

## **Kesgrave Town Council**

Minutes of the meeting of the Kesgrave Town Council held on Monday 13th April 2015 at 7.15pm in the Council Chamber.

<b>Present:</b>	Mr M Azmoodeh	Mr G Lynch (Town and District Cllr.)
	Mr N Beecroft-Smith	Mr P Mills
	Mr A Comber	Mr J Ogden
	Mr D Fairbrother	Mrs S Ogden (Chairman and District Cllr.)
	Mrs S Fairbrother	Mr C Rayworth
	Mrs N Goodchild	Rev R Spittle
	Mr S Lawson	

**In attendance:** Mrs J Francis (Deputy Clerk to the Town Council)  
Mr R Whiting (County Councillor)  
Mrs D McCallum (District Councillor)  
1 Member of the Press  
2 Members of the public

### **1. Apologies**

#### **Apologies were accepted from:**

Mr P Miller – personal commitments  
Mrs J Smith – personal commitments  
Mrs L Bennett (Assistant Clerk to the Town Council) – illness  
Mr M Grimwood (District Councillor) – personal 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 March 2015**

The minutes having been issued, were then taken as read, approved and signed by the Chairman.  
**11 For: MA and NG Abstained.**

### **4. Matters arising**

As requested at last month's meeting the Deputy Clerk confirmed a response had been sent from the Town Council to the East Anglian Rail Franchise Consultation.

**Mr Whiting arrived.**

### **5. Chairman's Report**

The Chairman thanked Councillors who had contributed to Mrs Read's leaving present.

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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 Whiting, County Councillor, reported:

- on the appointment of Conservative Group Leader, Colin Noble and Deputy Group Leader, Christopher Hudson;
- no further information has been received regarding the All Saints traffic light trial switch off .

Mr Lynch, as District Councillor, reported:

- it was a strong possibility that a planning application may be re-submitted to develop land off Bell Lane, south of Long Strops. He also advised the Town Council they may wish to consider the need for a Neighbourhood Plan.

Mrs McCallum, District Councillor, thanked Mrs Ogden for the work she had carried out as Chairman to the Town Council and reported on:

- Neighbourhood plans;
- Kesgrave's title as being the second best place to live in England;
- Easter Egg Hunt;
- Motor Bike show and
- Firework Display.

Mrs Ogden, as District Councillor, reported:

- SCDC has found a buyer for Felixstowe Spa Pavilion who intend to re-vamp the building;
- she had given a live radio interview regarding Kesgrave's title for second best place to live in England.

– **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 March 2015

Further information had been received from Suffolk Police stating the work on the re-instatement of the Kesgrave SNT Office had been delayed and was now expected to commence on 7th April 2015.

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

A resident reported a hedgerow, on the footpath behind Peasey Gardens, had been cut which had unearthed a great deal of litter and asked if a litter pick could be arranged. The Deputy Clerk will deal.

## **6. Notices and Correspondence**

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

- 1.D** The Official Order had been received from SCDC regarding the number of Town Councillors to be increased from 15 to 16;
- 2.D.** Raffle tickets have been received to raise funds in support of East Anglia's Children's Hospice and are available for Councillors to purchase, on request.

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.

**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

**b. Transfer between accounts** It was agreed £10,000 be transferred from Barclays Instant Access Saver to Barclays Current Account.

**c. Transfer of Reserve Funds**

**Internal Transfer:**

Youth Club MJH hire - March	200.00	To MJH
Spark	500.00	To Youth Club
L D Rope Trust	6,590.00	To MJH
Spark	8,562.00	To Community Library Group
Youth Club session 12/02/15	24.75	To Youth Club
Youth Club session 24/02/15	49.10	To Youth Club
Youth Club session 26/02/15	9.91	To Youth Club
Resident donation	40.00	To Youth Club
Mixbrow – replacement goods	76.02	To MJH
Youth Club session 3 & 5/03/15	33.60	To Youth Club
Youth Club session 10 & 12/03/15	54.15	To Youth Club
Rushmere St Andrew PC	250.00	To Library Community Group
Youth Club session 17&19/03/15	25.50	To Youth Club
Youth Club session 26/03/15	21.50	To Youth Club
Library Community Grp – Spring Fayre	270.00	To Library Community Group
Youth Club Employee salaries	1,140.78	From Youth Club
Youth Club Employee expenses	106.49	From Youth Club
MJH Project Manager	1,431.00	From MJH
C Rayworth – MJH supplies	1.30	From MJH

**d. The Council resolved that the public and the press be excluded for consideration of Items 7.e. and 7.f.i Staff since publicity would prejudice the public interest by reason of the confidential nature of the business. Unanimous.**

The following items were taken after Item 17 and are minuted there.

**e. Staff Sub-Committee**

- i. **Draft Minutes of the last meetings held 3rd, 17th & 24th March 2015 (Confidential therefore held on file)**
- ii. **Gratuity payment (SSC Item 5)**
- iii. **Suggested Hours (SSC Item 10a from 3rd March 2015)**
- iv. **Staffing Structure (SCC Item 8)**
  - A. **Interim Clerk**
  - B. **Recruitment**
  - C. **Job Evaluation (SSC Item 8.c. from 24th March)**
- v. **Appointment of Tuesday Lead Youth Worker**

**f. Staff**

- i. **Hours and Payments of year end**

ii. **Government Procurement Cards** Council **ratified** the decision taken at last month's meeting regarding the two Government Procurement cards which was to increase the individual limit from £300 to £500 per card and increase the overall limit from £50 to £1000.

**g. Late items for information** None.

**8. Community Services Matters**

**a. Market** Nothing to report.

**b. MJH (Millennium Jubilee Hall)** Mr Rayworth, as Project Manager, stated in response to a request from Kesgrave Playschool for an external shade, shed and water fountain Spark has been approached and are considering financial assistance.

**c. Youth Club** It was reported that the current Lead Youth Worker, due to personal circumstances, has stated she will have to resign from her post on Tuesday evenings. She understands her contract states 3 months notice but has requested, if possible, this be sooner. The situation is being investigated.

It was also reported attendance at the Youth Club on Tuesday evenings has reduced considerably which may be a result of splitting this session into different age groups. This decision had originally been implemented due to the excessive numbers of young people attending and will continue to be monitored in order to assess any future decisions.

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

**9. Planning and Development Matters**

a. Planning applications received since 6th March 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.

Mrs Fairbrother, as Planning and Development Vice Chairman asked why she had not been reinstated on the circulation list as all suspensions had now expired. The Chairman stated it had been an oversight and it would be rectified.

**b. SCDC Area classification** Council agreed this item will be removed from future agendas.

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

## **10. Recreation and Amenities Matters**

a. **Parkrun** In response to a letter from a Member of Parliament, querying the use of inside facilities at MJH, the Chairman had replied explaining the situation.

b. **Roads, footways and footpaths**

i. **All Saints Traffic Lights** Nothing to report.

ii. **Crossing on A1214 near junction of Cambridge Road** Nothing to report.

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** A copy of the Contract of Sale of Oak Meadow and Overage documents had been received from the KTC Solicitor for checking. Mr Comber had read the documents stating only minor changes had been added since viewing the draft documents which would have no significant bearing on the transfer. Mr Comber recommended and Council agreed to accept the Contract of Sale from SCDC. The true copy will be requested for signing by the KTC Chairman.

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

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

Nothing to report.

## **12. Forthcoming Elections**

Council were informed 10 candidates standing for Kesgrave Town Council East and West Ward have been duly elected without contest. This still leaves the Town Council with 6 vacancies. It was agreed clarification and guidance will be sought from SALC on how to proceed in filling these places with the possibility of co-opting.

## **13. Kesgrave Library**

Nothing to report.

## **14. Policy Documents**

None.

## **15. Public Open Space**

a. **Bull Drive/Pontins Walk Barriers** SCC had provide further information on the process, costs and times scales involved to investigate the provision of barriers on Bull Drive/ Pontins Walk footway which were presented to Council.. The Deputy Clerk also explained that any design proposed by the SCC contractor will not necessarily be accepted by the Highway Authority. Council felt caught in an administrative dilemma and asked if Mr Whiting, as County Councillor, could be asked to investigate this matter for clarification on the process presented.

## 16. Article suggestions for Kesgrave News

Kesgrave News article for May will be the Chairman's Report from the ATM and contact details for SCC Highways when reporting problems.

Kesgrave News article for June will include a new Town, District and County Councillor list, including contact details, for Kesgrave. An article will also be submitted by the Project Officer on Millennium Jubilee Hall.

**17. 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.

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

### 7.e. Staff Sub-Committee

The Deputy Clerk stated that having not attended the Staff Sub-Committees and as the minutes presented had been very brief in content it had proved difficult to put together an agenda for tonight's meeting. It was made apparent that Mr Ogden had presented Members with additional papers at the last Full Council meeting and it was agreed that these should be annexed to the Staff Sub-Committee minutes to give a recorded account of what had been discussed. Mr Ogden will supply the Office with a copy of his documentation.

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

**ii. Gratuity payment (SSC Item 5)** Additional advice is being sought from BDO on the way forward.  
**11 For: DF Against, SL Abstained. Later:** Advice is also being sought from Prettys Solicitors by SALC on behalf of KTC.

The Deputy Clerk returned.

**iii. Suggested Hours (SSC Item 10a from 3rd March 2015)** Mr Ogden stated job adverts had been prepared for two senior Council employee posts. The suggested hours for each post will be 25 hours on qualified pay scales recommended by from NALC which are within Budget. The Staff Sub-Committee will be finalising details at their meeting to be held the following day.

It was agreed for any approval to be given on the proposals made by the Staff Sub-Committee copies of the documentation seen at last month's needed to be circulated again. Unfortunately this was not possible at the time; however, Mr Ogden would forward these papers to Members as soon as possible.

### iv. Staffing Structure (SSC Item 8)

**A. Interim Clerk** SALC has sourced a retired Clerk, Mrs Lea, who will assist KTC while staffing levels are being addressed. Mrs Lea is self employed and charges £20 per hour. It has been arranged she will take and write up minutes for forthcoming meetings which will include Community Services, Finance and Resources and the Annual Council Meeting in May. She will also deliver the New Councillor Seminar on the 11th May.

The Deputy Clerk stressed only a minor part of the work had been addressed and it was the day to day running of the office and carrying out statutory requirements that were under threat. At present the Office was operating with less than half of its Staff, in time, trying to cover a loss 65 hours per week. The Chairman encouraged the Deputy Clerk to contact Mrs Lea to discuss if see could give any additional help.

Mrs Fairbrother volunteered her services to help in the Office which were noted.

Council wished it to be minuted that the work of all three Clerks was greatly appreciated during the current situation..

The following items were deferred until the above documentation had been received.

**B. Recruitment**

**C. Job Evaluation (SSC Item 8.c. from 24th March)**

**v. Appointment of Tuesday Lead Youth Worker** The existing Youth Club employees had been informed of the vacancy, previously reported at Item 8.c. of which one has indicated an interest in the post and will be interviewed next week.

**f. Staff**

**i. Hours and Payments of year end** This item will be discussed at the Finance and Governance meeting for recommendation to Full Council.

**The meeting closed at 9.10pm**

Chairman

Date of next meeting:

- Monday 18th May in the Council Chamber at 7.15pm