weather conditions recently experienced.

Mrs Neale, as KWMCC Chairman, reported on the many varied activities programmed from January onwards for all ages and abilities.

Mr Percy, MYP for Suffolk, had sent his report too late for issuing with the meeting papers. It will be forwarded to Members.

- **to receive Police Matters reports**

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

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

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

Mrs Gill, as Court Manager, spoke on behalf of the residents at the Assisted Housing complex of Gressland Court. She explained the residents are aged from 75 to 96 and are very concerned about the area of wasteland owned by Bovis on the opposite side of Mead Drive. The Clerk confirmed telephone contact had been made that day but Council agreed with her suggestion for the issue to be expedited and a letter asking Bovis for some maintenance to the area will be sent.

Mr Percy

- reported he had made an FoI request to the District Council regarding funding they provide for the Woodbridge Library and explained funds are also provided by the hiring of rooms within the building;
- suggested Council might wish to install audio equipment for recording meetings which he considered could be advantageous.

**Two Members of the Public left.**

## **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.I. A letter of introduction had been received from Superintendent Paul Sharp, the new East Policing Commander for Suffolk Coastal and Waveney Districts who had replaced Superintendent Phil Aves in December 2013.
- 3.D An open letter from a resident regarding comments made during November's Town Council meeting which had been sent to Councillors was read to the meeting.

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 for the following item.**

- a. **Receipts & 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. **Mr Rayworth returned.**

- b. **Transfer between accounts** Council **agreed** a transfer of £12,800 be made from the Instant Access Account to the Ordinary Account.

### **c. Transfer of Reserve Funds**

Spark	500.00	To Youth Club
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MJH Project Manager - salvage	507.95	To MJH
Resident contribution - tree work	40.00	To MJH
Youth Club session 26 & 28/11/13	104.40	To Youth Club
Youth Club session 3 & 5/12/13	37.75	To Youth Club
Miscellaneous	28.00	To Library Community Group
Miscellaneous	12.34	To Library Community Group
Youth Club salaries	735.05	From Youth Club
Youth Club TV License	145.50	From Youth Club
MJH Project Manager	887.50	From MJH
Brett Design	1,675.00	From MJH

**d. Budget 1st April 2014 – 31st March 2015 and Precept setting** Council were provided with the Budget papers, revised in accordance with the decisions in December. These are attached at **Annex 3** to the permanent copy of these minutes. The Clerk explained in order to reach a Precept in line with Council's wishes it had been necessary to make some adjustments to the monies proposed to be transferred to Reserve Funds in the 2014/2015 year. Accordingly she has removed the suggested transfer to the MJH fund to cover set up costs. Council **agreed 11 For: 3 Against** the Budget as presented with an increase of 2.1% for inflation and therefore a Precept of £251,600. **Mr Fairbrother, Mrs Fairbrother and Mr Lynch asked for their names to be recorded as voting against the increase.** Suffolk Coastal will be informed accordingly.

**e. Photocopier Working Party Report** The Chairman reminded Council that the Photocopier Working Party is only 4 members, Mr Amoss, Mr Fairbrother, Mrs Fairbrother and Mr Lynch and suggested it would be helpful if Mr Rayworth joined the group as he and Mr Amoss had worked on the present agreement. Council **agreed** and Mr Rayworth accepted the offer.

**d. Late items for information.** None.

## **8. Planning and Development Matters**

**Mr Beecroft-Smith took Council through the following item.**

### **a. Minutes of the last meeting held 6th January 2014**

Members were issued with copies of the draft P&D minutes which are attached to the permanent copy of these minutes at **Annex 4**.

**i. Planning application DC/13/3408/FUL for Forkrent at Sinks Gravel Pit (P&D Item 5)** Members had been issued with a draft response to this application, some amendments had been added following the comments received and a second draft had been circulated. Further discussion took place regarding the consultation process and a suggestion by Mr Lynch for the provision of apprenticeships for local youth. It was noted the legal requirements for consultation had been complied with and KTC are extending this with an article in Kesgrave News and on their website. It was suggested Mr Lynch could address Suffolk Coastal Development Management Committee as District Councillor regarding his suggestion of apprenticeships. Mr Hudson, as County Councillor, will also be provided with a copy of the KTC response in order that he can address the Committee. The substantive response is attached as **Annex 1** to the **P&D minutes which are attached to these minutes at Annex 4**.

**b. Planning applications received since 13th December 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 5** to the permanent copy of these minutes.

**c. SCDC Area classification** Nothing to report.

**d. Late items for information** None.

## **9. Recreation and Amenities Matters**

### **a. Roads, footways and footpaths**

- i All Saints Traffic Lights.** Nothing to report.

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

The Deputy Clerk informed Council the installation of play equipment at Oak Meadow had been completed, ROSPA inspected and was opened for use last week. Unfortunately the multi piece equipment has had to be re-fenced while investigations take place on the swing bridge where it had been noted defective screws have been used. It is hoped that in the interim this piece of equipment will be removed enabling the other two elements to be open for use. Re-instatement of the compound and surrounding landscaping is still to be completed but does not detract for the positive comments received so far. On behalf of the Committee Mr Comber thanked Mrs Francis and Miss Hall for their work on this very protracted project.

### **c. POS Adoption**

- i. Oak Meadow** Council were reminded this matter was to be discussed at SCDC Cabinet meeting on the 7th January however no further information has been received to date.

### **d. Skatepark Request** Nothing to report as Council await information from the young residents.

- e. Late items for information** The Deputy Clerk reported the Evening of Reflection had been very well attended and Council thanked Mr Beecroft-Smith again for his posters and expressed the hope that R&A would agree to this ceremony continuing.

## **10. Kesgrave Library**

Members were issued with a new report which is attached to the permanent copy of these minutes at **Annex 6**. They were advised following the meeting held between the Clerk and representatives of the IPS that any requests from the Council regarding information required by them is made from the Office rather than individual Councillors to avoid confusion and additional work which is not productive.

### **Mr Ogden left the meeting.**

Council accepted the report and it was **agreed** the remaining half of the grant will be paid at the February meeting.

### **Mr Ogden returned to the meeting.**

Council were also pleased to hear some consideration is to be given to a consultation to ascertain if different opening hours would be acceptable to users.

## **11. Community Information Project (CIP)**

Nothing to report.

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

- a. Youth Club Provision** Reverend Spittle reported the Tuesday Youth Club is now very heavily attended with between 60 – 70 young people. More adult volunteers are needed and an article to this effect has been placed in the January issue of Kesgrave News. Without additional help the numbers of young people will have to be limited for Health and Safety reasons.

- b. Youth Club Working Party Report** The Clerk will convene a meeting of the Youth Club

Working Party.

**c. Late items for information** Nothing to report.

### **13. Electoral Boundary Review**

No progress has been notified.

### **14. MJH (Millennium Jubilee Hall)**

**a. Project Manager Report** Members had been issued with the latest report which is attached at **Annex 7** to the permanent copy of these minutes. Mr Amoss has asked to be removed from the day to day issues dealt with by the Working Party because of pressure of work, he will however remain available in an advisory capacity when needed. The Clerk explained the Pool table is to be delivered later in the month and will be stored within the Chamber tables.

### **15. Policy Documents**

With pressure of work in December no Policy documents have been drafted by the Staff. In February the new Model Standing Orders will be presented for adoption

### **16. Report from Clerk and Press Officer**

Articles submitted for Kesgrave News are:

Page 3	Oak Meadow Play Equipment
Others	Kesgrave Market
	Sinks Pit

It was also agreed the article submitted for March will give information about the Precept.

The Clerk also reported Spark has agreed to continue funding children's activities at the Kesgrave Market.

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

None.

#### **Date of next meeting:**

– **Monday 10th February, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 8.27pm.

Chairman