

Kesgrave Town Council

Minutes of the meeting of the Kesgrave Town Council held on Monday 9th March 2015 at 7.15pm in the Council Chamber.

Present:

Mr N Beecroft-Smith	Mr P Mills – arrived 7.18pm
Mr A Comber – arrived 7.22pm	Mr J Ogden
Mr D Fairbrother	Mrs S Ogden (Chairman and District Cllr.)
Mrs S Fairbrother	Mr C Rayworth
Mr S Lawson	Rev R Spittle
Mr G Lynch (Town and District Cllr.)	

In attendance: Mrs J Francis (Deputy Clerk to the Town Council)
Mrs L Bennett (Assistant Clerk to the Town Council)
Mr C Hudson (County Councillor)
Mr R Whiting (County Councillor)
1 Member of the public

1. Apologies

Apologies were accepted from:

Mr M Azmoodeh – personal commitments
Mr P Miller – personal commitments
Mrs J Smith – personal commitments
Mr M Grimwood (District Councillor) – personal commitments
Mrs D McCallum (District Councillor) – work commitments
Mrs M Neale (District Councillor) – personal commitments
PCSO M Sarbutts – work 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 9th February 2015

Following points raised by individual Councillors and advice from SALC, a paragraph on page 366 at Item 6.a.2.D was struck out. The minutes having been issued, were then taken as read, approved and signed by the Chairman. **10 For; DF Abstained.**

Mr Comber arrived.

4. Matters arising

a. Site Specific Consultation response In response to the consultation, only two Councillors returned comments, as these were not in accord with each other, insufficient information was available to collate a KTC response.

b. East Anglian Rail Franchise Consultation response Mr Fairbrother and Mrs Goodchild had provided KTC with their individual responses to the East Anglian Rail Franchise Consultation which were fully endorsed by Council. It was agreed KTC would respond to the consultation supporting Mr Fairbrother's comments. They also wished to support Mrs Goodchild's letter and would seek her permission to do so.

5. Chairman's Report

The Chairman reported:

- she is in communication with Shona Bendix, CEO for SALC for advice over recent Council issues;
- she has taken part in Suffolk County Council's presentation to award Kesgrave this year's winner of Suffolk's Most Active Community competition. Council also agreed a letter of congratulations will be sent to Cheryl Tye, KWMCC Leisure and Community Co-ordinator, for the work she had carried out nominating Kesgrave;
- she had attended a meeting between Mrs McCallum, District Councillor, SCDC and KWMCC to discuss the Women's Cycle Tour of Britain 2015.

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 stated his term of Office as Suffolk County Council Chairman is due to end on 21st May 2015.

Mr Whiting, County Councillor, reported:

- SCC rate demand for 2015/2016 will have a 0% increase;
- information received from Mr Chenery, from SCC Highways, has indicated the All Saints traffic light trial switch off is expected to take place in May 2015.

Mr Lynch, as District Councillor, reported:

- SCDC rate demand for 2015/2016 will have a 0% increase;
- on the new SCDC HQ estimated to save approximately £200,000 per year on running costs.
- the Living Wage is to be given to all SCDC employees.

Mrs Ogden, as District Councillor, reported:

- in response to a question asked by Mrs Neale, District Councillor, Suffolk Police has confirmed work will commence to re-instate the Kesgrave SNT Office, after fire damage last year, on 23rd March and will take approximately 10 days to complete;
- as a result of the SCDC Public Space Protection Order for proposing parking restrictions in and around Cedarwood Green POS and surrounding roads six responses have been received and are being analysed;
- on the responses given to Mrs Fairbrother who, at the last Full Council meeting, on behalf of residents, had raised issues regarding Cedarwood Green POS.

- **to receive Police Matters reports**

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

- 1 PCSO Match funded report
- 2 12PT monthly report for February 2015

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

The Member of the Public did not wish to speak.

6. Notices and Correspondence

a. Items for discussion

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

1.D In response to a KTC enquiry, Mr Skevington, T/Assistant Chief Constable had replied on the re-opening of the SNT Office which was reported in the Adjournment by Mrs Ogden, as District Councillor. He also mentioned insurance issues relating to the fire at the SNT Office stating KTC should submit details of their claim for any losses. KTC only holds funds on behalf of the 12PT Tasking Group and has no claim on any property purchased by the Group. Mel Bently, as 12PT Chairman has been made aware of the situation and agreed to deal with Suffolk Constabulary and explain the situation.

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 and Mr Whiting left.

7. Financial and Governance Matters

a. Receipts and 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.

Mr Comber and Mr Rayworth left the room. Council agreed the payments in which they had declared an interest.

Mr Comber and Mr Rayworth then returned to the meeting.

Council agreed the remaining Receipts & Payments be accepted with the settlement of the accounts approved, with one exception to Suffolk Library IPS. This payment will be considered when agenda Item 14 has been accepted.

b. Transfer between accounts It was agreed £37,500 be transferred from Barclays Instant Access Saver to Barclays Current Account.

c. Transfer of Reserve Funds

Internal Transfer:

Youth Club MJH hire - February	168.00	To MJH
Spark	500.00	To Youth Club
Resident donation	40.00	To Youth Club
Youth Club Employee salaries	705.10	From Youth Club
Youth Club Employee expenses	40.37	From Youth Club
R Spittle/Tuck purchase	181.82	From Youth Club
Mixbrow- Fence & Gully	2,485.00	From MJH
Elmers/Cooking Equipment	8.32	From Youth Club
Elmers/Cooking Equipment	24.92	From Youth Club
Elmers/Cooking Equipment	38.17	From Youth Club
MJH Project Manager	1,125.00	From MJH
Spark	25,000.00	From MJH

d. The Council resolved that the public and the press be excluded for consideration of Item 7.e. Staff since publicity would prejudice the public interest by reason of the confidential nature of the business. 9 For; DF and SF Against.

The following items were taken after Item 22 and are minuted there.

e. Staff

i. Draft Minutes of the last meetings held 17th & 24th February 2015
(Confidential therefore held on file)

ii. Staffing Sub-Committee Report

A. Resignation of Clerk

B. Gratuity payment

iii. Five Year Plan, Staffing Sub-Committee, Forward Planning

iv. Lead Youth Worker increased hours

f. Camera purchase for Office use The Deputy Clerk informed Council it had proven difficult to purchase a camera within the agreed ceiling cost of £50. Council agreed to increase the purchase cost to £75 to include VAT. **Unanimous.**

g. Council Insurance Renewal A renewal notice for the year 2015/2016 had been received from Council's Insurance Company, Zurich. The new Policy includes the current MJH building and contents, the new fence at Cedarwood Green POS and 2 additional benches.

h. Late items for information Council has had the use of three Government Procurement cards which with staff changes will be reduced to only two cards. Council has agreed in principle for a request to be made to Barclaycard to increase the individual limit from £300 to £500 per card and increase the overall limit from £500 to £1000. This decision is to be ratified at April's KTC meeting.

8. Community Services Matters

a. Market Nothing to report.

b. MJH (Millennium Jubilee Hall) Mr Rayworth, as Project Manager brought forward the following for Council's attention:

– in response to complaints from residents regarding the speed of vehicles travelling to and from the MJH car park. Enquiries are being made into the feasibility of providing traffic calming measures. In the interim advisory '10mph' signs are being sought to be erected within the car park and on the driveway leading up to the building;

– in response to a request from Kesgrave Playschool investigations are being made for the provision of a sail to provide shade for the outside play space;

– hall bookings are increasing not only from individuals but also the business sector looking for a suitable venue to run courses.

c. Youth Club

i. Appointment of Safeguarding Officer Council were informed with the resignation of the Clerk, KTC have lost their appointed Safeguarding Officer. In the interim Reverend Spittle volunteered to fill the position which Council accepted. Reverend Spittle is in the process of completing the required documentation to hold this post.

d. Late items for information None.

9. Planning and Development Matters

a. Planning applications received since 6th February 2015, 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 4** to the permanent copy of these minutes.

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

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

10. Recreation and Amenities Matters

a. **Draft Minutes of the last meeting held 23rd February 2015** Members had been issued with a copy of the draft minutes and these are attached at **Annex 5** to the permanent copy of these minutes.

b. **Roads, footways and footpaths**

i. **All Saints Traffic Lights** This Item was discussed in the Adjournment by Cllr Whiting.

ii. **Crossing on A1214 near junction of Cambridge Road** Unfortunately progress on this request has been delayed due to other SCC priorities.

iii. **SNT Request for support for all night street lighting** An email requesting support from KTC for all night street lighting, to address the issue of thefts from motor vehicles, had been received from PCSO Sarbutts. PCSO Sarbutts will be informed his request needs to be addressed to SCC, as the Lighting Authority and state all KTC owned street lights are already programmed to remain on all night. Council agreed in the knowledge that SCC has a strict criteria regarding areas eligible for all night street lighting they are unable to support this request.

c. **Play Equipment Improvements and Provision, Additional Play Equipment and fencing Oak Meadow** Nothing to report.

d. **POS Adoption**

i. **SCDC Conditional Contract of Sale of Oak Meadow** The Contract of Sale and Overage documents have been received from the KTC Solicitor for checking. This will be carried out as soon as possible so that the signature versions can be sent and processed.

e. **Late items for information** None.

11. Community Information Project (CIP)

Mr Ogden reported two organisations, All Saints Church and the Library have signed up to the project, and numerous events are now listed.

12. Forthcoming Elections

The SCDC Election timetable of proceedings for 7th May 2015 had been issued to Members.

13. Five Year Plan

Having been circulated to all Committees for comment Mr Ogden had produced the final version of the Five Year Plan, which had been issued to Members and is attached at **Annex 6** to the permanent copy of these minutes. Council **agreed** to adopt the Five Year plan as a rolling programme and a working document. **9 For; DF and SF Against.**

14. Kesgrave Library

Mr Ogden informed Members the installation of a new footfall counter has proven there has been an increase in numbers attending the Library. The quarterly report is attached at **Annex 7** to the permanent copy of these minutes.

Mr Ogden, as a Director of IPS, left the room in order for Council to discuss the report which was accepted. Council **unanimously** agreed the quarterly payment can now be made.

Mr Ogden returned to the meeting.

15. Policy Documents

None.

16. Public Open Space issues

a. SCDC Public Space Protection Order This Item was reported in the Adjournment by Mrs Ogden, as District Councillor.

b. Bull Drive/Pontins Walk Barriers In response to an enquiry for the provision of barriers on Bull Drive/ Pontins Walk footway to prevent motor cycle access SCC had replied highlighting areas of concern and requesting further information which was read to Council. Council discussed at length the proposal and agreed a further request to SCC will be made asking for suggestions on which type of barriers can be installed to slow wheeled vehicles down rather than restricting the access for other users, and a guide of the potential costs involved.

17. Safeguarding Forum

The Chairman reminded Reverend Spittle he had agreed to produce a report on his proposal for a Safeguarding Forum to be presented for further discussion by the new Administration.

18. Standing Orders Amendments

Members were issued with an amendment to Standing Order 14(b) and 19 Handling Staff Matters where the words Staffing-Sub Committee had been substituted for Finance and Resources Committee which is attached at **Annex 8** to the permanent copy of these minutes.

19. Provision of WiFi access to meeting attendees

Mr Comber had prepared a report on the provision of WiFi access at meetings which was issued to Members and is attached at **Annex 9** to the permanent copy of these minutes. The report highlighted 6 options and the costs involved. Council agreed WiFi access will be for Members only and agreed **unanimously** to go with Mr Comber's recommendation of Option 4, the most cost effective option with the router being turned on and off as and when required.

20. Youth Council Provision

Mr Ogden informed Council he had attended a meeting at Kesgrave High School where the Staff were extremely interested in the suggestion of a Youth Council and agreed to advertise on their internal network for potential Members.

21. Report from Clerk and Press Officer

Kesgrave News article for April will be on the Election and Profiles of candidates. The Chairman will also be submitting an article about Mrs Read.

22. 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 member of the public left. Council was able to then consider the following:-

7.e. Staff

i. Draft Minutes of the last meetings held 17th & 24th February 2015 to be discussed later.

The Chairman referred to her email and thanked Members for their responses. The following matters were ratified:

– Council agreed to accept the proposal for SALC to provide support to complete the end of year accounts and Audit preparation at a cost of £200. It was also agreed investigations will be made with the financial software company, RBS to provide further training for all members of Staff. **Unanimous.**

Mr Comber left the room for the following item to be considered:

– In response to an enquiry Mrs Comber had agreed to offer support regarding Payroll matters, if required. Council were **unanimous** in accepting Mrs Combers offer which will be on the basis of a month to month rolling paid contract.

Mr Comber returned.

– SALC are unable to provide an Interim Clerk at present but will continue to pursue this request.

– In response to a request the Administration Assistant stated she is willing to increase her contracted hours from 16 to 18 hours per week. Council were **unanimous** this will be implemented immediately.

Mr Rayworth left the room for the following item to be considered:

– Members were reminded that Mr Rayworth's contract as MJH Project Manager which include the duties of Caretaker, will cease on the 31st March 2015. Council discussed at length the work Mr Rayworth has undertaken to maintain this facility and agreed until the Staffing Sub-Committee has confirmed the proposed staffing structure, the role of MJH Caretaker cannot be advertised. Therefore, for continuity and his working knowledge it was agreed to offer Mr Rayworth a one month rolling contract at his current rate. **10 For: DF Abstained.**

Mr Rayworth returned to the meeting and accepted the offer proposed to continue his role as MJH Project Manager/Caretaker on a rolling one month contract.

ii. Staffing Sub-Committee Report

A. Resignation of Clerk The Chairman having taken advice from SALC issued confidential copies of Mrs Read's letter of Resignation and Appendix to Members present at the meeting. Having read said documents they were taken back for disposal. SALC also stated this matter is not subject to any FOI requests.

B. Gratuity payment Further clarification is being sought on how to process the previously named 'Gratuity' to senior members of staff.

iii. Five Year Plan, Staffing Sub-Committee, Forward Planning Notification had been received from SALC regarding briefing sessions for new and experienced councillors. This information will be held on file and issued to Election nominees when the SCDC notification list is received.

iv. Lead Youth Workers increased hours Council agreed the Community Services Committee recommendation that the Lead Youth Worker be paid 4 extra hours per term in order for her to be present at the staff supervision sessions held by the Advisory Youth and Children's Worker.

The Deputy Clerk and Assistant Clerk left the meeting for the following item to be discussed.

Item 7 e. i. Staff Draft Minutes of the last meetings held 17th & 24th February 2015.

The meeting closed at 10.13pm

Chairman

Date of next meeting:

- Monday 13th April in the Council Chamber at 7.15pm**

Refers to a confidential note for:-

**Item 7 e. i. Staff Draft Minutes of the last meetings held 17th & 24th
February 2015**

This item was taken in camera and the confidential note is therefore held on file.