

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th October 2007 at 7.15pm in the Council Chamber.

**Present:**

Mr J Briggs (Chairman)

Mrs J Klaschka

Mrs S Evans (Vice-chairman)

Mrs N Goodchild

Mr K Beecroft

Mr P Mills

Mr R Bridgeman

Mrs S Ogden (District Councillor)

Mr A Comber

Mr L Payne

Mrs S Coupe

Rev R Spittle

**In attendance:**

Mrs V R Read (Clerk to the Town Council)

Mrs J Francis (Deputy Clerk to the Town Council)

Mr J Klaschka (County and District Councillor)

Mr M Grimwood (District Councillor)

Mrs D [McCullum](#) (District Councillor)

Mrs M Neale (District Councillor)

Mrs P Brown (LHR & PTLO)

1 Member of the public

**1. Apologies**

Mr N Bugg – Illness

Mr C Dowsett – Work Commitments

Mrs E Smith – Work commitments

**2. Declarations of Interest**

Mr Briggs declared a personal interest in item 7b, payment to KWMCC as a KWMCC Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mr Bridgeman declared a personal interest in item 7b, payment to KWMCC as a KWMCC Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mr Comber declared a personal interest in item 7b, payment to KWMCC as a KWMCC Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Klaschka declared a personal interest in item 7b, payment to KWMCC as a KWMCC Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mr Mills declared a personal interest in item 7b, payment to KWMCC as a KWMCC Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Ogden declared a personal interest in item 7b, payment to KWMCC as a KWMCC Trustee, remained in the meeting and took part in consideration and discussion of the matter.

Mr Payne declared a personal interest in item 8a, Planning Applications comments for approval, C07/1780 as a near neighbour, remained in the meeting during the discussion of the matter.

Reverend Spittle declared a prejudicial interest in item 8a, Planning Applications comments for approval, C07/1764, as the Vicar of All Saints Church who will be a beneficiary from sale of 26 Bell Lane, and left the room while the matter was under consideration.

Mr Comber declared a personal interest in item 9a, Recreation and Amenities Council, Review of Council Web Site as the designer, remained in the meeting and took part in consideration and discussion of the matter.

Mrs Read declared a personal interest in item 7b, payment to Mr Read, for Consultancy fees, as the wife of the recipient, remained in the meeting while the agreed payment was approved.

### **3. Minutes of the last regular meeting held on 10th September 2007**

After Members were informed of two minor alterations the minutes of the last meeting having been circulated were taken as read, approved and signed by the Chairman.

**The member of the public left.**

### **4. Matters arising**

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

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

In the absence of Mr Beecroft at last months meeting the Chairman presented him with his certificate issued by SALC as part of the Probert Awards in recognition of his work in the community.

The Chairman also reported that:

- he had attended a ceremony where a 'Time Capsule' was buried at the Alice Grange Residential Home;
- as a resident of Purdis Farm he had attend a Parish Council meeting and noted the difference in procedures to those at KTC.

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**An adjournment was declared:**

**– to receive reports from the County and District Councillors, Police, Crime Prevention**

## **representatives, Public Transport Liaison Officer and Local History Recorder**

Mr Klaschka, as County Councillor, reported on the outcome of the talks between BT, First Buses and SCC regarding the reported racial issues which were found to have no substance. However, the issues of overcrowding on the local bus service remain and are to be addressed with the companies involved. He stated he considered the Town Councils article in Kesgrave News on discrimination was ill timed, and the matter should be laid to rest. In response it was explained that the article had gone to print before the findings of the Task Group were made public.

Mrs [McCullum](#), District Councillor, reported:

– on the arrangements for the 2008 Music Festival and some of the financial implications involved;

- she had attended a presentation by “Teen Voice” at Stratford St Andrew;
- she had received complaints of urban foxes killing local chickens and had spoken to a SCDC Environmental Health officer who explained that individuals have the right to remove this type of vermin to protect their own property.

Mrs Neale, District Councillor, reported that:

– “Teen Voice” had also attended a Suffolk Coastal Full Council meeting where they had given an excellent presentation and impressed Members with their articulation and their answers to questions;

- the proposed closure of 8 or 9 Post Offices in the District are imminent and how alternative services will hopefully be implemented.

Mrs Ogden, as District Councillor, reported on Green Issues and the carbon footprint.

Mr Grimwood, District Councillor, reported that:

– several interesting applications for Kesgrave are soon to be heard at Suffolk Coastal;

- the Parish Liaison Meeting will be held on 15th October 2007 at the KWMCC.

Mr Klaschka, as District Councillor, had nothing to report.

In the absence of the Police the Deputy Clerk informed Members that statistics received show a further reduction in recorded crimes for April to August 2007 on those recorded in the same period last year.

Mrs Brown, as LHR, had nothing to report.

Mrs Brown, as PTLO, had nothing to report.

Mrs Klaschka reported on her attendance at the recent SALC meeting; her written report is held on file.

**Mr Klaschka left.**

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

As no member of the public was now present the meeting was re-convened.

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## **6. Notices and Correspondence**

**a. The Local Councillor** The Deputy Clerk informed Members of an article regarding Interests will be brought back to next month's meeting for discussion.

### **b. Other Items for Discussion**

**2.D.** A thank you letter from Childline had been received for KTC donation.

**6.D.** An invitation from Suffolk Coastal had been received to attend the Local Strategic Partnership 'Making Connections' Fifth Annual Forum on 2nd November 2007. Members wishing to attend this Forum were asked to contact the Clerks for further details.

**7.D.** A letter had been received regarding the YMCA Training in the Community scheme inviting interested organisations to contact them.

**14.D.** A thank you letter had been received from Three Bears Playgroup for recycling credits.

A copy of the lists of Notices and Correspondence, including those for information only, and Reports and Mandates received were issued to each Councillor and are attached at **Annex 1** to the permanent copy of these minutes.

## **7. Financial Matters**

**a. Draft Minutes of the last Committee meeting held on 26th September 2007** were issued to Councillors and are attached at **Annex 2** to the permanent copy of these minutes.

**i. Matters arising** It was agreed to accept the F&R recommendation that the BACS transfers include payments to the Project Officer, the MSG Caretaker, the Council handyman and the Cleaning Agency. Some discussion was held on the possibility of extending this still further but it was explained that at present two Councillors sign cheques at the meetings and this secure system should be maintained for the present.

**ii. Council resolved to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 for consideration of Item 7.a.iii since publicity would prejudice the public interest by reason of the confidential nature of the business, and that these matters be deferred to follow item 15 on the agenda.**

The following item was taken after Item 15 and is minuted there.

### **iii. Project Officer continued employment**

**iv. Financial Standing Orders and Responsible Finance Officer Duties** Members had been issued with the proposed Annexes to the Model Financial Regulations and the Responsible Finance Officer Duties as recommended by the F&R committee. The recommendation was **agreed** and the complete revised documents are attached to the permanent copy of these minutes at **Annex 3**.

Mrs [McCullum](#) left.

**b. Receipts and Payments** Copies of the statements of Receipts and Payments were issued to each Councillor and are attached at **Annex 4** to the permanent copy of these minutes. Council **agreed** the Receipts and Payments be accepted with no further discussion and settlement of the accounts was approved.

**c. Transfer between accounts** Council **agreed** a transfer of £27,400 be made from the Ordinary Account to the Tracker Account; the second half of the Precept having been received.

**d. Transfer of Reserve Funds** Council **agreed** that funds be transferred as detailed.

#### **Product/service - Amount - Reserve fund**

RFC Grass cut - £37.20 - From RFC

3 Bay Noticeboard - £1,000.00 - From Locality budget 2007/08

KWMCC donation - £30,000.00 - From Cemetery Land (temporarily borrowed)

**e. Budget 1st April 2008 – 31st March 2009 final suggestions** More play equipment for children and lights and other fixtures for Rupert Fison Centre were suggested by Members for inclusion in the Budget. Some discussion was also held on whether a Reserve Fund should be set up for a contribution to a Kesgrave Bypass. The F&R committee will consider these at their November meeting and will bear in mind the criticism that has been levied at the Reserve Fund holdings.

**f. Late items for information** None.

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

**a. Planning applications received since 7th September 2007** 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. Those plans for which comment was required were displayed. The Clerk gave some extra detail on C07/1764 and Mrs Goodchild drew Members attention to the decision for C07/0853 which was not in accord with KTC comments. The P&D Committee then approved this list and the comments en bloc.

**Rev Spittle left the room for the consideration of C07/1764.**

Rev Spittle also commented on a residents concerns over the possibility of wheelie-bins

being left out all week on the site at 21 Bracken Avenue.

**b. Street naming** None.

**c. Late items for information** Members were reminded that there will be a P&D Committee meeting on 22nd October with the agenda to be issued on the 15th.

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

**a. Draft Minutes of the last Committee meeting held on 24th September 2007** were issued to Councillors and are attached at **Annex 6** to the permanent copy of these minutes.

**i. Review of Town Council Web Site** Mr Comber explained, as the designer of the Web Site, he and Mr Bridgeman have been working on an update for over a year. He is in the process of cutting and pasting many of the items onto the new pages and this will go live in the very near future. The changes have resulted in a more flexible site which KTC Staff will for the most part maintain. Additional photos will be added after consultation with Mr Beecroft. It was noted that reference to the site will be made in the Kesgrave News articles each month and on the answerphone to direct members of the public in that direction as the answer to their queries might be available there.

**b. Roads, footways and footpaths** The Deputy Clerk advised Council of the following matters.

Notification had been received from SCC regarding traffic signing for Kesgrave Veterinary Hospital at the St Isidores roundabout.

SCC had given notification of the temporary closure of roads in Kesgrave and Martlesham which started on 7th October on A1214, Dobbs Lane and Hall Road.

The Kesgrave and Rushmere Clerks have been in communication over the sales of cars on grass verges on Main Road. Sgt Richardson is also keen to curtail this habit throughout his area and the issue will be an agenda item at the next 3PT meeting.

**c. Late items for information** SCC are intending to sign the section of National Cycle Route 1 from Bell Lane to the western end of Grange Lane and the suggested signs were explained to Council. As the intention is to sign the route in order that cyclists are aware of the main route and adjacent features, some alterations to the proposals were suggested and the Deputy Clerk will inform SCC of the Kesgrave Council's preferences.

## **10. Project Officer report on Cedarwood Green**

The Project Officer took Members through her written report which was issued to all Members and is attached at **Annex 7**. It covers the following issues:

**a. Progress report**

**b. Opening Event**

### **c. Detached Youth Workers**

### **d. Management Plan and Risk Assessment**

Miss Hall has also started to put together the project for having a Christmas Tree in Rupert Fison Square against the Scout HQ South East elevation. Details of her progress are in her report and were discussed by Council. This was not itemised on the agenda but Members considered there was some urgency in order that lights can be purchased and arrangements made. It was therefore agreed in principle that a budget of £2,000 be allocated to the project, blue and white LED lights and a Star be the preferred adornment and an article be placed in November Kesgrave News advising residents that it is hoped to switch on the lights at the beginning of Advent (the first weekend in December).

## **11. Youth Provision**

**a. Youth Club** Following Mr Ormston's letter reported to the September meeting Mr Beecroft explained he had requested a date when he may attend, but a response is still awaited.

**b. Other Youth Issues** Council in the Class sessions, which originated at Heath School, has for the last few years only been at Cedarwood School. Cedarwood have requested a session for Year 3 in January 2008 and Mr Beecroft asked if contact could be made with Heath School to establish if a session would be welcomed there. Mrs Coupe, as KTC school Governor, will make enquiries.

## **12. Annual Reception**

Members were reminded of the **Later** statement in the September minutes which is as follows: "The Community Centre confirmed the Town Council can bring their own refreshments although wine will still need to be purchased through the Centre. Mr Beecroft agreed this venue should be used." Invitations will now be sent out.

**Mr Klaschka returned.**

## **13. Town Plan**

This is a standing item to enable Members to air anything relevant in advance of the Public Meeting to be arranged for February. Mr Briggs had supplied a leaflet distributed by Purdis Farm Parish Council which will be added to the file.

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

1. Library Working Party are to meet in November.

Articles for inclusion in Kesgrave News will be:—

Page 3 The Hotel and other related issues  
Others Fireworks as per SCDC  
Alice Grange  
Evening of reflection  
Remembrance Day Celebrations  
Rupert Fison Christmas tree  
The Wombat Car Club

The Chairman explained that Mr Bugg is unwell and may be unable to attend meetings for a month or two. It was agreed if he is unable to attend a meeting within the six month statutory period that a request for an extension will be looked upon favourably.

**15. To receive such other communication or matters of sufficient urgency and importance that the Chairman will allow for discussion**

None.

**The remaining Members of the Public and Miss Hall left the meeting.**

**7. Financial Matters**

**iii. Project Officer continued employment** Council discussed the continuation of the employment of the Project Officer and **agreed** the recommendation made by the Committee that

as from 1st November 2007, when the Cedarwood Green Project has been completed, the hours worked by the Project Officer should average 8 per week, and that Miss Hall's payment per hour be increased to £25 with effect from 1st October 2007. It was noted that the hours worked by the Project Officer and the Clerical Staff will be reported to the Committee at the same time as the Budget monitoring report.

**16. Date of next meeting – Monday 12th November 2007 in the Council Chamber**

The Chairman closed the meeting at 9.10pm.

**Chairman**