

Kesgrave Town Council

Minutes of the Annual meeting of the Kesgrave Town Council held on Monday 12th May 2014 at 7.15pm in the Council Chamber.

Present:	Mr M Amoss	Mr G Lynch (District Councillor)
	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 (District Councillor)
	Mrs S Fairbrother	Mr C Rayworth
	Mrs N Goodchild	Rev R Spittle

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)
Mrs J Abbott (Administrative Assistant to the Town Council)
Mr C Hudson (County Councillor) – arrived 7.20pm
Mr R Whiting (County Councillor)
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
PCSO M Sarbutts
PC K Clabburn
1 Member of the public

Mrs S Ogden took the Chair for the following item.

Council were advised that no requests to record the meeting had been received in accordance with the policy adopted at the March 2014 Town Council meeting. No recording therefore would be permitted and anyone found in breach of this would be asked to cease. If they refused to cease it would be within the Chairman's power to ask them to leave the building.

1. Election of Chairman and Declaration of Acceptance of Office

Council **agreed** that Mrs Ogden be elected Chairman. Mrs Ogden signed the Declaration of Acceptance of Office and remained in the Chair.

2. Apologies

Mrs J Smith – personal commitments
Mrs M Neale (District Councillor) – work commitments

3. Election of Vice Chairman and Declaration of Acceptance of Office

Council **agreed** that Mr Beecroft-Smith be elected Vice Chairman. Mr Beecroft-Smith signed the Declaration of Acceptance of Office.

4. Appointment of Committee and Council Representatives

A list of Committee and Council Representatives had been issued to Councillors. Committee places were agreed during the course of the meeting and the substantive list for 2014/2015 is attached at **Annex 1** to these minutes.

5. Declarations of Interest

Members made verbal declarations which they have recorded on the form attached at **Annex 2** to the permanent copy of these minutes. Following a reminder from the Clerk that entries online should be checked Members requested they be emailed the Suffolk Coastal link.

6. Minutes of the last regular meeting held on 14th April 2014

The minutes having been issued were taken as read and approved and signed by the Chairman. Mrs Goodchild did not vote as she was absent from the April meeting.

7. Matters arising

a. Landscaping at Mead Drive The Clerk advised that despite several attempts to get this matter resolved, to date no progress has been made.

b. Fentons Wood Efforts have been made to contact the Management Company and resolve the problems in this area. To date there has not been a response. Mrs Ogden asked Mr Whiting who is also a District Councillor if he would be able to pursue this through the District Council. He agreed and asked that the Clerk forward details to him.

8. Reports from 2013/2014 Chairman and Vice Chairman

Mrs Ogden as 2013/14 Chairman referred Members to her report given to the Annual Town Meeting in March, this is held on file and was published in the May issue of Kesgrave News. She also:

- thanked Reverend Spittle for his work and support as Vice -Chairman for the past three years;
- stated she has been invited to represent Kesgrave at the Mayor Making Ceremony in Aldeburgh.

Reverend Spittle as 2013/14 Vice Chairman had nothing to report.

An adjournment was declared:

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

Mr Hudson, County Councillor:

- reported on his attendance at the recent Scrutiny Committee meeting to discuss ongoing problems with Kier May Gurney, Suffolk County Council Highway Service Contractor;
- reminded Council he will be Chairman of Suffolk County Council from the 30th May; he has chosen SSAFA as his charity to support in the forthcoming year;
- stated he will forward his report to the Clerk for distribution.

Mr Whiting, County Councillor, congratulated the Chairman on her re-election and reported:

- with the recent SCC changes, his responsibilities have been increased to include Finance, Property and Waste;
- the Park and Ride service for the Suffolk Show has been launched with free travel for youngsters and £1 return for adults, operating between 7.00am and 7.00pm. It is hoped this may help to alleviate the queues usually experienced at this event. Members asked if this will be widely publicised and Mr Whiting agreed to ask for this to be undertaken;
- on local road closures within Kesgrave for scheduled maintenance.

Mr Grimwood, as District Councillor:

- congratulated the Chairman on her re-election;
- thanked the Clerks for his Kesgrave News magazine and forwarding him a copy of the map outlining the proposed Electoral Boundary changes;
- announced the appeal for a planning application had been refused at The Chestnuts. The Clerk reminded members this property, although very close to the boundary, is in fact in Martlesham, the Town Council list does not therefore record the decision.

Mr Lynch, District Councillor, reported:

- he has recently received two requests for funds from his Enabling Budget which he is considering;
- he had been contacted by residents highlighting their concerns with issues raised at Gorseland Primary School. He had advised them to contact the School Governors for guidance;
- evidence is being sought by SCC on the claimed footpath through Fentons Wood.

Mrs McCallum, District Councillor,

- congratulated the Chairman on her re-election and Mr Hudson on his forthcoming year as Chairman at SCC;
- commented on the huge success of the recent ladies Tour of Britain cycle race which had passed through Kesgrave and highlighted on TV news.

Mrs Ogden, as District Councillor, reported:

- she had attended a meeting on Policy Development, discussing whether a policy on new ways of working was required. It was decided however this would not be appropriate;
- she had been contacted by residents complaining about grass verges and overgrown hedges not being cut. Liaising with Suffolk Coastal Services Ltd, the work has now either been undertaken or the area scheduled to be inspected in the near future;
- praised and thanked Mrs McCallum for all her hard work and effort surrounding the recent organisation of the Easter Egg Hunt, the Motorcycle Show and the 5K Fun Run. Council agreed these Community events, undertaken by Mrs McCallum and her team, raise local awareness and funds for the local Hospice and are greatly appreciated.

– **to receive Police Matters reports**

Members had sight of the following reports which are held on file. PCSO Sarbutts was in attendance and introduced PC K Clabburn who has been seconded from the Woodbridge and District SNT to support the team. He also mentioned the ongoing problem caused by moped riders congregating in Peart Grove. Warnings and advice have been issued. Section 59 Warnings can now be given when Police have an individual witness statement making it easier to penalise those causing a disturbance. It was noted this area continues to be a SNT patrol priority.

Questions were raised regarding the recent Dobbs Lane parking initiative carried out by the Police. Attention was also brought to the problem posed by a commercial vehicle parking in Wainwright Way.

1. SNT monthly report x 2 (PCSO Mike Sarbutts)
2. 12PT monthly report for April 2014
3. SNT annual report (PCSO Mike Sarbutts)

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

Mrs McCallum of The Bell Public House, thanked the volunteers, marshals, one Police Officer and the Clerk for their support at the recent 5K Fun Run. Although the event had been a huge success with a record number of runners, there had sadly been a few negative comments from drivers along the course. It is hoped in future the overwhelming and growing support of the event will continue to outweigh the inconsequential remarks made by a few.

She also stated the organisation for the Firework Display event was progressing well with just a mobile burger van being sought to attend.

Reverend Spittle, as Vicar of All Saints, informed members a Service of Reflection has been arranged to commemorate World War 1. This is to take place Sunday 27th July at 11.30am on Legion Green. Mrs McCallum offered to serve refreshments for all those involved following the Service. Reverend Spittle accepted this offer, gratefully.

Police left and Mr Miller left returning during the following item.

9. Notices and Correspondence

a. Items for discussion

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

- 3.D. A letter from Suffolk County Council had been received. A review of the Definitive Map is being carried out asking for evidence to support the claimed public footpath through Fentons Wood. This will be forwarded to Members for their individual response if they so wish.
- 4.D. An invitation from All Saints Church had been received regarding their Flower Festival, inviting Council to consider entering a floral display or arrangement to mark the centenary of the beginning of WW1. Mrs Goodchild stated she would consider submitting an arrangement on behalf of the Council if her personal commitments allow. The Chairman stated KTC will cover the cost of flowers.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 3** to the permanent copy of these minutes.

b. Councillor Representative Reports None

10. Financial Matters

a. **Draft Minutes of the last Committee meeting held on 28th April 2014** were issued to Councillors and are attached at **Annex 4** to the permanent copy of these minutes. Mr Beecroft-Smith brought the following items to Members attention:—

i. Effectiveness of Internal Audit/Appointment of Auditor (F&R Item 7.b and e)

Council **agreed** the F&R recommendation that procedures are effective and that Mr Farthing be invited to serve for a further year as IIA. **MA**s abstained from the vote.

ii. **Annual Accounts** A copy of the 2013/2014 accounts had been made available for each Councillor and is attached at **Annex 2 to the F&R minutes which are attached at Annex 4** to the permanent copy of these minutes. Council **approved** the Accounts. **MA**s abstained from the vote. The accounts were signed by the Chairman and Clerk, as Responsible Finance Officer.

iii. **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 10.a.iv. Financial Matters, Staff since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 22 on the agenda.

The following item was taken after item 22 and is minuted there.

iv. Staff (F&R item 15a & c)

v. **Revised Financial Regulations (F&R item 19)** Members had been issued with a copy of the revised version of the Model Regulations. The Clerk explained she had made the necessary amendments as reported to the F&R Committee. Council **unanimously agreed** therefore to accept the F&R recommendation to adopt the version presented

vi. **Photocopier replacement procedure (F&R item 20)** The F & R Committee had been grateful for, and accepted, Mr Amoss' summary of the correct procedure to be undertaken with regard to cancelling the Maintenance Contract for the current photocopier. The Clerk has written to the contractor accordingly. Reverend Spittle asked that Council minute their thanks to Mr Amoss for his advice.

Mr Hudson and Mr Whiting left

vii. Computer Software (F&R item 21) The Clerk explained with the challenges presented by the recent loss of the Networking facility since the F&R meeting a wish list had not been compiled, however the paper presented to the Committee outlines the requirements identified by the Staff. The Clerk will therefore contact two local firms to enquire if they are able to provide a maintenance contract for the future and the terms of this; and if they are in a position to undertake the necessary work to upgrade and augment the computer system and to set up the system for the additional MJH equipment.

She asked if Members have knowledge of any local firm who they consider would be worth contacting in this regard to please inform her this week.

b. Receipts and Payments

Mr Rayworth left for item 10.b.

b. Receipts & Payments Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 5** 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.

c. Transfer between accounts The current account has an excess balance because of receipts including the Precept. No transfer will be made as this excess will cover an invoice expected for the MJH.

d. Transfers of Reserve funds

Mixbrow Construction – April payment 30/04/14	41,631.67	From MJH
Spark	500.00	To Youth Club
Youth Club session 25 & 27/03/14	69.62	To Youth Club
Miscellaneous	53.44	To Community Library Group
Spring Fayre	210.30	To Community Library Group
Solar Panel Donation	6,895.00	To MJH
Mrs L D Rope Trust donation	50,000.00	To MJH
Resident donation	40.00	To Youth Club
Mixbrow Construction	8,326.33	From MJH
MJH Project Manager	1,148.70	From MJH
Youth Worker salaries	514.30	From Youth Club
MLM Construction	900.00	From MJH
Barretts of Woodbridge	1,500.00	From MJH
Youth Club Float	255.40	From Youth Club

Mrs Ogden left the room and Mr Beecroft-Smith took the Chair for the following item.

e. Expenses by and on behalf of Chairman (aka Chairman's Allowance) Council **agreed** the £250 Chairman's Allowance, which includes some contribution towards the Annual Reception, as budgeted.

f. Kesgrave Market Nothing to report.

g. Photocopier Working Party Members continue to work on their individual tasks but have not yet had a further meeting.

h. Late items for information None.

11. Planning and Development Matters

a. Election of Chairman The Planning & Development Committee **agreed** Mr Rayworth be elected

Chairman.

b. Election of Vice Chairman The Planning and Development Committee **agreed** Mrs Fairbrother be elected Vice Chairman.

c. Election of Finance and Governance Representative The Planning & Development Committee **agreed** Mr Rayworth would be their representative on the F&G Committee.

d. Planning applications received since 11th April 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 6** to the permanent copy of these minutes. Mr Rayworth stated had Mrs McCullum still been present he had intended to draw attention to the manner in which Inspectors considering appeals are ignoring the SCDC recommendations with unfortunate repercussions.

e. SCDC Area classification Nothing to report.

f. Late items for information None.

12. Recreation and Amenities Matters

a. Election of Chairman The Recreation and Amenities Committee **agreed** Mr Comber be elected Chairman.

b. Election of Vice Chairman The Recreation and Amenities Committee **agreed** Mr Ogden be elected Vice Chairman.

c. Election of Finance and Governance Representative The Recreation and Amenities Committee **agreed** Mr Comber would be their representative on the F&G Committee.

d. Roads, footways and footpaths

i. All Saints Roundabout Unfortunately no further information has been received since early April. The Clerk will again remind the Officer dealing with this issue of the Council's interest.

ii. Penzance Road Bus Stop It is understood the resident is in contact with Suffolk County Council and continues to push for the stop to be moved. Council agreed they have no further involvement and this will no longer appear on the agenda.

e. POS Oak Meadow

i. Adoption In response to the suggestion made by Councillor Robert Whiting, in order assist KTC to move forward with the transfer of Oak Meadow POS, a meeting between SCDC and KTC will be arranged to discuss the details in the Conditional Contract recently received from SCDC.

ii. Play Equipment provision The Deputy Clerk stated the contractor has still to re-instate the compound area. In response to receiving a further invoice from Kompan KTC informed their Finance Team of the current situation and have been told enquiries will be made to ascertain why the work has not been completed and no payment should be made until the situation is resolved.

f. Late items for information It was noted that the Telephone exchange building at Dr Watsons Lane is likely to be taken out of service and that this might mean the undergrounding of equipment at the junction of Dr Watsons Lane, Bell Lane and the A1214 no longer precludes road widening.

13. Community Services Committee

a. Election of Chairman The Community Services Committee **agreed** Reverend Spittle be elected Chairman.

- b. Election of Vice Chairman** The Community Services Committee **agreed** Mr Ogden be elected Vice Chairman.
- c. Election of Finance and Governance Representative** The Recreation and Amenities Committee **agreed** Reverend Spittle would be their representative on the F&G Committee.
- d. Youth Club Provision**
- i. Current Provision** Reverend Spittle reported that the Club continues to attract a number of young people and that additional helpers are necessary and will be sought.
- ii. Future Provision** Council discussed at length the way forward for the Youth Club. The Working Party had previously considered how this facility should be run. While the original proposal had been for a charitable organisation Council had been informed at the February meeting that it could undertake the responsibility under the Power of Competence. (The paper attached to the February minutes actually erroneously states the Power of Well Being). Council queried this change and were advised the Working Party believed it to be a more simple solution for running the Club as a Charitable organisation would need to be financially separate from Council, and would need to recruit volunteers. The Working Party believed it would be difficult to find long standing volunteers as evidenced by the demise of the Youth Club Support Group. Council had already agreed to run the Club and that decision is integral to the work being undertaken at the MJH.
- SALC had been consulted and it was reported another Council in Suffolk had also considered taking on this responsibility. NALC had advised this should be the remit of a Committee rather than a Working Party and that Terms of Reference would therefore take the place of any Constitution. Some members considered there to be an individual liability risk if any issue subsequently arose which led to a possible prosecution. The Clerk explained that individual Councillors would not be liable as they act as the Body Corporate. **Later:** Further advice was sought from both SALC and Zurich, the Council insurers and this will be reported in full to the June Council meeting.
- e. Late items for information** None.

14. Finance and Governance Committee

- a. Election of Voluntary Councillor members** Under the restructuring of Committees an opportunity exists for 2 volunteer Members and 3 were considered. Members pressed Mr Amoss to allow himself to be put forward but he declined because of personal commitments. Council **agreed** Mr Mills and Mr Fairbrother join the Committee.
- b. Election of Chairman** The Terms of Reference for the F&R Committee state the Chairman cannot be the Chairman or Vice Chairman of the Council. The Committee **agreed** Mr Rayworth be Chairman.
- c. Confirmation of cheque signatories** Council agreed the cheque signatories remain as Mr Comber, Mr Mills, Mr Miller, Mrs Ogden and Rev Spittle.

15. Boundary Commission Electoral Review

Nothing to report.

16. 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 17, Council Office Closure, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 22 on the agenda. Mas, DF, SF and GL against.

The following item was taken after item 22 and is minuted there.

17. Council Office Closure in April

18. General Power of Competence

The Clerk advised Council that if they wish to use the General Power of Competence in the coming year they must resolve they are able to do so. A resolution is required every year to confirm Council's eligibility.

Council therefore resolved it is eligible to use the General Power of Competence as there are 10 (2/3rds) elected Councillors and the Clerk holds a CiLCA with a pass for Section 7 in 2012.

19. MJH

The report attached at **Annex 7** to the permanent copy of these minutes was presented. Mr Rayworth drew attention to the successful application by Mrs Ogden to Waitrose which has resulted in the build being one of their chosen charities for May.

20. Policy Documents

Council were reminded of the Policy recently adopted with regard to filming and recording meetings. A request had been made to record the F&R Committee meeting in April and in consequence Council were recommended to approve two additional sentences to the Policy. A copy of the revised policy with the additional sentences emboldened for ease of reference is attached at **Annex 8**. Council **agreed** the amendments.

21. Report from Clerk and Press Officer

Articles for inclusion in the June issue of Kesgrave News have been submitted on:–

Page 3 Glass litter and Dog poo

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

None.

The remaining member of the public left and Council were able to consider the following:–

10. Financial Matters

a. Minutes of the last meeting held 28th April 2014

v. Staff (F&R item 15 a & c)

a. Hours for 2013/14 Council considered and **agreed** the F&R recommendation with regard to payments for the average worked per week over the contracted hours as follows:

	Contracted hours	Average hours worked
Mrs V R Read	34.00	35.92
Mrs J Francis	26.00	28.00
Mrs L Bennett	22.50 to Sept, 28.00 to Dec and 34 thereafter	34.71
Mrs J Abbott	10.00	9.98

The total payments due will be less than £3,000 which equates to 3.8% of the Salary budget for the year.

Council were reminded that when setting that budgetary figure it had not been possible to foresee the changes necessary to staff hours.

Council's attention was drawn to the new method of recording hours which it is hoped will make it easier to identify when hours of work are in excess of contracted hours. They also considered the suggestion by Mr Rayworth that hours worked by the Clerk on the MJH project should be taken from the MJH budget.

Later: When writing the minutes it was recognised that the figures presented to Council for this were incorrect and it will therefore be taken again to Council at the June meeting.

c. Succession planning Council were also recommended to accept in principle the paper attached at **Annex 6 to the permanent copy of the F&R minutes** with the changes to current Staff members as stated. Some discussion was held over the confirmation of Mrs Bennett as Clerk from May 2015 with Members concerned this could be contrary to employment law. Reference was made to the policy adopted in February 2014 with regard to promotion from within and it was **agreed** that in the event of Mrs Read standing down from the Clerks role as stated then advertising the vacancy internally would suffice. It was further **agreed** therefore that Mrs Bennett will be titled as Clerk Elect with immediate effect.

17. Council Office closure in April

Mrs Fairbrother was invited to explain why she had asked for this item to be placed on the agenda.

She stated she had concerns about the lack of notice which had been given, despite a Council meeting having been held two days earlier.

The Chairman explained she had been approached by the Clerk with a request to close the office to the Public. This was the result of having experienced two extremely busy days following the Council meeting and facing year end procedures to be undertaken in a shortened working fortnight because of Easter. The Clerk believed it necessary to give the staff some space in order to complete the necessary work. The Chairman had been assured messages left on the telephone would be answered.

The Clerk went on to explain the pressures staff are under in enabling Mrs Bennett to participate in the year end procedures while she herself is also involved heavily in the MJH project. She apologised for not recognising earlier the effect this could have on the work of the staff and that in previous years she would have completed the tasks on her day off or at weekends but did not believe she should ask Mrs Bennett to do the same. She also advised Council the Office staff had not received any complaints or comments from residents regarding the closure and this was the first time in 21 years such a closure had been considered necessary. She apologised for not giving more information on the reasons for the closure in the email sent to Councillors.

Some considerable discussion also took place on the opening hours of the office, and the difficulty which arises when residents realise staff are in attendance and persist in their attempt to gain access to the building out of opening hours.

Date of next meeting:

– **Monday 9th June, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 10.35pm.

Chairman