

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 13th October 2014 at 7.15pm in the Council Chamber.

Present:	Mr M Azmoodeh	Mr G Lynch (District Councillor) – arrived 7.30pm
	Mr A Comber	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 S Lawson	Rev R Spittle

In attendance: Mrs J Francis (Deputy Clerk to the Town Council)
Mrs L Bennett (Assistant Clerk)
Mrs J Abbott (Administrative Assistant) – arrived at 8.50pm
Mr C Hudson (County Councillor) – arrived at 7.28pm
Mr M Grimwood (District Councillor)
Mrs D McCallum (District Councillor)
Mrs M Neale – (District Councillor)
2 Members of the public

Following the recent death of Keith Beecroft, ex Councillor and Chairman to the Town Council, the Chairman called for a short silence of respect.

1. Apologies

Mr N Beecroft-Smith – personal commitments
Mr P Miller – personal commitments
Mrs J Smith – personal commitments
Mrs V R Read (Clerk to the Town Council) – illness
Mr R Whiting (County Councillor) – work 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 8th September 2014

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

Mr Lynch arrived.

4. Matters arising

a. Late items for information None.

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 23.

The Council resolved that the public and the press be excluded for consideration of Item 6. Extraordinary meeting - 4th August 2014 6 a. Matters arising, since publicity would prejudice the public interest by reason of the confidential nature of the business. 10 For: 2 against SF and DF.

The following item was taken after item 23 and is minuted there.

6. Extraordinary meeting - 4th August 2014

a. Matters arising Mr Fairbrother stated in his opinion his and Mrs Fairbrothers appeal against suspension from Committees should be dealt within the public domain not in camera. A vote was taken which upheld the Resolution; **9 For: 2 against SF and DF: Abstained SL**

7. Chairman's Report The Chairman reported she had received a letter from a resident raising concern over anti-social behaviour such as graffiti in the underpasses, litter and general Police cover within the Town.

An adjournment was declared:

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

All County and District Councillors present passed on their condolences to the family for the recent loss of Keith Beecroft.

A written report on behalf of both County Councillors had been forwarded to Members and is held on file.

Mr Hudson, County Councillor, reported:

- he was still in conversation with a resident in Terry Gardens regarding the recent flooding issues. Unfortunately there seems to be a lack of communication between the authorities responsible for resolving the recent problems in this area;
- he had spent time with Soldiers returning from Afghanistan and believed more should be done for people suffering from mental health problems.

Mr Grimwood, District Councillor, reported:

- he has accepted the invitation from 'C' Company Cadets to attend the official march in to their new venue.

Mr Lynch, as District Councillor, reported:

- on planning issues regarding a property in Cambridge Road;
- he had received two calls on the recent flooding;
- on problems with anti-social behaviour at Tesco car park with cars being driven erratically which had led to the Police being called;
- he had attended Ordinance and Governance meetings.

Mrs McCallum, District Councillor, reported:

- she gave her support to the office staff and the work they undertake;
- there are three Kesgrave applications to be considered at the South Area Development Management Sub-Committee meeting on the 16th October and although it is hoped Council would make representation, she was aware of the late receipt of the agenda on this occasion;
- the drainage system being unable to cope with the recent flooding in several areas of Kesgrave was partially due to tree roots in the system;
- on the anti-social behaviour at Tesco car park with cars being driven erratically which had led to the Police being called, highlighting the need for the Police to be more proactive in these matters as the offenders are just being moved on and the problem not dealt with;
- ticket sales for the fireworks display are going well and thanked the 2nd Stop Shop, Kesgrave High School and the KTC Staff for all their help.

Mrs Neale, as District Councillor, reported:

- nominations can now be submitted for the Business and Community Awards;
- SCDC are holding a Budget meeting on the 25th November and encouraged attendance from Town and Parish Councils;

- she had received notification on the Rights of Way application for Fentons Wood and encouraged Members to support refusal of the application;
- she had attended the partnership meeting organised by SCDC Anti-Social Behaviour Team to discuss the issues surrounding Cedarwood Green POS;
- gave her apologies for the meeting on 10th November.

Mrs Ogden, as District Councillor, reported:

- she still has some Community Enabling budget left and encouraged applications for consideration;
- she hopes Members can find a way in which to support refusal of the Rights of Way application for Fentons Wood;
- on the problem with the amount of signs and advertisements on and around the roundabout at the Foxhall Road/A12 junction;
- nominations for the Business and Community Awards can be submitted until the end of January 2015.

– **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 September 2014
- 3 SNT crime figures for September 2014

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

Residents spoke on:

- disappointment at Council's decision to exclude members of the public from the discussion regarding the two Councillors suspension from Committees;
- support for the setting up of a Youth Council but raised concerns about the age limit and considered a Youth Council should also include youth from Martlesham and Rushmere St Andrew;
- the Summer Reading Challenge at the Library thanking Councillor J Ogden for the handing out of medals.

In response to the query raised over advertising on the highway and roundabouts Mrs Neale explained Suffolk County Council and Suffolk Coastal District Council have procedures in place when dealing with this. However enforcement, if required, can be a lengthy process.

8. Notices and Correspondence

a. Items for discussion

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

- 1.D** Notification from SALC had been received inviting KTC to attend their AGM on the 12th November 2014 at Henley Community Centre. The SALC representative declined to attend. Council were asked if any other Member wished to attend. No offers were received.
- 2.D.** A request from SCDC asked for KTC comment on the consultation from BT to remove the payphone at the corner of Penzance Road and Oregon Road in Kesgrave. By a majority KTC had accepted the proposed payphone removal.
- 3.D.** Council were made aware of the recent Freedom of Information request that had been received. It was agreed the most recent string of emails be forwarded to Members for their information.

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.

Mr Hudson, Mr Grimwood and Mrs McCallum 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** £203,000 be transferred from Barclays Current Account to Barclays Instant Access Saver.

c. Transfers of Reserve funds Members were informed that it had not been possible to issue the Transfers of Reserve funds document for the meeting but it would be emailed to all Town Councillors as soon as possible. For further information it was explained all the transfers to be made to and from Reserves could be seen on the Receipts and Payments sheets as issued. **Later:** this information was issued to Council.

Mr Comber and Mr Rayworth returned to the meeting.

d. Budget 1st April 2015 – 31st March 2016 final suggestions The following suggestions were put forward for consideration for the 2015/2016 Budget:

- further funding, towards an additional PCSO;
- set up a capital fund for Youth projects;
- reduce the current Market budget by 50%;
- funding for a detached youth worker
- funding to support Community Events.

e. Match Funded PCSO Council were informed the current contract for the Match Funded PCSO is due for renewal in April 2015. Before this decision can be taken it was agreed a letter will be sent to the Chief Constable and the Police and Crime Commissioner expressing Council's concerns with the current police coverage and the growing anti-social behaviour in the Town. A drafted letter will be issued to Councillors for comment before sending. It was also suggested the resident, mentioned at Item 7, should be contacted asking permission to attach their letter with the KTC letter. **Later:** Permission was received from the resident.

f. Photocopier and Computer hardware upgrading One of the two photocopiers and the server have been successfully connected.

g. Late items for information None.

10. Community Services Matters

a. Minutes of the last meeting held 29th September 2014.

Reverend Spittle led Members through the minutes. A copy is attached at **Annex 4** to the permanent copy of these minutes.

b. MJH (Millennium Jubilee Hall)

i. Final Project Manager Report Mr Rayworth had submitted his final report which is attached at **Annex 5** to the permanent copy of these minutes.

ii. 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 23.

The Council resolved that the public and the press be excluded for consideration of Item 10.b.iii Caretaker Provision since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 23 on the agenda. Unanimous.

The following item was taken after item 23 and is minuted there.

iii. Caretaker Provision

iv. Reparation Costs The reparation funds requested from the original MSG Pavilion contractors had not been successful. Council discussed what, if any, further action should be taken. It was agreed pursuing the legal route could cost more than the loss incurred. Therefore a letter will be sent to the contractor requesting a goodwill gesture payment for half the original reparation costs.

v. Solar Panel Registration authorisation It was agreed the Clerk would be the named person on the registration forms.

c. Youth Club

i. Youth Worker Employment Reverend Spittle advised Members that Youth attendance is very high at present and as it is essential to have sufficient adults present “supply workers” will be used when necessary. The Advisory Youth Worker had provided a report which was issued to all Members and is held on file. Reverend Spittle drew attention to the recommendation regarding the Safeguarding Officer position and explained Council is proceeding with the training process and all Youth Workers and Volunteers are aware the Clerk is the Safeguarding Officer.

d. Late items for information None.

11. Planning and Development Matters

a. Planning applications received since 5th September 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 6** to the permanent copy of these minutes. Due to the late notification from SCDC regarding the South Area Development Management Sub-Committee meeting there would not be a representative available to be present when consideration is given to three Kesgrave applications.

b. SCDC Area classification Nothing to report.

c. Late items for information None.

12. Recreation and Amenities Matters

a. Roads, footways and footpaths

i. All Saints Traffic Lights A brief for survey companies for the trial switch off at the traffic signals had been issued to Members. Council agreed to request the switch off takes place between the October half term and the Christmas period.

b. Play Equipment Improvements and Provision, Additional Play Equipment and fencing Oak Meadow The Deputy Clerk advised the contractor has repaired the wet pour surface under the space net and addressed the anchoring trip hazard. However, the contractor will be contacted and advised there is still concern regarding the surface under the second piece of new equipment.

c. POS Adoption

i. SCDC Conditional Contract of Sale of Oak Meadow The process is ongoing, paperwork has now been received from SCDC and the Land Registry documents have to be sent to the Solicitors.

d. Parkrun This event was initially given a 4 week trial period. Several positive supporting emails have been received by the Office. Following discussion it was unanimously agreed to issue the group with a rolling two month contract for use of the outside toilet facility. This will allow flexibility when reviewing the situation after Kesgrave Kestrels Football Club resume use of the fields, as Council wish to ensure the space can be shared between the two groups with no conflict.

e. Late items for information None.

13. Community Information Project (CIP)

Sadly Mr Ogden has only received two on-line responses so he will resend the link with a view to gaining more interest in this project.

14. Electoral Boundary Review

Despite another reminder being sent to the Monitoring Officer regarding the request to increase the number of KTC Councillors to 16 there was still no update.

15. Extraordinary meeting to be held on 10th November regarding Youth Provision

A questionnaire has been compiled to gauge the views of local people with regard to youth provision in Kesgrave. These are to be distributed to the Schools via the Parentmail system and as many local groups and organisations as time will allow before the meeting.

16. Kesgrave Library

The Library quarterly report is attached at **Annex 7** to the permanent copy of these minutes. It was unanimously **agreed** the quarterly payment can be made. Members attention was drawn to a double page spread regarding the Summer Reading Challenge which had been published in the East Anglian Daily Times.

17. Openness of Local Government Bodies Regulations 2014

Mr Ogden had previously suggested a Working Party could be formed to decide how best to publicise the required information now required for Councils with an annual income or expenditure over £200,000 .

SALC have announced they will be holding an “Open and Accountable” Seminar to help local Councils manage filming, social media and recording decisions. A place has been booked for the Clerk to attend.

Later: A further place was reserved for Mr Ogden to also attend.

18. Peart Grove/Cedarwood Green

There was nothing further to report on this issue at present as it will be included in the Extraordinary meeting on the 10th November.

19. Policy Documents

None.

20. The Royal British Legion Remembrance Day

a. Two Minute Silence Civic Ceremony Members were reminded of the details for the Civic Ceremony which will be held on the 11th November.

21. Youth Council Provision

Nothing to report.

22. Report from Clerk and Press Officer

Articles have been submitted on the Extraordinary meeting on the 10th November and future events which include Fireworks Night, the Two Minute Silence Civic Ceremony, the Christmas Tree Light Switch On and the Evening of Reflection.

23. 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)

None.

The remaining members of the public left. Council was able to then consider the following.

10. Community Services Matters

iii. Caretaker Provision

Members were informed two applicants had been interviewed, but the panel considered neither would be the right person for the job. This was the second time the post had been advertised without success. Council were made aware of the need for any successful applicant to be fully cognisant with the ongoing processes regarding building; the fitting out work still to be completed and the computer controlled code system for entry which will require some extensive tuition. Recognising there is some considerable work to achieve, Mr Rayworth has split his invoice into two: one for his recognised position as Project Manager and one for the work he has been doing with a “caretaker hat”. He advised Council he is happy to continue to do this, charging a reduced rate as a self employed person as provisional caretaker. It was suggested a “fixed term” one year contract could be offered. It should not be for an indefinite period and would give Council the comfort that a suitable candidate could again be sought. Members had the opportunity to question **Mr Rayworth**, following which he **left** the room.

A lengthy debate followed and it was agreed the position of Project Manager would be extended until the end of the current financial year and offered to Mr Rayworth. This would enable him to stay in position at the suggested reduced rate of £18 per hour. The caretaker post will be re-advertised in the East Anglian Daily Times in January which will allow his successor to be trained and in a position to take over as caretaker from April.

Mr Rayworth returned to the meeting.

The Deputy Clerk left the meeting.

The Chairman announced as they were both involved in the complaint procedure, Mr Rayworth would take the Chair for the following item.

6. Extraordinary meeting - 4th August 2014

a. Matters arising

As the Clerk was absent, Mr Rayworth suggested the meeting be deferred until the 27th October. Mr Fairbrother requested that his appeal against the suspension of both himself and Mrs Fairbrother from

Committees, which had been addressed to the Council Chairman, be dealt with immediately. Mrs Ogden resumed her position as Chairman, as both she and Mr Rayworth were dealing with the complaint.

Mr Fairbrother stated he had taken advice but refused to disclose his informant other than it being a Monitoring Officer from another Borough. He had been asked what evidence had been given for their suspension and what procedures the Town Council had in place for Grievances between Councillors and the Clerk. Mr Fairbrother stated he had been advised there should have been a warning before the meeting.

Council were mindful that Mr Fairbrother and Mrs Fairbrother were fully aware of the circumstances having been present at the September meeting.

A heated debate followed without any decision being made other than an agreement for a further meeting to take place on the 27th October to resolve the complaint.

The Chairman closed the meeting at 11.08pm.

Chairman

Date of next meeting:

– **Monday 27th October in the Council Chamber at 7.15pm**