

## ***Kesgrave Town Council***

Minutes of the meeting of the Kesgrave Town Council held on Monday 8th June 2015 at 7.15pm in the Council Chamber.

### **Present:**

Mr K Archer	Mrs N Goodchild
Mr N Beecroft-Smith (Chairman)	Mr D Isaacs
Mr R Bridgeman	Mr S Lawson (Town & District Councillor)
Mr A Comber	Mr G Lynch (Town & District Councillor)
Mr B Crutchfield	Mr J Ogden
Mr D Fairbrother	Rev R Spittle (Vice Chairman)
Mrs S Fairbrother	

**In attendance:** Mrs J Lea (Temporary Clerk to the Town Council)  
Mrs J Francis (Deputy Clerk to the Town Council)  
Mrs D McCallum, District Councillor  
Mrs S Mower, District Councillor  
Mr C Rayworth, MJH Project Manager  
4 Members of the public

### **1. Apologies**

Council accepted apologies from the following:

Mr P Mills  
Mr C Hudson (County Councillor)  
Mr Whiting (County Councillor)  
PCSO Justin Moss, Safer Neighbourhood Team

### **2. Co-option to cover for “Insufficient Councillor” numbers following the recent Election**

Letters of application had been received from Mrs D McCallum and Mr Ian Wallace and these were tabled. Mr Greg Thomas also expressed a wish to be considered. The Chairman asked Mr Wallace and Mr Thomas to speak to Council which they did. Mrs McCallum then intimated that as there were three applicants to fill two vacancies she wished to withdraw her application. Mr Thomas and Mr Wallace were proposed and seconded and it was agreed that they be co-opted. Mr Wallace and Mr Thomas took their places at the table and duly signed their Declarations of Acceptance of Office. Induction for new Councillors will take place on Monday 15th June at 7pm.

### **3. Declarations of Interest**

**a. To receive** Members made verbal declarations which they have recorded on the form attached at **Annex 1** to the permanent copy of these minutes.

**b. Completion of online forms reminder** Members were reminded to update their Register of Interest on line and new Councillors to complete.

### **4. Appointment of Committee and Council Representatives**

The Deputy Clerk described the Committees which were short of Members and it was agreed that all Councillors should serve on two Committees. It was agreed that Cllr Lawson serve on Staffing and Recreation and Amenities, Cllr Wallace on Planning and Development and Mr Thomas on Community Services and Recreation and Amenities. A list of Committee membership will be sent to all Councillors and is attached as an **Annex 2** to the permanent copy of these minutes.

## **5. Minutes of the last regular meeting held on 18th May 2015**

One amendment was agreed by members, namely Item 3 Cllr Spittle had proposed that District Cllr McCallum be co-opted to fill a vacancy on the Town Council and this had been agreed.

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

**Explanatory Note:** It had been noted that Mrs McCallum should apply in person to the Town Council which she has since done. (see Item 2 of these minutes)

## **6. Chairman and Vice Chairman Report**

The Chairman reported that he had attended the Most Active Town meeting which had also been attended by representatives of Suffolk Coastal District Council and the Community Centre. It was noted that the Community Centre was to organize sports activities on Wednesday and Friday evenings starting during the summer holidays and continuing beyond that time. These activities will not clash with the activities at the Youth Club.

The Chairman advised Council that there had been a good response to the adverts to fill the vacant staff posts and the applications would be opened and considered by Himself, Cllr S Fairbrother and Cllr Comber and shortlisting will take place.

The Vice Chairman had no matters to report.

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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 S Lawson, as District Councillor reported that he has undergone a variety of training. In future his reports, whilst containing an overview of District Council issues, would be more Kesgrave specific. He has been appointed to Licensing and Health Committee and Policy Development Task Group.

Mr Lynch, as District Councillor, reported attending the first meeting of the new Council. He has been appointed to the Scrutiny Committee and will Chair the Audit and Governance Committee. He is investigating the question of missed bin collections and the question of locality funding for the proposed outdoor gym.

Mrs D McCallum, District Councillor, reported that the recent Fun Run had been attended by around 300 people despite the wet weather. She has been appointed Chair of the District Planning Committee. There are some changes to the schedule of meetings and the Town Council will receive further information on this. Cllr McCallum told the meeting that the parking permits for Cedarwood Green will be signed off by the Cabinet Member.

Mrs S Mower, District Councillor reported that having been newly elected to the District Council, having lived on the Grange Farm for fifteen years, she has been appointed to Audit and Governance Committee and Scrutiny

– **to receive Police Matters reports**

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

1. SNT monthly report for June (PCSO Justin Moss)
2. Match Funded PCSO report for June (PCSO Mike Sarbutts)
3. 12PT monthly report for May 2015

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

A member of the public asked about the gate at Cedarwood Green. He was content to wait until the matter was discussed by Council.

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**The meeting reconvened and it was agreed to discuss Cedarwood Green next on the agenda and the meeting was adjourned to hear the report from Council's Project Manager.**

## **11. Recreation and Amenities Matters**

### **c. Cedarwood Green POS**

Mr Rayworth reported that following recent site meetings the fencing contractor had made suggestion on how the fencing could be made more sustainable. This may include stronger or higher panels, subject to planning permission. Also provision of additional litter bins on site which KTC already have stock. Mr Rayworth reported that he has been locking the gate since the last meeting and has not received any adverse criticism from the young people. It is possible that some are remaining in the area but not inside the fenced area. However, the locking up issue and how it effects caretaker staff needs further thought.

Cllr Comber reported that there had been a very positive meeting with the young people and those at the meeting had denied causing any damage. After further discussion there was a proposal that the area should, once more be locked at 9pm. The motion was lost. It was proposed that the gates continue to be locked at 10pm, to be reviewed again at the next Full Council meeting, when it is hoped the traffic restrictions will be in place. This was agreed 12 For: 3 Against.

## **7. Notices and Correspondence**

### **a. Items for Discussion** None.

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.

A property consultant, on behalf of Tesco, had contacted KTC to state they had been appointed to explore the possible sale of two pieces of land adjacent to their store in Kesgrave. They asked if KTC would be interested in a meeting to explore the parties respective thoughts/aspirations. Cllr Comber had contacted the property consultant asking for further information especially on the possible cost of the land and restrictions that are attached to it, in order for Council for give further consideration on this matter.

## **8. Financial & Governance Matters**

**a. Receipts and Payments** Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 4** 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** None.

**c. Transfer of Reserve Funds**

**Internal Transfer:**

Youth Club MJH hire - May	168	To MJH
Spark	500.00	To Youth Club
Youth Club session 21/04/15	27.47	To Youth Club
Youth Club session 28/04/15	12.30	To Youth Club
Youth Club session 30/04/15	10.80	To Youth Club
Youth Club session 05/05/15	45.80	To Youth Club
Youth Club session 12/05/15	20.90	To Youth Club
Youth Club session 14/05/15	12.20	To Youth Club
Martlesham PC	350.00	To Library Community Grp
Youth Club session 19/05/15	45.15	To Youth Club
Youth Club session 21/05/15	21.16	To Youth Club
MJH Project Manager	1,138.50	From MJH

These transfers were shown on the document distributed. The transfers were agreed.

**Cllr Beecroft-Smith left the room and Cllr Spittle took the Chair for the following item.**

**d. Expenses by and on behalf of Chairman (aka Chairman's Allowance)** The Chairman, Cllr Beecroft-Smith left the meeting. The Vice Chairman, Cllr Spittle took the Chair. It was agreed that the Chairman's Allowance remain at £250.

**Cllr Beecroft-Smith returned to the meeting.**

**9. Planning and Development Matters**

**a. Planning applications received since 15th May 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 5** to the permanent copy of these minutes.

**The meeting was adjourned to hear the report from Council's Project Manager.**

Mr Rayworth informed Council 306 Main Road and 35 St Olaves Road have both been placed on the agenda of the SCDC Development Management Committee to be held on Wednesday 10th June. Due to the importance of these applications it is considered expedient that the Town Council is represented at the meeting. Cllr Mills is unable to attend but SCDC has confirmed that Mr Rayworth may represent the Town Council at the meeting as he has insight into the applications. It was agreed that the Council's letter recommending refusal of the 306 Main Road application should be backed up by a presence at the meeting. Council agreed that Mr Rayworth should attend the meeting. There were two abstentions.

**The meeting resumed.**

## 10. Community Services Matters

**The meeting was adjourned for the following item.**

**a. MJH (Millennium Jubilee Hall)** Mr Rayworth reported that the Playgroup has requested that Council purchase three items, a sail, a shed and a drinking fountain. The Town Council will purchase these items.

Council confirmed the purchase of the 10mph signs for the MJH approach.

Some organizations using the hall are having problems with the light from the skylights in the roof of the hall. Estimates have been obtained for electrically operated blinds for the skylights. One quote is £2,603 and the other £2,670. It is hoped that some grant funding can be obtained for this item.

**The meeting resumed.**

**b. Market** There were no matters to report. It was confirmed that the review of the market had taken place.

**The meeting was adjourned for the following item.**

**c. Youth Club** Mr Rayworth reported that one contract is still to be issued and two to be amended. It is important to check up to date DBS checks and confirm certificate numbers. Cllrs were concerned that DBS checks were outstanding and that this information was not available. It was agreed that the matter be dealt with immediately. It was confirmed that that a risk assessment was in place and that the individuals in question are not sole workers with the young people. There was a suggestion that the Youth Club should be open 52 weeks a year and not closed during school holidays. This will be considered.

**The meeting resumed.**

## 11. Recreation and Amenities Matters

**a. Roads, footways and footpaths**

**i. All Saints Roundabout** Correspondence had been received from SCC Highways stating this matter is being progressed with the trial expected to commence September /October.

**ii Bull Drive/Pontins Walk Barriers** There was no report.

**b. POS Adoption**

**i. SCDC Conditional Contract of Sale of Oak Meadow** The legal work is now complete and the fence should be installed in the near future.

**c. Cedarwood Green POS** This matter was addressed after the Adjournment.

## 12. Provision of Recording equipment

Cllr S Fairbrother reported on the equipment contained in her paper and suggested that Council could obtain suitable equipment at a cost on £139.98 plus VAT. Cllr Ogden suggested that this equipment would not be suitable to meet Council's requirements and the actual cost for more suitable equipment would be somewhat higher. Cllr S Fairbrother suggested that Council should be more transparent and that the recording of each meeting could be put onto the Town Council web site to allow the public to hear the meeting first hand. This did not meet with the approval of all Councillors. The Chairman asked for a proposal and Cllr S Fairbrother proposed that Council purchase the equipment referred to in her report in order to record future meetings of the Council. This was seconded by Cllr D Fairbrother. A vote was taken with two votes in favour and six votes against. There were seven abstentions. The motion was, therefore, lost.

### **13. Public Open Space Matters**

No matters had been raised.

### **14. Web site updates**

District Cllr McCallum has suggested that, as the office has regular enquiries about ongoing matters, consideration should be given to putting regular updates on the web site. It was suggested that when movement on an issue was slow this could cause frustration. The Deputy Clerk will discuss the matter with Council's web master and report to the next meeting.

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

Articles submitted for Kesgrave News are: The updated list of Councillors with contact details.

### **16. 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.

**There being no further business, the Chairman closed the meeting at 9.43pm.**

**Chairman**

Date of next meeting:

– Monday 13th July, Full Council in the Council Chamber at 7.15pm