

## Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 11th August 2014 at 7.15pm in the Council Chamber.

**Present:**

Mr N Beecroft-Smith	Mr P Mills
Mr D Fairbrother	Mr J Ogden
Mrs S Fairbrother	Mrs S Ogden (Chairman and District Councillor)
Mrs N Goodchild	Mr C Rayworth
Mr G Lynch (District Councillor)	Mrs J Smith
Mr P Miller	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)  
PCSO M Sarbutts  
4 Members of the public

**Council were advised that two requests 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 did not wish their comments to be recorded they should indicate that before they speak.**

### 1. Apologies

Mr M Azmoodeh – personal commitments  
Mr A Comber – personal commitments  
Mr R Whiting (County Councillor) – work commitments  
Mrs L Bennett (Clerk Elect) – personal commitments

**Later:** Mrs D McCallum (District Councillor) – personal commitments

### 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 14th July 2014

The minutes having been issued were then taken as read, and with an alteration at Item 6.a.3.d, approved and signed by the Chairman. **GL Abstained; DF and SF Against.**

### 4. Matters arising

**a. Landscape Maintenance on Mead Drive** Council were informed permission had been necessary to hire a flailer to complete the works and a date is awaited. No response has been received to the query about the legality of cutting the vegetation at this time of the year.

**b. Late items for information** The Community Services meeting minutes for 19th May are attached to these minutes at **Annex 2** for clarification.

## 5. Minutes of the Extraordinary Meeting held on 4th August

The minutes having been issued were then taken as read, approved and signed by the Chairman. **NG Abstained; GL, DF and SF Against.**

**a. Matters arising** As this item had been held in camera discussion on Matters Arising was taken after Item 22, and the resolution to do so is minuted at Item 8.a.v.

## 6. Chairman's Report

The Chairman reported she had been keeping up with Town Council issues during the month, suggested the distribution of all Annexes to Councillors with their minutes be placed on the September agenda for consideration, stated the Waitrose green token contribution had totalled £426 (nearly half the monthly amount) and asked for volunteers to help with the Senior Citizens Outing.

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### 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 the challenges of drainage within the Town.

Mr Grimwood, District Councillor:

- had no comment to make.

Mr Lynch, as District Councillor, reported SCDC are considering:

- multifunction ink jet printing;
- banning Sky lanterns on their land and he suggested KTC should consider this also.

He also drew attention to the document recently published by the Boundary Commission.

Mrs Neale, District Councillor, explained:

- the KWMCC have banned the use of Sky lanterns on their grounds;
- Council were reminded Mrs Neale is the Portfolio Holder for Community Safety. She also explained with regard to Cedarwood Green:
- she has donated some of her enabling fund to provide Detached Youth Work over the school holiday period;
  - the Anti Social Behaviour Team will be attending the meeting on 19th August to issue logs for residents to complete;
  - the issues have been escalated to a higher Police level;
  - the residents are asked to nominate one spokesperson.

Mrs Ogden, as District Councillor, reported:

- she had attended a Licensing meeting that day;
- a detached youth worker funded by her and Mrs Neale's Community Enabling Fund is also connected to the Drop-in which the Christian Family Church proposes to open in the MJH later in the year;
- testing of taxi's in-house is being consulted upon by SCDC.

#### – 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.

- 1 PCSO monthly report (PCSO Mike Sarbutts)
- 2 12PT monthly report for July 2014

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

A resident voiced his disappointment over Council's debate the previous month regarding recording meetings. He considered recording would be of benefit to residents interested in local issues but not present at meetings. He also stated he considered closing or removing the Cedarwood Green facility would breach the young people's human rights.

A resident drew Council attention to the amount of rubbish found in the Library underpass. It was noted young people are using the underpass and bridge for various activities and PCSO Sarbutts was asked to investigate this.

A resident spoke on the issues surrounding Cedarwood Green and confirmed the lights have now been switched off. He considered Council should be focussed on the current issues not on historic documentation. He had himself called the Police on a number of occasions recently but wished to make it clear the residents are not vilifying youth. He urged Councillors to attend the meeting on the 19th to hear the difficulties residents are experiencing. It would appear Kesgrave residents are paying for Ipswich problems. Six Councillors indicated they would be attending the meeting.

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**In recognition of the public attendance at the meeting the following item was brought forward.**

**15. Peart Grove/Cedarwood Green**

Council were informed:

- a tree surgeon has inspected the elms and their condition is not dangerous;
- the chestnut paling has been re-erected but has been pulled down again, more substantial posts will be installed as strengthening;
- one quote only has been obtained so far for heras fencing which would be delivered to site but would need to be erected;
- the issues surrounding the area have been escalated up the Police chain.

Considerable debate on the temporary closure, suggested at the last Residents meeting, was held.

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**A second adjournment was held** for residents to give their opinion on a temporary closure. They believed it would demonstrate if there was justification for closing the site permanently with a removal of the equipment.

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Following further debate it was **proposed RS, seconded JS** that if, after investigation, it is legally possible to fence off the area for a temporary two month period to break the cycle of misuse this should be undertaken. The fencing to include two gates and for the site to be closed from 8.00pm to 8.00am. **DF and SF Abstained; CR and GL Against.**

**Several Members of the public left.**

**7. Notices and Correspondence**

**a. Items for discussion**

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

- 1.D** Penzance Road Post Office – a letter gave details of modernisation, change of opening hours and increased services which should be in place by the 29th September.
- 2.D** Request via All Saint's Church for the KTC office to be used as a mailing address for a student undertaking a degree course in Counselling and expecting mail from people serving long term sentences. Council agreed this was not an appropriate use of Council Resources and suggested a

Post Office Box be used.

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.

## **8. Financial and Governance Matters**

**Mr Rayworth** took Members through the draft minutes which are attached at **Annex 4** to these minutes.

### **a. Draft Minutes of the last meeting held 28th July 2014**

**i. Martlesham Bike Trail Volunteer (F&G item 4)** A volunteer is needed to join the Bike Trail Committee as the Youth Parliament Member is unable now to do so. The Councillor elected in September will be asked if he is interested and, if not, a request will be submitted for Kesgrave News.

**ii. Effectiveness of Internal Audit (F&G item 5.c)** Council **agreed** the F&G recommendation that the procedures are effective. **Unanimous.**

**iii. Revised Asset Register (F&G item 8)** The changes were noted.

**iv. Revised Risk Register (F&G item 9)** This will be issued to Members with the draft minutes.

**v. 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 8. vi, and Item 5 of this Agenda, Staff since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 22 on the agenda.

**vi. Staff (F&G item 11. i. & iii)** Taken after item 22 and minuted there.

**Mr Rayworth** left the meeting for the following item.

**vii. Grant for Arts Project (F&G item 12.a.i)** The Chairman explained the F&G Committee had not followed previously agreed procedure in offering two free hirings of the MJH. The request had in any case been for funding to enable a film to be made to present to the Kesgrave Youth Club. **SO proposed, NBS seconded that £75 be granted. Agreed, GL Abstained; DF and SF Against.**

**viii. Cedarwood Green Budget (F&G item 15)** The Committee had recommended £7,000 be transferred to a Cedarwood Green Budget however, the Clerk explained this would be premature. Monies have been identified for use if a way forward for the difficulties were identified but should remain in their respective Reserve Funds for the time being. Council **agreed** a budget figure will be considered for the 2015/16 year. **DF and SF Abstained.**

**ix. Computer Hardware and Software (F&G item 17)** Mr Comber has purchased the agreed items for the MJH and will progress the search of items for the Council Office.

**x. Photocopier replacement (F&G item 18)** Mr Fairbrother was asked to provide further information to the September meeting, not October as minuted. Members were issued with information provided by Mr Ogden who had done his own investigations. This is held on file for consideration in September.

**Mr Rayworth left the room for the following 3 items.**

**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** It was **agreed** £29,000 be transferred from Barclays Instant Access Saver to Barclays Current Account.

**d. Transfers of Reserve funds** The following transfers were agreed.

Spark	500.00	To Youth Club
Resident	40.00	To Youth Club
Resident	4,000.00	To MJH
Spark	200.00	To Community Library Group
Youth Club sessions 24 & 27/6/14	73.80	To Youth Club
SCC	25,000.00	To MJH
AC Leigh Ltd	511.80	From MJH
Gift Selection	1,954.60	From MJH
Ashby Energy Assessors Ltd	180.00	From MJH
Firepower	200.00	From MJH
Realise Futures	2,289.00	From MJH
Viking Direct	545.58	From MJH
Viking Direct	362.06	From MJH
Elmers	60.88	From MJH
MJH Project Manager	1,401.25	From MJH
PFB CMS Ltd	375.00	From MJ

**e. External Audit Opinion for 2013/14** Council was informed an unqualified Audit Opinion had been received. Council **agreed** their congratulations to the Staff be minuted.

**f. Photocopier Working Party Report** This item was taken at item 8.a.x.

**g. WW1 Commemoration** Reverend Spittle outlined his thoughts on how to commemorate WW1 which includes a trip to Chatham to the grave side of the only serving Kesgrave resident to lose his life. **£1,000 funding has been secured** and it is hoped to also provide an informative memorial similar to that of the Computer monument but much reduced in size. An article is to be placed in Kesgrave News.

**h. Late items for information.** None.

## **9. Community Services Matters**

### **a. MJH (Millennium Jubilee Hall)**

**i. Project Manager Report** Mr Rayworth expanded on his report which is attached to these minutes at **Annex 6**. Members asked if there would be a reduced hiring charge for residents and were reminded the charges are fixed until April 2015.

Mr Lynch also thanked Mr Rayworth, for his work on the MJH building and for bringing the project under budget.

**ii. Spark Grant** An email from Spark raised the issue of repayment of the interest free loan, on the principle that it would provide funds to enable further loans and grants in the future. **SO proposed CR seconded** that the loan be paid back in two lump sums, £25,000 when the next half precept is received and a further £25,000 when the first Precept is received in 2015/16. **Unanimous.** A letter will be sent to Spark.

**b. Youth Club**

**i. Current position** The Club does not open during school holidays.

**ii. Future position** Mr Rayworth and Mrs Read are to meet with Youth Club leaders and Reverend Spittle on 13th August when the move to MJH will be finalised. Five people have put themselves forward for the Youth Worker post.

**iii. Spark Grant** An email from Spark has reminded Council of the imminent conclusion of the monthly grant and inviting a further request. Council **agreed** this will be sent.

**c. Late items for information** None.

**10. Planning and Development Matters**

**a. Planning applications received since 11th July 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 7** to these minutes. Mr Rayworth drew Members attention to the application for 306 Main Road. Additional information has been received since circulation and the plans will therefore be re-circulated for Councillor comment before a response is sent to SCDC.

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

**c. Late items for information**

– ForkRent have asked if they can make a presentation to Full Council in September. This was agreed. **Later:** It was understood this request was on the running of what has already been approved at this site but it was clarified as being a new planning application. As it is not Council policy to receive presentations of this sort with approval from P&D ForkRent were advised their request would be denied.

– Council were informed the P&D Chairman and Clerk have agreed to postpone the scheduled P&D meeting to be held on the 18th August to the 22nd September as they are too busy with the final arrangements and setting up of the MJH for opening in September.

**11. Recreation and Amenities Matters**

**a. Roads, footways and footpaths**

**i. All Saints Traffic Lights** The Clerks continue to press for a date for this temporary switch off.

**ii. Relocation of Penzance Road bus stop** Council were reminded of the history to this request and they had agreed to rely on the expertise of SCC in this matter. It will therefore be removed from subsequent agendas.

**iii. Bollards at Lankester Way** Provision of these had been raised again. The cycle/footway is listed as Priority 2 which ensures gritting takes place when necessary. Any barrier erected would have to provide for access for the machine. Removal of the barrier at the western end has previously been discounted for safety reasons. Council **agreed** a sign should be erected at the Ropes Drive (Eastern end) advising those with motorised buggies that egress is not possible at Bell Lane.

**b. Play Equipment Improvements and Provision, Additional Play Equipment and fencing Oak Meadow** KTC has asked SCDC to make their final inspection of the site to enable the release of the final contribution from play space funding. 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. Council were also informed that some of the surface matting had lifted around the space net. However, the Contractor has confirmed that this problem is under warranty and will be investigated.

**c. POS Adoption**

**i. SCDC Conditional Contract of Sale of Oak Meadow** The revised Contract had been received from SCDC and Birkett's Solicitor had confirmed they will be able to act on behalf of KTC. This matter will now be progressed.

**d. Proposal to erect canopy** In response to a request the Structural Engineer had provided a firm quote, with invoice, to carry out work to provide a suitable canopy on Rupert Fison Square. Having received the quote KTC will be able to request some of the funding from the designated SCC Locality Budget before the expiry date on 31st July. **Later:** The request for funding had been approved and a cheque received.

**e. Late items for information** Members were reminded the Senior Citizens Outing will be held on Wednesday 20 August and in response to a request for volunteers, for which Mr Ogden had already stated he could help, no-one was able to give a definite reply.

**Mrs Smith left.**

## **12. Community Information Project (CIP)**

Mr Ogden had provided the report which is attached at **Annex 8** to these minutes. He will be in attendance at the Council Office on Friday 15th between 1.00 and 3.00pm if any Councillor would like a demonstration.

## **13. Councillor Vacancy**

Council were informed an Election has been called for 4th September, two candidates have put themselves forward. It is understood profiles will appear in Kesgrave News. Council agreed polling cards will be issued.

## **14. Electoral Boundary Review**

The Commission have now published their report which aligns with their recommendations. Kesgrave will have four District Councillors across two wards with the boundary moved eastwards. The Clerk will remind the SCDC of the request to increase Town Council seats to 16.

## **15. Kesgrave Library**

This will routinely appear on the agenda as a reminder to ask for a report and to issue the grant.

**16. The Openness of Local Government Bodies Regulations 2014** This instrument came into force on 6th August. SALC will provide guidance when this is available from NALC. The KTC policy is based on that of SCDC and it is understood they will provide information also in due course.

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

## **17. Peart Grove/Cedarwood Green**

## **18. Policy Documents**

None because of the work currently being undertaken on other tasks.

## **19. Proposal to Purchase Recording Equipment**

Mr Ogden had provided information on equipment which is attached held on file. This item will be agenda for further discussion in September.

## **20. Youth Council Provision**

Mr Ogden reported some interest had been expressed by Kesgrave Academy and two Explorer Scouts who have indicated they would like to participate.

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

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

Page 3 MJH  
Boundary Review  
Steward/Caretaker for MJH

The Clerk also reminded Councillors of the need for volunteers to help with the SCO.

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

Some discussion was held on the lack of Youth Parliament report.

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

## **9. Financial and Governance Matters**

**vi. Staff (F&G item 11. i. & iii)** Taken after item 22 and minuted there.

Council considered the recommendation made by F&G regarding Clerk attendance at Council meetings. The Clerk offered to put some documentation together to enable Council to make an informed decision on whether the changes recommended would be constructive and cost effective. However, **Council agreed the recommendation.**

The Clerk also explained the Office will not be open on Friday the 22nd August as there are no Staff available to be in attendance. A notice will be displayed as soon as possible.

## **5. Minutes of the Extraordinary Meeting held on the 4th August**

Members not in attendance at the meeting queried the lack of information about the debate. Council were reminded the requirement of minutes is to record decisions and when meetings are held in camera the discussion is not in the public domain. The Chairman and Chairman of F&G had met with the Monitoring Officer at SCDC at 8.15am that morning but were not in a position yet to report back to Council.

Mr Rayworth informed Council in the light of the ongoing situation he no longer wished to be Chairman of F&G and P&D. He would however finish the MJH Project and the present matter that he and Mrs Ogden are dealing with.

### **Date of next meeting:**

– **Monday 8th September, Full Council in the Council Chamber at 7.15pm**

The Chairman closed the meeting at 10.31pm.

Chairman