

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 10th March 2014 at 7.15pm in the Council Chamber.

Present:

Mr M Azmoodeh	Mr P Mills
Mr N Beecroft-Smith	Mr J Ogden
Mr A Comber	Mrs S Ogden (Chairman and District Councillor)
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)
Mr C Hudson (County Councillor)
Mr R Whiting (County Councillor)
Mr M Grimwood (District Councillor)
Mrs M Neale (District Councillor)
Mrs D McCallum (District Councillor)
Mr M Percy (MYP)
PCSO J Moss
PCSO M Sarbutts
4 Members of the public

1. Apologies

Apologies were received too late to bring to the meeting:

Mrs N Goodchild – work commitments

2. Declarations of Interest

Members made verbal declarations, which they have recorded on the form attached at **Annex 1** to these minutes.

3. Minutes of the last regular meeting held on 10th February 2014

The minutes having been issued were then taken as read, approved and signed by the Chairman. **Later:** Mr Grimwood informed Council that his name had been omitted from the list of attendees for last months meeting. As the minutes had already been accepted a note was added to the original stating his presence at the February meeting.

4. Matters arising None.

a. Landscape Maintenance on Mead Drive The Clerk is still awaiting a response from Bovis Homes regarding this area.

b. Late items for information None.

5. Chairman's Report

The Chairman announced:

- she endorsed the new Committee structure proposals;
- she had signed the Mixbrow contract for the alterations and extension to the MJH;

- she will be attending the Chairman's Reception at Leiston.
-

An adjournment was declared:

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

A written report on behalf of both County Councillors to be forwarded to all Members is held on file.

Mr Hudson, County Councillor, highlighted:

- Suffolk County Council's portion of council tax will be frozen for the fourth year in a row.

Mr Whiting, County Councillor, announced:

- the Council will be making savings of £38.6million over the next year to meet a budget gap caused by on-going reductions in Government grant and increased demand for services;
- the Travel Ipswich programme is to improve the centre of the town and hopefully make a difference for motorists, cyclists and pedestrians.

Mr Grimwood, District Councillor:

- thanked the Clerk for sending him a copy of Kesgrave News;
- stated as a reserve for the Development Management Committee he will be attending a training day.

Mr Lynch, as District Councillor, reported:

- on the changes to part night lighting on street lights owned by Suffolk Coastal District Council;
- Members should remember to regularly check their Register of Interests forms on-line;
- the Grants meeting has awarded £5,000 to the Town Council for the MJH project;
- he has allocated the majority of his Community enabling budget to the Kesgrave Panthers to help towards the cost of installing electricity at their cycle speedway ground;
- the Governance meeting discussed the proposals to relocate the SCDC offices to enable huge savings to be made over the next 10yrs;
- the Co-op have recently announced they will no longer provide banking for local councils. This will affect SCDC who use their service;
- HMRC have announced changes to claiming for travel costs.

Mrs McCallum, as District Councillor, reported:

- SCDC have exercised their right to refuse consideration of plans for a local site where repeated applications have been submitted;
- the responsible Local Authority will only cut back a nuisance hedgerow in private ownership to a safe level, and not instigate a proper "cut back" as may be expected;
- the Kesgrave 5K Fun Run is to take place on 4th May and now has it's own website;
- with the support of the Academy, and several volunteers, she is hopeful there will be sufficient local support for Kesgrave to have it's own firework display again this year. She encouraged everyone to get involved.

Mrs M Neale, as District Councillor, reported:

- there are to be two seminars on the 28th March regarding the new Public Access System which should deliver Planning services more effectively;
- her Community Enabling Budget is to be awarded to Match Fund a cycle safety event, and the coaching of local cricket, tennis and football clubs at the Community Centre.

Mrs S Ogden, as District Councillor:

- gave her thanks to the Clerk for her copy of the Kesgrave News magazine;
- reported Suffolk Coastal District Council are working on a new leisure strategy which they hope to have in place by the autumn;
- stated she is allocating her Community Enabling Budget to the Library, which will allow them to purchase new equipment, such as a table and chairs, a rug and a book spinner;
- attended, with the Clerk, the launch of the Community Enabling Budget scheme at Ufford Park.

Mr Percy, MYP for Suffolk, announced:

- the new MYP for Suffolk will be in position from 1st April.

His submitted written report was received too late for inclusion with the meeting papers, is held on file, and will be distributed to all Councillors for information.

- **to receive Police Matters reports**

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

- 1 SNT monthly reports (PCSO Mike Sarbutts)
- 2 12PT monthly report for February 2014

PCSO Moss gave a presentation to Councillors regarding the problems caused by illegal parking in Dobbs Lane. Members had been issued with a paper outlining the difficulties and this is attached at **Annex 2** to the permanent copy of these minutes.

His proposal to resolve the persistent problem in this area is the installation of barriers on the pavement edge where yellow lines exist as this would prevent vehicles being parked half on/half off the road while drivers called at the two shops. Members asked for some clarification on the detail of the proposal and were informed the shop keepers are also to be asked to sign their parking area more clearly.

PCSO Sarbutts informed Council he has been abstracted to help provide scene preservation at a site in Ufford. This is likely to continue for a further period but he will keep a record of the days as his contract as Match Funded PCSO can be adjusted.

He was questioned by a Councillor regarding the ongoing problem with parking in the Bull Drive area. He reported regular patrols are still being carried out, and action would be taken if any offences occur.

The adjournment was closed and Council went back into session

The following item was brought forward

9. **Recreation and Amenities Matters**
 - a. **Roads, footways and footpaths, i. Dobbs Lane:**

Council discussed the situation, expressed the hope barriers could be erected on both sides of Dobbs Lane at its junction with the A1214 and **agreed unanimously** the Clerk will write to Suffolk County Council offering KTC support to this proposal. **Later:** It became clear funding would not be immediately available for such extensive capital works but an alternative of wooden bollards could be considered.

The adjournment was re-opened to allow a member of public to address Council

A resident questioned the reasoning behind Council's decision not to support his recent request to have a bus stop and bin moved from outside his property to a position which he felt was a more suitable location, beyond Mendip Drive. He stated the frequency of the buses is disturbing for his young family and there is a nuisance caused by young people using the litter bin as a drum.

The resident was asked if he had reported the anti social behaviour outside his property to the Safer Neighbourhood Team (SNT). He assured Members that PCSO Sarbutts was well aware of the situation.

The adjournment was closed and Council went back into session

The following item was brought forward

9. Recreation and Amenities Matters

a. Roads, footways and footpaths, ii. Penzance Road Bus Stop

Members were reminded of the history of this issue, which is held on file and was first brought to Council in November 2013 and that the resident has offered to pay for the relocation. The Deputy Clerk reported she had already contacted Suffolk Coastal Services who have agreed to remove the KTC bin but have stated if there is a litter issue a replacement will be re-installed.

Council having been made fully aware of the extent of the problem discussed the situation at length. Although Members sympathised with the reasons for the request, it was noted KTC had been consulted on this matter however the decision is ultimately that of Suffolk County Council. KTC were concerned about the various safety issues of both the present and proposed site and understood the SCC safety team are now to be consulted. **Members agreed unanimously** that they would not object to the request, or decision, if the road safety inspection team deemed it safe to move the stop. The Clerk will write to Suffolk County Council accordingly.

Mr Miller, Mr Hudson, Mr Whiting, Mrs McCallum, Mr Grimwood, PCSO's Moss and Sarbutts, and 2 members of the public left at 8.24pm

6. Notices and Correspondence

a. Items for information and discussion

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

- 1.D** Community Magazines, where no issues were raised by Members.
- 2.I** Bike Trial OMT Minutes of Meeting 13th February 2014 by Mr Keith Beecroft. Discussion on his resignation from this Committee was held at Item 9.d. and is minuted there.

b. Councillor Representative Reports None.

7. Financial Matters

Mr Rayworth left for item 7.a.

a. Receipts & Payments Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 3** 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 £7,572 be made from the Ordinary Account to the Instant Access Account.

c. Transfers to/from Reserve funds

Spark	500.00	To Youth Club
Youth Club session 28 & 30/01/14	86.00	To Youth Club
Resident donation	40.00	To Youth Club

EON refund	1,500.00	To MJH
Mrs L D Rope Third Charitable Trust donation	25,000.00	To MJH
Youth Club session 4 & 6/02/14	77.81	To Youth Club
Youth Club session 11 & 13/02/14	79.20	To Youth Club
Youth Worker salaries	592.65	From Youth Club
Hyams QS Ltd	2,225.00	From MJH
Youth Club Float	159.16	From Youth Club
MJH Project Manager	1,105.00	From MJH
M Amoss - Business check	18.00	From MJH
J Francis -Weed matting	19.98	From Conservation

d. Computer software The Clerk explained she is not yet in a position to report on this issue.

e. Government Procurement Cards The Deputy Clerk reported 3 procurement cards have at last been received. These items will be added to the Risk Register.

f. Photocopier Working Party Report Nothing to report.

Mr Miller returned to the meeting.

g. Late items for information None.

8. Planning and Development Matters

Mr Beecroft-Smith took Council through the following item

a. Planning applications received since 7th February 2014. 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.

b. SCDC Area classification Nothing to report.

c. Late items for information None.

9. Recreation and Amenities Matters

a. Roads, footways and footpaths

i. All Saints Traffic Lights It is understood work is still progressing on this issue.

The following items were taken immediately after the adjournment and are minuted there.

ii Penzance Road Bus Stop

iii Dobbs Lane

b. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

The Council resolves that the public and the press be excluded for consideration of Item 9.c Recreation and Amenities litter picker, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 18 on the agenda.

The following item was taken after item 18 and is minuted there

c. Litter Picker

d. Martlesham Dirt Jumping representative Council were informed that Mr Beecroft Snr has

resigned from his position on the Bike Trail Committee and a Kesgrave representative is now sought. Members were invited to volunteer to represent Kesgrave. Meetings are held once every three months and Committee members are added to the rota to undertake a litterpick and site inspection once a month. It was confirmed the representative need not be a Councillor but clearly should be someone with an interest in the project. It was therefore agreed to advertise this position more widely within the community; an article will be placed in Kesgrave News and mention will be made at the Annual Town Meeting. Councillors will also consider who they personally know who might wish to volunteer.

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

The Deputy Clerk reminded Council that although the installation of play equipment at Oak Meadow had been completed there are still some tasks with regard to landscaping to be completed. Payment for the work has not yet been requested.

f. POS Adoption

i. Oak Meadow The Deputy Clerk advised Members that green fencing will be erected around the play equipment and the 5-a-side goals. 4 red gates will be included, one of which will give access to the area for maintenance vehicles. Some discussion is now being held on the slide which is on a different part of the Meadow and in a state of disrepair. Only after this has been agreed will adoption be possible.

g. Skatepark Request Nothing to report despite reminder emails to the young people.

h. Late items for information None.

10. Committee Restructure

Members had been issued with the paper which is attached at **Annex 5** to the permanent copy of these minutes. They discussed, and subsequently **agreed unanimously**:

1. a change to the numbers of Town Councillors to 16 in order that residents in the two wards are equally represented;
2. the Titles of Committees, as presented in the paper;
3. terms of Reference for Committees as attached to the paper;
4. that the Chairman should have ex officio status with no voting rights on all Committees;
5. a Youth Club Working Party will be formed of Councillors across the Council to form the Management body for the Youth Club. This will be formalised in the Constitution to be presented to Full Council by the current working party;
6. the Calendar of meetings also attached to the paper, noting all meetings will start in future at 7.15pm.

11. Community Information Project (CIP)

Mr Ogden has acquired the software and is now gathering information to incorporate into the Project.

12. Divestment

a. Youth Club Provision Reverend Spittle reported the Youth Club is so well attended a further employee is being sought as volunteers are not in sufficient numbers to hold meetings safely.

b. Youth Club Working Party Report The Youth Club Working Party are to meet in the near future to progress the manner in which responsibility for the Club can be adopted by the Council.

c. Late items for information None.

13. Electoral Boundary Review

Council were reminded of the Draft proposals put forward by the Boundary Commission. This divides the Town into 2 wards each represented by two District Councillors. Although this does not accord with the Town Councils preferred representation it was agreed the boundary line as drawn was sensible and no

comments will therefore be made.

Discussion on Town Council numbers was held at Item 10 and is minuted there.

14. MJH (Millennium Jubilee Hall)

a. Project Manager Report Members had been issued with the latest report which is attached at **Annex 6** to the permanent copy of these minutes. Mr Rayworth drew Members attention to the need to acquire the items listed to fit out the building and urged Members to submit their suggestions of companies which can be approached in this regard. Mrs Ogden stated she had, as Chairman, that day written to Sainsburys, Waitrose, John Lewis, Next and Bennetts and agreed to add to that list Elmers and ForkRent.

Mr Rayworth also reported there had been a break in at the site over the weekend and some rented equipment had been stolen. The Police are investigating.

15. New Standing Orders

Council **adopted** the Model Standing Orders as attached at **Annex 7** to the permanent copy of these minutes. **DF and SF voted against adoption.** The revised document had been the culmination of the considerations made at the February meeting.

16. Recording of Meetings Policy

Following the decision at the February meeting the SCDC policy covering the recording of meetings had been amended with Kesgrave Town Council being substituted for Suffolk Coastal District Council. Council **adopted** the policy as attached at **Annex 8** to the the permanent copy of these minutes. **DF and SF voted against adoption.**

Mrs Fairbrother again raised the issue of the Council making their own recordings. A decision not to do so having been taken in February this will be reconsidered in 6 months.

17. Report from Clerk and Press Officer

Articles submitted for Kesgrave News are:

Page 3	MJH wish list
Others	Electoral Boundary Review, Market

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

None.

9. Recreation and Amenities Matters

c. Litter Picker The Deputy Clerk reminded Council that the litter picker, Mr Michael Butters, had now completed his two months trial period. He has proved to be very diligent in his work, no Members have raised any issues and his appointment will therefore be confirmed.

Date of next meetings:

- **Annual Town Meeting – 24th March 2014 at 7.15pm in the Conference Suite**
- **Monday 14th April, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 9.30pm.

Chairman