

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 14th July 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)	

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 D McCallum (District Councillor)
PCSO M Sarbutts
14 Members of the public

Council were advised that a request to record the meeting had been received in accordance with the policy adopted at the March 2014 Town Council meeting. The Chairman stated if any Members of the Public who speak in the Adjournment do not wish their comments to be recorded they should indicate that before they speak.

1. Apologies

Rev R Spittle – personal commitments
Mr R Whiting (County Councillor) – work commitments
Mrs M Neale (District Councillor) – work commitments
Mrs L Bennett (Clerk Elect) – illness

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 9th June 2014

Mrs Ogden stated Members were aware that several comments had been raised over the June minutes. She had spoken with the Deputy Chief Executive Officer at Suffolk Association of Local Councils and received some advice referring her to various documents to explain the various issues surrounding the writing of minutes. These included excerpts from “Local Councils Explained” which is a NALC publication, a Legal Topic Note from Suffolk Association of Local Councils and the “Parish Councillor's Guide”. The words read to Council are attached at **Annex 2** to these minutes. She also gave explanations to the issues raised in an email from Mr Amoss who had resigned following the Full Council June meeting.

Following points raised by individual Councillors a paragraph on page 77 at Item 8.c.ii was struck out, wording was changed on page 78 to Item 12.a and it was agreed to reconsider at the August meeting Item 8.a.i which is minuted on page 76. Council then **agreed** the minutes with **3 objectors DF, SF and GL**.

Further to a query from Mr Lynch, Councillors will be issued with a hard copy of the confirmation from Zurich regarding Council taking responsibility for the Youth Club. This will also be added to the New Councillor Pack to remind Councillors of their Corporate liability.



4. Matters arising

- a. **Landscaping at Mead Drive** Council were informed some maintenance had been carried out on the area but a clearance of debris is now required. The Clerks will pursue Bovis for this.
- b. **Fentons Wood** Oasis Property Management Company who are responsible for the maintenance of the woods are now in contact with the resident who has difficulties with overhanging branches, a resolution is being reached and the Office is being copied in on the email correspondence.
- c. **Late items for information** The issue of an outside socket to the Council Office for the Fish and Chip vendor was raised again. The Deputy Clerk will speak with the gentleman concerned.

5. Report from Chairman

The Chairman reported she had been catching up with the Clerk over various issues since her return from holiday.

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,

- drew attention again to SCC's priority to raise educational attainment;
- commented on his busy itinerary as Chairman of the County Council and the nomination of his charity as SAFFA.

Mr Grimwood, District Councillor:

- commented on a planning application in Ashdale Road.

Mr Lynch, District Councillor, reported:

- he had agreed to give some of his Community Enabling Fund to Park Run;
- on the Suffolk Coastal District summer events for children aged 6 to 16. Details will be forwarded to Council.

Mrs McCallum, District Councillor, who has recently been elected Chairman of Planning at SCDC stated she was unhappy with being recorded and then spoke about:

- the duty of the Highways Department of SCC to deal with trees overhanging the highway;
- the problems of flooding where soakaways are not cleared regularly. She understands the contractors are paid per soakaway which results in speedy rather than efficient clearance;
- the dismissal of the appeal for 112 Main Road where the reasons given by the Inspector make a clear distinction between the land north of the A1214 and that to the South.

Mrs Ogden, District Councillor, congratulated Mrs McCallum on her election and reported:

- she had opened the new Children's area at the Kesgrave Library, reported in the EADT;
- attending a Policy Development meeting regarding IT solutions for SCDC;
- as Chairman of Licensing she had viewed films for Latitude;
- donating some of her Community Enabling Fund to Park Run and to Crucial Crew.

- **to receive Police Matters reports**

Members had sight of the following reports which are held on file. PCSO Sarbutts was in attendance, and expanded on his report. When questioned he explained that some reports of incidents in the vicinity of Cedarwood Green were found to be exaggerated when Police attended.

1. 12PT monthly report for July 2014
2. SNT Match funded report (PCSO Mike Sarbutts)

- to allow members of the public to speak

Mr Amoss spoke about the issues raised in his email and then left the meeting.

A resident voiced his support for three items on the agenda, the setting up of a Youth Council, the provision of a recording facility and petitioning procedures. He also spoke about the provision of the Youth Club.

A resident spoke on the issues surrounding Cedarwood Green where lights have once more been on beyond the expected time. He explained residents usually anticipate the area will be quiet at this time of year but are being badly effected by the disturbance. A list of criteria will be drawn up for Council before the meeting to be held on the 22nd July. The Clerk offered to forward a copy of the paper written for Council to the residents but they indicated they had already been provided with this.

Mrs Evans, who hopes to start ParkRun in Kesgrave explained the background to this event. She gave detail of the Risk Assessments and other safety procedures that are to be put in place.

A resident queried whether Bovis had done an environmental assessment before cutting back the vegetation at Mead Drive. The Clerks will make enquiries.

The resident in Penzance Road raised again the issues surrounding the bus stop outside his property and the decision not to move it, also stating he may have to take the matter to the Ombudsman. Mr Hudson updated Council with the most recent information from the County Council and stated he would be happy if the Ombudsman was contacted. Mrs Ogden stated KTC will discuss this again at their August meeting.

In recognition of the public attendance at the meeting the following two items were brought forward.

15. Peart Grove/Cedarwood Green but including also reference to 10.a.i. Resident Proposal for Cedarwood Green

Mr Fairbrother drew attention to the points made in his paper which he had compiled as a resident and is attached at **Annex 2 to the R&A minutes which are attached at Annex 10** to the permanent copy of these minutes. Council had also been issued with the paper at **Annex 11**. Various opinions were expressed. The Chairman suggested Ms Catterwell, SCDC Community Safety Officer, be invited to the meeting on 22nd July and this was **agreed**. Opinion was expressed some of the trees in the hedgerow are diseased. The Clerks will arrange for the trees to be examined. F&G Committee meeting agenda will include an item for consideration of a budget for works at Cedarwood Green.

Several Members of the public left.

10. Recreation and Amenities Matters

a. ii. **Parkrun** Council **agreed** the R&A recommendation that permission is granted for use of the MJH toilet facility for a 4 week trial period to assess the effects of the event on the community before a final decision is made. **DF Against; SF Abstained.**

6. Notices and Correspondence

a. Items for discussion

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

- 1.D Thank you card had been received from Mr and Mrs Woods following the appeal at 217/219 Main Rd
- 2.D A grant request for an Arts Project, received from Ross Ankers is to be **referred to F&G**
- 3.D The Country Market intend to use Rupert Fison Square for the consumption of refreshments in the manner of Cafe 66 during the better weather but have been advised they should not move their stalls out of the Scout HQ building. *If they want to do this - they must ask Town Council for permission*

Handwritten notes and signatures:
If they want to do this - they must ask Town Council for permission
[Signature]

- 4.D SCS, are making changes to the waste and recycling collection service starting their rounds at 6.00am. Residents have been informed if their collection day has altered.
- 5.D New sponsored bus services 116 & 65B to run initially until December will be free of charge on 20th & 27th July.

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 Mr Ogden gave a verbal report on the Emergency Planning workshop he had attended at Suffolk Coastal and advised Council they may wish to consider forming a plan in due course in particular with regard to flash flooding.

7. Financial and Governance Matters

Mr Rayworth and Mr Ogden 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 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.

b. Transfer between accounts It was **agreed** £112,000 be transferred from Barclays Instant Access Saver to Barclays Current Account. **1 abstention CR.**

c. Transfers of Reserve funds The following transfers were agreed. **1 abstention CR**

Resident donation	40.00	To Youth Club
Spark	500.00	To Youth Club
Youth Club sessions 20 & 22/05/14	78.25	To Youth Club
Youth Club sessions 6 & 8/5/14	70.75	To Youth Club
Youth Club sessions 13 & 15/5/14	68.40	To Youth Club
Kesgrave Covenant Ltd	25,000.00	To MJH
Youth Club session 5/6/14	20.65	To Youth Club
Youth Club sessions 10 & 12/6/14	67.51	To Youth Club
Youth Club sessions 17 & 19/6/14	69.90	To Youth Club
MJH Project Manager	1,622.75	From MJH
Youth Worker salaries	546.45	From Youth Club
Patrick Allen Ltd	546.00	From MJH
Demco Europe Ltd / Equipment	306.00	From Community Library Grp
Bennetts	1,432.50	From MJH
PRS for Music	426.10	From MJH
Mixbrow Construction	57,769.00	From MJH

d. Audit Form Section 2 Section 2 of the Audit form had unfortunately been omitted from the paperwork presented in June. In order to make the Audit required date the Finance and Governance Committee had given permission for the Chairman and Clerk to sign it on the understanding it would be brought for formal ratification this month. The Auditors had been informed of this. Formal ratification was **agreed**. A copy is attached at **Annex 5** to the permanent copy of these minutes.

e. Photocopier Working Party Report Mr Fairbrother gave a verbal report on the working party's findings. He will provide a document for consideration in August.

f. WW1 Commemoration Further consideration is being made on this issue.

g. Late items for information. None.

8. Community Services Matters

a. **Draft Minutes of the Committee meeting held 23rd June 2014** had been issued to Councillors and are attached at **Annex 6** to the permanent copy of these minutes. Mr Ogden brought the following item to Members attention:-

i. **Youth Club Polices** Council **approved** the Policy documents, which are working documents and may be subject to alterations in the future. A list of the policies held on file is attached at **Annex 7** to the permanent copy of these minutes. Mr Ogden was thanked for the considerable amount of work he had put into the research and preparation.

ii. **Employment of Staff** Council **agreed** to employ the 6 paid workers already employed at the Youth Club by the Church.

iii. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 (to consider).**

The Council resolved that the public and the press be excluded for consideration of Item 8.a. iv. and v. **Youth Workers**, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 21 on the agenda.

iv. **Lead Youth Worker Contract (CS Item 7.c.)**

v. **Sessional Youth Workers Pay (CS Item 7.d.)**

The Council resolved that the public and the press be excluded for consideration of Item 8.a. vi **Computer Software**, since publicity would prejudice commercial sensitivity, and that these matters be deferred to follow item 21 on the agenda.

vi. **Computer Software (CS Item 7.e.)**

b. Youth Club

i. **Current Position** With the policies in place Council **agreed** to formally accept responsibility under the Power of Competence for running the Youth Club at the MJH on Tuesday and Thursday evenings from September. **3 Abs SF, DF, GL**

c. MJH (Millennium Jubilee Hall)

i. **Project Manager Report** Members had been issued with the report which is attached at **Annex 8** to the permanent copy of these minutes. Council were informed the Waitrose monies are expected shortly.

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

9. Planning and Development Matters

a. **Planning applications received since 6th June 2014, 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 9** to the permanent copy of these minutes. Mr Rayworth drew Members attention to the dismissal of the appeal with regard to 112 Main Road, the Scoping Opinion south of Long Strops where he had countersigned the KTC letter and the objection lodged for 5 Ashdale Road.

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

c. **Committee Vacancy** With the resignation of Mr Amoss a vacancy exists on the P&D Committee. Mr Ogden volunteered to fill this position to which Council **agreed**.

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

10. Recreation and Amenities Matters

a. **Draft Minutes of the Committee meeting held 30th June 2014** had been issued to Councillors and are attached at **Annex 10** to the permanent copy of these minutes. Mr Comber brought the following items to Members attention:-

i. **Resident Proposal for Cedarwood Green** A paper had been submitted by Mr Fairbrother as a resident and had been issued to R&A members and is attached at **Annex 2** to those minutes . This had been discussed at Item 15 which was taken after the adjournment and is minuted there.

ii. **Parkrun** This Item was taken after the adjournment and is minuted there.

iii. **Proposal to Erect a Canopy** Members had been issued with the document attached at **Annex 3** to the R&A minutes which are attached at **Annex 10** to these minutes. The Structural Engineer has been asked to give a firm quotation before the 31st July as minuted.

b. **Roads, footways and footpaths**

i. **All Saints Traffic Lights** Nothing to report. However Members commented on their concerns regarding the recent local flooding.

c. **Play Equipment Improvements and Provision, Additional Play Equipment and fencing Oak Meadow** The compound area has now been reinstated and SCDC will be asked to inspect the site. If this is acceptable Council **agreed** the monies due will be paid to the contractor with F&G Members being asked for confirmation of the payment.

d. **POS Adoption**

i. **Oak Meadow** Mr Comber and the Deputy Clerk met with the SCDC Solicitor in July to discuss terms and conditions for the handover. Council **agreed** the document should now be sent to the KTC Solicitor to progress the adoption.

e. **Late items for information** It was noted a request to run a fast food stall on Rupert Fison Square selling sausages had been received. Council **agreed** they will not give permission for this.

11. Community Information Project (CIP)

This project is on hold while Mr Ogden works on documentation for the Youth Club.

12. Councillor Vacancy

Council were informed an Election has been called, although the date is not yet known. It was **agreed** polling cards should be issued if the seat is contested.

13. Electoral Boundary Review

Nothing to report.

14. Kesgrave Library

The Chairman had opened the new Children's area on Saturday 12th July. An article had appeared in the East Anglian Daily Times.

The following item was taken after the adjournment and is minuted there.

15. Peart Grove/Cedarwood Green

A paper had been issued to Councillors and is attached at **Annex 11** to the permanent copy of these minutes. This had been discussed at Item 15 which was taken after the adjournment and is minuted there.

16. Petition Procedure

A revised version of the Notices and Correspondence list had been issued with Information and Discussion items listed separately and a new section added for Petitions. If one is received this will act as an *aide memoire* and it can be listed what action is being taken, such as forwarding to the appropriate authority.

17. Policy Documents

None because of the work currently being undertaken on Policy documents for the Youth Club.

18. Proposal to Purchase Recording Equipment

Council had been issued with the Memo from Mr Ogden which is attached at **Annex 12** to the permanent copy of these minutes. Mr Ogden will resend the web link as some Members had not been able to access the information. Council **agreed** the Chairman's suggestion for all Councillors to investigate in their own time various methods of recording meetings. This item will be agendad for further discussion in August.

19. Request to set up a Youth Council

Council **agreed** Mr Ogden will investigate ways in which a Youth Council may be set up.

20. Report from Clerk and Press Officer

Articles for inclusion in the August issue of Kesgrave News have been submitted on:-

Page 3 MJH Open Day of 30th August
Youth Worker post
Kesgrave Market

Mention was made of the need to include a committee representatives list in the community magazine, Kesgrave News, as indicated in a previous issue.

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

None.

The remaining members of the public left and Mrs Fairbrother was asked to turn off her recording equipment.

8. Community Services Matters

a. Draft Minutes of the Committee meeting held 23rd June 2014

iv. Lead Youth Worker Contract (CS Item 7.c.) Council **agreed** the Lead Youth Worker be issued with a contract for her to work for KTC at NIL pay.



v. **Sessional Youth Workers Pay (CS Item 7.d.)** Council agreed the Sessional Youth Workers pay should remain at £13.00 per hour for the Session Lead Worker and £9.95 per hour for the Sessional Workers.

vi. **Computer Software (CS Item 7.e.)** Council agreed Mr Comber will put together some information to be considered at the F&G meeting on 28th July for him to:

- purchase a server for the Council Office with the necessary back up facility;
- purchase a lap top and two desk top computers for installing at the MJH;
- provide a maintenance agreement for all the IT equipment.

The Clerk will enquire of SALC if he is precluded from being able to fulfil a maintenance agreement by being an elected Member.

Date of next meeting:

- **Monday 11th August, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 10.52pm.



Chairman