

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th April 2014 at 7.15pm in the Council Chamber.

Present:

Mr M Amoss	Mr P Miller
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

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)
Mr M Grimwood (District Councillor)
Mrs M Neale (District Councillor)
Mrs D McCallum (District Councillor)
2 Members of the public

The Chairman stated there had been no requests to record the meeting, as per the policy adopted at the March 2014 Town Council meeting, and therefore no recording would be permitted. Anyone found in breach of this would be asked to cease, if they refused it is within the Chairman's power to ask them to leave the building.

1. Apologies

Council accepted apologies from the following:

Mrs N Goodchild – personal commitments
Mrs L Bennett – personal commitments
Mr R Whiting (County Councillor) – alternative meeting

2. Declarations of Interest

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

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

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

4. Matters arising

a. Landscape Maintenance on Mead Drive A swathe of grass on the perimeter of the area has been cut and further attempts at contacting Bovis Homes have been made, so far without result.

b. Late items for information Nothing to report.

5. Annual Town Meeting

a Matters arising Members had been issued with a copy of the draft minutes which are attached to the permanent copy of these minutes at **Annex 2**.

i. **Fentons Wood** Council staff continue to try and identify a method of having issues of maintenance of the wood addressed.

ii. **On-line Petition Provision** Clarification in the form of an email had been received stating that the request was for consideration of a Petitioning provision, not necessarily an on-line provision. As the resident who had raised this issue at the Annual Town Meeting was present the Chairman agreed to hear from him in the adjournment and for Council to consider the suggestion when the meeting reconvened.

b. **Late items for information** None.

6. Chairman's Report

The Chairman reported she had attended the Library Spring Fair which had been very successful, raising approximately £210.

An adjournment was declared:

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

A written report on behalf of both County Councillors had been forwarded to Members, and is held on file.

Mr Hudson, County Councillor, highlighted:

- Suffolk County Council's Leadership challenge has now been resolved;
- he will be attending his first Citizenship Ceremony on Wednesday;
- 95% of children have been allocated places at their first choice Secondary school.

Council asked if the 5% who didn't get allocated a place at their chosen school were applying within their catchment area. Mr Hudson will make further enquiries about the statistics and forward the information to the Clerk. He assured Council that he considered this to be an important issue and would be a priority during his term as Chairman of the County Council.

Mr Grimwood, District Councillor:

- considered the delineation of the boundary between East and West Kesgrave under the Electoral Review could be clearer, and the Clerk offered to supply him with a map showing more detail, which he readily accepted;
- thanked the Clerk for sending him a copy of Kesgrave News, he will collect copies from the Council Office in future when advised they are available.

Mr Lynch, as District Councillor, reported:

- Treasury and Management have agreed to move away from the Co-operative Bank in the light of the recent difficulties.

Mrs McCallum, District Councillor:

- reported on the recent incident where a member of her bar staff had been accosted on her way home. The Police were informed, and it is understood this was not the first attack in the area. The incident was published on Facebook and this has resulted in some names of young people believed to be responsible being made available to the Police;
- noted Council were to discuss the Firework evening later in the meeting and assured them that underwriting was no longer necessary as Spark have granted £5,000. Mrs McCallum is now progressing the arrangements for the evening which will be held at the Academy on the 5th November. She thanked Council for agreeing to hold the monies for the event.

Mrs Neale, District Councillor:

- stated she had also attended the successful Library Fair;
- reported a Suffolk Coastal Working Party is to agree the Council response to the Electoral Review at the end of the month and noted that the proposed boundary between East and West Kesgrave makes use of cyclepaths and POS as the natural boundary;
- encouraged local organisations to apply for the 2014/15 Community Enabling Budget now available.

Mrs S Ogden, as District Councillor, advised Members:

- of an on-line questionnaire regarding “love to live in Suffolk”;
- there is a new system of penalty points for Taxi drivers;
- she had attended the Office recently to give advice to the Council regarding licensing for the MJH.

– **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 March 2014

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

The resident who had raised the suggestion of a formal petitioning provision at the Annual Town Meeting reiterated his suggestion. Members asked various questions on:

- cost: which he was unable to provide;
- what issues he considered could be raised: he suggested recording of meetings and Fentons Wood were two issues which could have been raised for debate and it was pointed out they had both been debated;
- how it would be verified those signing a petition were Kesgrave residents: Council agreed this would have to be by Staff checking the electoral role which would be time consuming;
- how often it was considered a petition might be raised: he was unable to quantify this;
- what would be achieved by putting such a provision in place: he considered it would be a formal way in which to ensure a debate was held, and provide residents a less intimidating way in raising issues.

The adjournment was closed and Council went back into session

5. Annual Town Meeting

ii. On-line Petition Provision Council considered the suggestion put forward however it was noted residents are already able to raise issues for debate, by telephone, email, letter or by calling into the office and could if they wished draw up a petition. When residents raise an issue they are routinely advised if their subject is one which falls under the jurisdiction of Kesgrave Council, or if it is within the jurisdiction of another tier of Local Government they are given advice on who to raise their issue with. If the issue is to come to Kesgrave Council then residents are advised to write in order that it is their interpretation, not the Staff's, which Council consider. It was noted as the catchment is a Town, not the wider context of District or County, that residents often approach an individual Councillor or member of staff direct as a neighbour. It was also noted that if the petitioning numbers used at Suffolk Coastal were used in proportion at Kesgrave it would require 150 signatures to have an issue debated; in comparison the current debate was as a result of one resident raising an issue at the Annual Town meeting. The Chairman asked Council if they wished to proceed with a formal policy on petitioning. **DF For, 12 Against, MAz Abstained.** A formal policy will not therefore be drafted.

7. Notices and Correspondence

a. Items for information and discussion

4.D. A request had been received for Kesgrave Town Council to reject the move of the Suffolk Police Control room to Norfolk

Council considered the suggestions that they reject the move of the Suffolk Police Control room to Norfolk and agreed a letter be sent to the Police and Crime Commissioner and copied to Martlesham, Rushmere St Andrew and Woodbridge Councils and also the Norfolk Police and Crime Commissioner. A copy of the letter is attached at **Annex 3** to the permanent copy of these minutes.

b. Councillor Representative Reports None.

Mrs McCallum, Mr Hudson, Mr Grimwood and Mr Walkling left the meeting.

8. Financial Matters

Mr Rayworth and Mr Comber left for item 8.a.

a. Receipts & Payments Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 4** 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 and Mr Comber returned to the meeting.

b. Transfer between accounts Council **agreed** a transfer of £8,400 be made from the Ordinary Account to the Instant Access Account.

c. Transfers to/from Reserve funds

Spark	500.00	To Youth Club
SCC	3,000.00	To Locality Budget 13/14
Youth Club session 2 & 27/02/14	94.30	To Youth Club
Resident donation	40.00	To Youth Club
EON	340.93	To MJH
SCDC Community Enabling Budget	1,133.40	To Community Library Group
Youth Club session 4 & 6/03/14	71.00	To Youth Club
Youth Club session 11 & 13/03/14	96.40	To Youth Club
Youth Club session 20/03/14	22.82	To Youth Club
Safety Equipment sales	108.00	To 12PT
MJH Project Manager	1,203.75	From MJH
PFB Construction Management	500.00	From MJH
Demco Europe Ltd	340.87	From Community Library Group
Youth Club Float	300.00	From Youth Club
Youth Worker salaries	669.83	From Youth Club

d. Computer software The Clerk explained she will bring this issue to the next Finance and Resources meeting.

e. Firework Display Underwriting As Mrs McCallum had explained in the adjournment there is now no need for underwriting this event as Spark have made a £5,000 donation. The Council will act as fund holder for the event this year to provide an Audit Trail.

f. Photocopier Working Party Report The Working Party continue to progress this issue.

g. Late items for information None.

9. Planning and Development Matters

Mr Beecroft-Smith took Council through the following item

- a. **Planning applications received since 7th March 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 5** to the permanent copy of these minutes.
- b. **SCDC Area classification** Nothing to report.
- c. **Late items for information** None.

10. Recreation and Amenities Matters

a. **Draft Minutes of the last meeting held 31st March 2014** Mr Comber, as R&A Chairman presented the draft minutes at **Annex 6** which are attached to the permanent copy of these minutes. The following items were highlighted:-

6.a. Litter Picker Mr Butters has been appointed as Council Litter Picker after completing a successful two month trial period;

9.a. Rupert Fison Centre, Proposal to erect a canopy In response to enquiries with specialised companies several options on canopy designs, for use on Rupert Fison Square, had been received. The proposed site is also known to have underground water and sewage pipes for which current documentation states no building should be erected within 3 metres of these services. It is believed this criteria could be overturned with the proper underground installation. Before any further progress can be made it is proposed to employ a Structural Engineer to carry out a feasibility report which would, if positive, be sent to Anglian Water for consideration. Members agreed the future of this project would only be determined by the results of an Engineers report. Although some funding is available from KTC within Budget and from Reserve Funds it is realised the project will require external funding and this will be discussed further if a favourable Structural Engineering report is received.

b. Roads, footways and footpaths

- i. **All Saints Traffic Lights** It is understood work is still progressing on this issue.
- ii **Dobbs Lane** Funding for the barriers considered at the March meeting is not available and no further information has been received to date.
- iii **Penzance Road Bus Stop** KTC had been copied into an email from Mr Leggett to SCC requesting a report on the current situation regarding his request to move the bus stop outside his property in Penzance Road.

c. **Martlesham Dirt Jumping representative** Council were informed that the newly appointed Member of Youth Parliament for Suffolk (MYP), George Watling had also agreed to volunteer as a member of the Bike Trail Committee on the retirement of Mr Beecroft.

d. **Play Equipment Improvements and Provision, Additional Play Equipment, Oak Meadow** The Deputy Clerk stated the contractor should have returned to site at the weekend to re-instate the compound area, but Staff had been unable to visit the area since to confirm this. **Later:** The access used has been replanted unfortunately the grassed area and fencing issues are still to be addressed. The Contractor will again be contacted.

e. POS Adoption

i. **Oak Meadow** Suffolk Coastal Solicitors had issued a draft Conditional Contract for the transfer of land at Oak Meadow between KTC and SCDC for consideration. The contract is more complex than anticipated and will require some clarification before KTC are able to give it any consideration. The document includes a schedule of works to erect the proposed fencing around the play equipment. However,

a site visit revealed that the slide on Oak Meadow is currently in a poor state of repair and a request had been verbally made to SCDC to consider its removal as part of the scheduled works. To assist in the progress of this matter Mr Amoss has volunteered to look over the draft contract and this will be emailed to him.

11. Committee Restructure

Subsequent to the March meeting the Clerk had issued a revised Terms of Reference for the Finance and Governance Committee and a covering memo explaining the reasons for the addition. Council voted to adopt the new structure as detailed in:

- the paper issued at the March meeting, which now takes into account the decision to have 16 Members from May 2015;
- the memo issued with the April agenda and;
- the Terms of Reference for all 4 Committees. All are attached to the permanent copy of these minutes at **Annex 7. 13 For, MAz Abstained.**

12. Community Information Project (CIP)

Mr Ogden has now received information to incorporate into the Project and is progressing this.

13. Kesgrave Library

a. IPS Report Members had been issued with an Annual IPS report for Kesgrave Library which is attached at **Annex 8** to the permanent copy of these minutes. Members considered it to be an excellent report.

14. Youth Club

a. Current Position Reverend Spittle reported the Youth Club continues to be well attended but is still seeking volunteer workers to provide an appropriate number of adults for running each session. Mr Miller reminded Reverend Spittle that he had put his name forward but had so far not been contacted by Sarah du Boulay – Miss du Boulay will be reminded of the offer.

b. Future Position Members had been issued with a draft Constitution and some questions were asked and comments made. The current Working Party is considering both the Constitution and relevant supporting policies to provide the necessary structure for the Town Council to run the Youth Club. At the May meeting when Committee places will be decided. Council will also be asked for volunteers to sit on a Working Party which will run the Youth Club on a day to day basis. Full Council will have overall responsibility for the Club as employers. The new Working Party will consider the Constitution and its supporting Policies in depth and put a recommendation to Full Council for formal adoption, hopefully at the June meeting.

c. Late items for information None.

15. Electoral Boundary Review

Nothing to report.

16. MJH (Millennium Jubilee Hall)

a. Project Manager Report Members had been issued with the latest report which is attached at **Annex 9** to the permanent copy of these minutes. The Project Manager drew Members attention to the opportunity to have a site visit in May.

17. Policy Documents Council were informed there were no policies to consider or adopt this month.

18. Report from Clerk and Press Officer

Articles submitted for Kesgrave News are:

Page 3	MJH and the need for a Caretaker
Others	The Chairman's Annual Town Meeting Report, Market

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

Mr Miller explained he had approached PCSO Sarbutts at the last meeting regarding Community Speedwatch. As a consequence, as a member of the public, he is co-ordinating a Speedwatch Group for Kesgrave.

The Chairman closed the meeting at 9.03pm.

Chairman