

## Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th September 2014 at 7.15pm in the Council Chamber.

**Present:**

Mr N Beecroft-Smith	Mr P Miller
Mr A Comber	Mr J Ogden
Mr D Fairbrother	Mrs S Ogden (Chairman and District Councillor)
Mrs S Fairbrother	Mr C Rayworth
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)  
Mrs L Bennett (Assistant Clerk)  
Mrs J Abbott (Administrative Assistant) – arrived at 9pm  
Mr R Whiting (County Councillor)  
Mrs D McCallum (District Councillor)  
8 Members of the public

### 1. Apologies

Mr M Azmoodeh – personal commitments  
Mrs N Goodchild – personal commitments  
Mr S Lawson – personal commitments  
Mr P Mills – personal commitments  
Mrs J Smith – personal commitments  
Mr C Hudson (County Councillor) – work commitments  
Mr M Grimwood (District Councillor) – personal Commitments  
Mrs M Neale –(District Councillor) – personal commitments  
PCSO M Sarbutts – 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 11th August 2014

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

### 4. Matters arising

**a. Late items for information** The Deputy Clerk informed Members she was liaising again with the mobile fish and chip vendor regarding the installation of an outside electrical socket for his use while operating from the Council car park each Thursday evening.

**5. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 (to consider).** NB If the resolution is passed the following item will be taken after Item 24.

### 6. Extraordinary meeting - 4th August 2014

**a. Matters arising**

- Member Code of Conduct relating to Staff issues

## 7. Chairman's Report

The Chairman reported:

- she had been keeping up with Town Council issues during the month;
  - suggested that with the staff hours, cost involved and the dwindling numbers of those attending, an Annual Reception should not be held this year. Members were encouraged to contact her directly if they wished to discuss the situation further;
  - she had attended the Open Day of the MJH building and once again congratulated Mr Rayworth on his accomplishment with the project.
- 

**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 Whiting, County Councillor reported:

- a brief is to be sent to Kier May Guerney (KMG) this week for the trial traffic light switch off at All Saints roundabout;
- on the challenges of drainage within the Town. Anglian Water are meeting with key stakeholders later this month to discuss any outstanding issues;
- he had received an email from a member of the public regarding parking at Penzance Road shops.

Mr Lynch, as District Councillor, reported:

- he still has Enabling Budget available and encouraged requests for funding.

Mrs McCallum, as District Councillor, reported:

- she too has Enabling Budget available and encouraged requests for funding;
- she had been in touch with Suffolk County Council regarding the flooding at the junction of Bell Lane and the A1214. Arrangements have been undertaken to clear the offending drains;
- she had received a report of litter not being cleared from the Farmhouse underpass;
- tickets for the "Fireworks Night" are now on sale, £4.00 per adult and £2.00 per child. The initial response for the event is encouraging and the Scouts will be attending with a BBQ. However, offers of help on the day are still needed;
- on the Dismissal at Appeal by the Inspector regarding the planning application for 173 Main Road.

Mrs Ogden, as District Councillor, reported:

- she had received several complaints of overhanging shrubs and bushes which have been reported;
- over 300 Kesgrave children had taken part in the recent Library reading challenge. She had been invited to give out the prizes however, because of personal commitments she would be unable to attend;
- she will be attending a Licensing meeting to discuss an amendment to the Compliance and Enforcement paper on regulatory services;
- she will be attending an extraordinary meeting at SCDC for premises review next week;
- she had attended a Community Safety Partnership meeting with Mr Comber to discuss finding a way forward with the anti-social behaviour problems being experienced in the Cedarwood Green area;
- on recent news reports involving taxi drivers elsewhere in the Country. All taxi drivers in SCDC have to undergo an enhanced Disclosure and Barring Service (DBS) check.

- **to receive Police Matters reports**

Members had sight of the following reports which are held on file.

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

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



A resident elaborated on the success of the Kesgrave Library reading challenge. He also reported obscene graffiti in the underpass and damage to the original play equipment at Oak Meadow. He was assured both issues have already been reported and are being dealt with as a priority.

A resident suggested with regard to Item 9.d. Council may wish to consider:

- an increase in the money given to the Police to deal with the increased Anti-Social behaviour and speeding awareness;
- a compulsory purchase order of land to enable a cycle/footway to be built through to Penzance Road shops from Glanville Place where some residents feel isolated from the rest of Kesgrave;
- diagonal parking outside Penzance Road shops would make visibility for egress easier. ~~He was advised this was considered in 1993 but was dismissed as it reduces parking space numbers and could make access more difficult.~~

A resident highlighted the issues with parking throughout the whole of Kesgrave. He also drew attention to the problems in some areas with overhanging branches and shrubbery where cutting back is needed especially along the A1214. Although the areas mentioned have already been reported, the Clerks will endeavour to investigate further and raise these matters with the relevant bodies.

A lengthy discussion followed with several residents from the Peart Grove area expressing their annoyance:

- over the short notice of postponement of the August meeting with residents;
- in the lack of consultation over the whole issue being handled by SCDC instead of KTC. A Freedom of Information request had been made to Suffolk Constabulary and information on the number of telephone calls made to the Police from residents and the numbers of crimes recorded in the Cedarwood Green (CWG) area between January 2012 and May 2014 was distributed. Residents considered therefore they did not need to complete the SCDC forms to provide data;
- about the Community Safety Partnership meetings scheduled to be held during the day which would be difficult for residents to attend;
- over the need to have all ideas raised at the recent meetings with residents passed through the next Council meeting which is delaying progress.

All the residents of the area present reiterated a resolution needs to be found at the earliest opportunity with the original parties involved working together.

Mr Fairbrother, as a member of the public, made a statement referring back to the original planning application in 2006, recent meetings and raising his concerns on the way forward.

---

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

**17. Peart Grove/Cedarwood Green**

The Chairman explained she and another Town Councillor had attended a Community Safety Partnership meeting at SCDC when the issues at CWG were discussed. It had been the intention of those attending to find a solution with Officers with expertise in the issues. Unusually it had been agreed that two resident representatives would be invited to attend future meetings.

Council recognised that residents felt their situation is not being taken seriously enough and KTC is devolving responsibility. It was agreed therefore that the Chairman will ask if the Partnership meetings can be held in the evening to more easily be attended by residents. **Later:** This was agreed.

While accepting residents are experiencing difficulties at Cedarwood Green, it was noted the site has operated for several years with very few problems. However it has been recognised that anti-social behaviour is a problem across the District and not solely in Kesgrave. It was agreed an Extraordinary Council meeting will be held to which all residents would be encouraged to attend in order for their views on the recreational facilities provided in Kesgrave to be heard. By holding an Extraordinary meeting Council will hear views in the adjournment and be able to go into session for a decision to be made on the night. The Safety Partnership Team and Police will be invited to attend. A form will be devised to be



available through the website to gather views from across the Town. Kesgrave News and the EADT will be used to alert residents to the meeting.

To maximise the number of Councillors present the Extraordinary meeting will be held on the 10th November at 7.30pm (the night of the programmed Council meeting) with an abbreviated Council meeting held at 7.00pm to ensure that necessary financial items are dealt with.

This decision was met with nodding approval from the residents present at the meeting.

**Several members of the public left.**

## **8. Notices and Correspondence**

### **a. Items for discussion**

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

**1.D** Two thank you cards had been received from residents following the Senior Citizens Outing.

A copy of the lists of Notices and Correspondence, including those for information only, were issued to each Councillor and are attached at **Annex 2** to the permanent copy of these minutes.

**b. Councillor Representative Reports** None.

**Mrs McCallum and 2 further members of the public left.**

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

Mr Comber and Mr Rayworth left the room for the following 3 items.

**a. Receipts & Payments** Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 3** 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** £20,000 be transferred from Barclays Instant Access Saver to Barclays Current Account.

**c. Transfers of Reserve funds** The following transfers were agreed:-

Spark	500.00	To Youth Club
Resident	40.00	To Youth Club
Waitrose	426.00	To MJH
Youth Club sessions 1 & 3/07/14	83.20	To Youth Club
Youth Club sessions 8 & 10/07/14	75.00	To Youth Club
Youth Club sessions 15 & 17/07/14	65.85	To Youth Club
Miscellaneous	80.00	To Community Library Group
Youth Club fundraiser	62.00	To Youth Club
Locality Budget	2,630.00	To RFC
MJH Project Manager	1,859.93	From MJH
MJH Broadband	14.30	From MJH
Youth Worker salaries	845.70	From Youth Club
Hyams	1,625.00	From MJH
Demco Europe Ltd	179.95	From Community Library Group
M & M Signs	86.97	From SNT

NCS Ltd – MJH sweep	97.50	From MJH
Barretts of Woodbridge	1,500.00	From MJH
Kesgrave Scouts	25.00	From MJH
Viking	1,608.45	From MJH
Mrs Read/ The Range	24.74	From MJH
Mrs Read/ B&Q	39.24	From MJH
Mrs Read/ Tesco	6.00	From MJH
Mrs Read/ Tesco	34.15	From MJH
Mrs Read/ Makro	82.05	From MJH
Mrs Read/ Nisbets	282.35	From MJH
Mr Comber/ Hughes Electrical	249.98	From MJH
Mr Comber/ Dabs	1,528.42	From MJH
Hudsons Ltd	753.21	From MJH

**Mr Comber and Mr Rayworth returned to the meeting.**

- d. Budget 1st April 2015 – 31st March 2016** Members were asked to inform the Clerk of any suggestions they have for the 2015/2016 Budget on which preparation is about to commence. Initial suggestions put forward were withdrawing funding for Kesgrave News space; review Kesgrave Market and the purchase of a money counting machine. It was also agreed to review the way in which KTC publicise and promote information and events, at the next Full Council meeting in October.
- e. Firework Display payments** Funds are being held for the Kesgrave Firework Display and where possible invoices will be sent direct to KTC for payment in order that VAT can be reclaimed.
- f. Grant Request from Kesgrave District Brownies** Council agreed £80 to be granted.
- g. New Reserve Fund – Oak Meadow** Council **agreed**, as per Budget, that a new Reserve Fund for Oak Meadow of £5,000 will be set up.
- h. New Reserve Fund – Partnership Funding** Council **agreed**, as per Budget, that a new Reserve Fund for Partnership Funding of £3,000 will be set up. This is intended to part fund the investigations by SCC to permanently turn off the traffic lights at All Saints roundabout. Locality Budget has been promised for the remaining costs.
- i. Photocopier Working Party Report** Council were presented with 3 specifications of photocopiers, suitable for office use, put forward by Mr Fairbrother and Mr Ogden. Council **agreed** two machines would be purchased the hp Office Pro X476dw at £469.99 and a brother MFC–J6720DW at £299.99. A maintenance agreement would also be purchased. **7 For, CR and RS Abstained, JO Against. Later:** It was discovered that one machine was out of stock from the suggested supplier and the other machine could be sourced at a lower cost on line. Council were informed and by majority agreed JO would investigate best value for the specified products together with maintenance agreements for a purchase to be made as soon as possible.
- j. Purchase of Office Computer Hardware and Software** Council were informed F&G Committee has agreed Mr Comber will progress this matter.
- k. Appointment of Safeguarding Officer** Council agreed the Clerk will be appointed to this role. Any future training costs to be included in the budget. **Unanimous.**
- l. WW1 Commemoration** Reverend Spittle agreed to make a presentation to the 2015 ATM to hear residents views on the proposal to erect a WW1 memorial. He also stated he would like to make a presentation to local schools when information packs, already funded, could be distributed.
- m. Late items for information** None.

10. **Community Services Matters**

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

i. **Project Manager Report** Mr Rayworth expanded on his report which is attached at **Annex 4** to the permanent copy of these minutes. The reparation funds requested from the original MSG Pavilion contractors has not been received and the way forward will therefore be discussed at the October Full Council meeting.

ii. **MJH Open Day** Mr Rayworth stated those who attended, which included many of the regular hirers, were impressed with the building although he had been disappointed in the overall attendance.

**The Council resolved that the public and the press be excluded for consideration of item 10.b.i. and 10.b.ii. Youth Club Agreement and Youth Worker Contracts since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 24 on the agenda.**

The following two items were taken after item 24 and are minuted there.

b. **Youth Club**

i. **Agreement between ASK and KTC for Senior Youth Worker**

ii. **Youth Worker Contracts**

iii. **Policy documents** Members approved the Policy documents which had been circulated. **DF Abstained.**

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

11. **Planning and Development Matters**

a. **Election of Chairman** The Planning & Development Committee **agreed** Mr Mills be elected Chairman. **Later:** Mr Mills being absent the Clerk informed him of the decision and he accepted the position.

b. **Planning applications received since 8th August 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 5** to the permanent copy of these minutes.

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

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

12. **Recreation and Amenities Matters**

a. **Roads, footways and footpaths**

i. **All Saints Traffic Lights** Mr Whiting, County Councillor, had reported on this matter in the adjournment.

b. **Play Equipment Improvements and Provision, Additional Play Equipment and fencing Oak Meadow** Council were informed the promised funding from Viridor and SCDC had been received. A site visit had been arranged with the Contractor, Kompan, to discuss the current problems with the wet pour surface which is beginning to lift and is subsequently being vandalised. Kompan will contact the supplier of the wet pour surface to discuss the way forward.

c. **POS Adoption**

i. **SCDC Conditional Contract of Sale of Oak Meadow** This matter is in the hands of KTC and SCDC Solicitors.

d. **Proposal to erect canopy** This matter is being progressed.

e. **Late items for information** Mr Rayworth stated vegetation along the footpath on the northern side of the A1214 between St Michaels roundabout and the bus stop is in need of attention.

13. **Community Information Project (CIP)**

Mr Ogden stated four Councillors attended the Office to see his Community Information Project (CIP) demonstration.

The CIP is ready to commence and suggested to gain content he would contact some organisations to submit information and use for a trial period before going live. It was suggested he should have a stall at the Kesgrave Market to raise awareness of the Project.

14. **Electoral Boundary Review**

Nothing to report.

15. **Kesgrave Library**

The Library report should have been received this month therefore a reminder will be sent to the Manager requesting a report for the October meeting in order for the quarterly payment to be made.

16. **Openness of Local Government Bodies Regulations 2014**

Nothing to report.

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

17. **Peart Grove/Cedarwood Green**

18. **Policy Documents**

a. **Amendment to Filming, Videoing, Photography and Audio Recording at Council Meetings Policy** Council agreed the amendment to the policy which is attached at **Annex 6** to the permanent copy of these minutes.

b. **Amendment to Standing Order 31** Council agreed to rescind Standing Order 31 and amend Standing Order 3.L.i. The relevant page is attached at **Annex 7** to the permanent copy of these minutes.

19. **Proposal to Purchase Recording Equipment**

Council **agreed** the purchase of recording equipment will be considered when discussing the Budget for 2015/2016. Mr Lynch also suggested as the rules for recording at meetings is in its infancy and revisions may occur, the situation should be monitored before any purchase is made.



**20. Senior Citizens Outing**

The event had once more been a great success with in excess of 90 residents enjoying the day out. It was however noted that without more volunteers coming forward from within the Council, it is unlikely this event will continue. The Chairman thanked all those members of staff, Councillors and volunteers who helped on the day.

**21. The Royal British Legion Remembrance Day**

**a. Two Minute Silence Civic Ceremony** The 11th November falls on a Tuesday this year and Reverend Spittle will lead the Ceremony.

**22. Youth Council Provision**

Mr Ogden expressed his disappointment in the lack of any attendance at his first meeting. However, he has now drawn up guidelines on representation numbers to include the Church and Explorers and was hoping for unaffiliated members from the High School to join the group. He will re-contact the High School.

**23. Report from Clerk and Press Officer**

The main article will encourage residents to attend the Extraordinary meeting in November regarding youth facilities in Kesgrave.

**24. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion (to be notified to the Clerk by 12.00 noon on the day of the meeting)**

**The remaining members of the public left and an instruction given for recording equipment to be switched off. Council was able to then consider the following.**

**10. Community Services Matters**

**b. Youth Club**

**i. Agreement between ASK and KTC for Senior Youth Worker**

The agreement regarding the Advisory Youth Worker was presented and following discussion, and minor amendments to the wording, was agreed. **3 abstention (DF, SF, GL)**. The document is held on file.

**ii. Youth Worker Contracts**

The contracts for Lead, Sessional, and Volunteer youth workers, were discussed and with a few amendments to the wording were agreed. **Unanimous**. The document is held on file.

**6. Extraordinary meeting - 4th August 2014**

**a. Matters arising**

**i. Member Code of Conduct relating to Staff issues**

Some further information had been made available to the Council since the August meeting which needed consideration. The Chairman presented a paper which contained the suggestions made at the meeting she and the Chairman of F&G had attended with the Monitoring Officer at SCDC. This is attached at **Annex 8** to the permanent copy of these minutes.





The Clerk then read her own statement on the situation as it affects her and the other Members of Staff. She also made reference to a paper which she had presented to the Chairmen of Committees on 1st July which had not been considered at the time.

**The two documents referred to by the Clerk, which relate directly to the complaint against her, are held on a confidential file.**

A lengthy and heated debate followed.

It was **agreed** as a result of this debate:

- the Clerks will continue to acknowledge and then forward all emails from Mr Fairbrother and Mrs Fairbrother to the Chairman of the Council and the Chairman of Finance and Governance for a further 3 month period;
- the composition of Committees would be adjusted with the <sup>Suspension</sup> ~~removal~~ of Mr D Fairbrother and Mrs S Fairbrother for a period of 6 months.

**6 For: 4 Against (GL, PMr, DF, SF)**

It was agreed the investigations into the original complaint by Mrs Fairbrother will start again involving Full Council, and this will be done at the October Full Council meeting in Camera.

Members voiced their support of the Clerk. The administration of the Council business should remain with the Clerks.

It was agreed that in due course a Staff Committee should be formed which will avoid some of the difficulties which have been encountered. **Unanimous.**

**Date of next meeting:**

- **Monday 10th October the Council Chamber at 7.15pm**

The Chairman closed the meeting at 11.42pm.



Chairman

