

## ***Kesgrave Town Council***

Minutes of the meeting of the Kesgrave Town Council held on Monday 13th July 2015 at 8.16pm in the Council Chamber.

The meeting commenced at 8.16pm following a public meeting held in the car park of the Council Offices to discuss the Traveller encampment in the Town. The Council Chairman, Councillor Beecroft-Smith had read a prepared statement following which Members of Suffolk Coastal District Council and Suffolk County Council had led the public meeting and answered questions.

### **Present:**

Cllr K Archer	Cllr D Isaacs
Cllr N Beecroft-Smith (Chairman)	Cllr S Lawson (Town & District Councillor)
Cllr R Bridgeman	Cllr G Lynch (Town & District Councillor)
Cllr A Comber	Cllr J Ogden
Cllr B Crutchfield	Cllr G Thomas
Cllr D Fairbrother	Cllr I Wallace
Cllr S Fairbrother	

**In attendance:** Mrs J Lea (Temporary Clerk to the Town Council)  
Mrs J Francis (Deputy Clerk to the Town Council)  
Mr C Hudson (County Councillor)  
Mr R Whiting (County Councillor)  
Mrs D McCallum (District Councillor)  
Mrs S Mower (District Councillor)  
Mr C Rayworth (Project Manager)  
5 Members of the public

### **1. Apologies**

Council accepted apologies from the following:-

Cllr N Goodchild – family commitments  
Cllr Mills – illness  
Cllr R Spittle – family commitments  
PCSO J Moss, Safer Neighbourhood Team  
PCSO M Sarbutts, Safer Neighbourhood Team

### **2. 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.

### **3. Minutes of the last regular meeting held on 8th June 2015**

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

### **4. Chairman and Vice Chairman Report**

The Chairman thanked all the staff for their work during the four weeks of the traveller encampment in the Town. He also thanked the District Councillors and Mr Rayworth, Project Manager, for their efforts to get the matter resolved.

The Chairman explained that, due to advice from the National Association of Local Councils it was no longer necessary for an adjournment to invite non Town Council members to speak. The opportunity to speak at any time would be at the invitation of the Chairman of the meeting. To assist this change all Councillors would be referred to as Councillors both at the meetings and in the minutes.

The Chairman also informed Council that he had attended the Ipswich Mayor's Annual Reception.

There was no report from the Vice Chairman.

**5. To receive reports from County and District Councillors, the Police and take questions from Members of the Public.**

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

Mr C Hudson, County Councillor spoke about the meeting with the public and asked that a public meeting be held as soon as possible. He reported that the 'buzz word' at County is devolution to local level.

Mr R Whiting, County Councillor congratulated the Chairman on the way he had handled the public meeting held earlier. He hoped that a venue could be found for a public meeting in the Town. He had asked for the street lights to be turned on in Kesgrave at night until the matter was fully resolved. He reported that funding has been obtained to deal with the flooding issues in areas of the Town.

Mr S Lawson, as District Councillor reported that he was still undergoing a variety of training. In future his reports, whilst containing an overview of District Council issues, would be more Kesgrave specific. He had spoken with a large number of residents during the recent problems and he considered that the District Councillors had worked well as a team to support the residents. He suggested that measures must be put in place as a matter of urgency to prevent a re-occurrence of the problems. He was pleased that work had been carried out on potholes and that hedges and drains had been dealt with. He also hoped that a meeting could be arranged in the near future with the residents.

Mr G Lynch, as District Councillor reported that he would be using his Enabling Budget for the benefit of the community and would welcome requests for assistance. He also expressed the wish that a public meeting be held as soon as possible.

Mrs D McCallum, District Councillor thanked the Town Council staff for all that they had done during the encampment of the travellers in the Town. She also thanked her fellow District Councillors for all they had done during the difficult time and expressed the wish that the public meeting be arranged as soon as possible. She also reported on:

- the planning application for the erection of a new foodstore in Hartree Way;
- a grant of £2,000 has been received from a local business to assist with the cost of the Fireworks Display. The children's ticket would still cost £2 but there would be more in the way of entertainment;
- Development Management meetings and the importance of Town Council representation when required.

Mrs S Mower, District Councillor also reported on the planning application for the Co-Op store which has now been approved.

**6. To receive Police Matters reports**

Members had sight of the Police and foregoing reports which are held on file.

**7. To allow members of the public to speak**

A member of the public asked about the gate at Cedarwood Green. He said that there were severe problems with drugs, noisy vehicles and litter. He considered that the later opening time has exacerbated the problems. He considered that the late opening was encouraging older youths to gather and remain until late and that people's health and well-being were being adversely affected.

In reply to a question from the floor the Chairman suggested that the proposed public meeting in relation to the Travellers should be chaired by either County or District Councillors. Mr Hudson, County Councillor agreed to do so. The Town Council would facilitate the meeting and would ensure that it was advertised widely in the Town.

Mr Rayworth suggested that Cllr S Fairbrother had exacerbated the problems regarding the travellers by the messages she has placed on the Facebook page. Cllr S Fairbrother denied this, stating all Facebook entries were posted as a member of the public.

**8. Notices and Correspondence**  
**a. Items for Discussion**

**1.D.** A letter had been received from Seafarers UK reporting on Merchant Navy Day which is held annually on 3rd September. The letter asks that the Town Council support the day by flying the appropriate flag on that day. This was unanimously agreed. It was suggested that the Town Council should own a flag pole and this will be an agenda item, with costs, at a later meeting.

**2.D.** A survey has been received from NALC requesting information to assist with an appeal that Town and Parish Councils should receive a share in the business rates and should be exempt from payment of rates on community assets. It was agreed that this survey be completed.

A copy of the list 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.

**9. Financial and Governance Matters**

**a. Payments** The Deputy Clerk explained that there was only a payment sheet as the new Financial Package is being processed. This was issued to each Councillor and is attached at **Annex 3** to the permanent copy of these minutes. When fully operational this will supply comprehensive figures for the preparation of budgets. The payments were unanimously agreed.

**b. Confirmation of Clerk and Business Facilities Manager** Appointments to both posts had been accepted. Mrs Susan Clements, as Clerk and Proper Officer and Mrs Diane Jimpson, as Business and Facilities Manager. Mrs Clements will take up her post on 3rd August and Mrs Jimpson on 11th August.

It was noted that, although the temporary Clerk had been present at the interviews she had taken no part in the interview process.

**c. Council resolved that the public and press be excluded for consideration of Item 9.D. Quotations from HR companies, since publicity would prejudice commercial sensitivity and these matters be deferred to follow Item 17 on the agenda.** The exclusion was passed with two abstentions.

**d. Quotations from HR companies**

**e. Future of the Staffing Sub Committee** With the proposed appointment of an HR Company which is fully experienced in employment law, pensions, staff grievances etc. it was proposed that the Staffing Sub Committee be dissolved. This was agreed with two abstentions.

**10. Planning and Development Matters**

**a. Planning applications received since 5th June 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 Development Management meeting held on 10th June 2015** Mr Rayworth had attended the meeting and reported the application for 35 St Olaves Road had been withdrawn. The application for 306 Main Road was discussed following a lengthy discussion on a similar application in Felixstowe, which was refused. Refusal for 306 Main Road was unanimous. KTC had been right to recommend refusal.

**c. Weekly Planning Circulation** Time delays are occurring causing problems responding to applications. The Chairman proposed looking at the possibility of working electronically. This will be considered at a future meeting.

## 11. Community Services Matters

a. **MJH (Millennium Jubilee Hall).** Mr Rayworth reported that a grant has been received from SPARK to purchase items for the playgroup. Response on the request regarding the blinds is still awaited. Bookings are being lost due to the fact that the light cannot be obliterated. Mr Rayworth asked that money is transferred from Reserves to cover the cost of the blinds, £2,603. District Cllr McCallum offered £1,300 from her Enabling Budget, District Cllr Mower offered £1,000 and District Cllr Lawson £300 which Council gratefully accepted. The 12 months review of the building is taking place and a few small snags are being dealt with.

b. **Youth Club.** Cllr Bridgeman reported that he and Cllr Spittle had met with Mrs Redden, Thursday Youth Leader and it had been agreed that there was a need to 'sharpen up' on a few issues and this will be done. They had been very heartened by the meeting. He confirmed that all the DBS's are in place or have been applied for.

## 12. Recreation and Amenities Matters

### a. Roads, Footways and Footpaths

i. **Resident concerns regarding HGV vehicles using Penzance Road.** It was noted that, whilst this has been happening for many years, the problems seem to be worsening. The One Stop Shop receives more than one delivery at one time and this affects the bus stop. HGV training lorries also use the route. After some discussion it was agreed to seek out the original planning permission to look at any conditions imposed with regard to deliveries and then discuss these issues with the Manager of the business.

ii. **Resident concern regarding Bell Lane/Foxhall Road junction.** A resident has written to SCC several times, since 2002, asking for improvements to this junction and has requested the support of KTC. He suggests the improvements should include an extension of the 30mph from the entrance of Foxhall Stadium to the junction of Bell Lane, especially as permission for more housing at Martlesham has been granted. After discussion it was agreed that the Town Council will write to SCC Highways supporting the necessity of improvements to the area on safety grounds.

b. **Cedarwood Green POS** Mr Rayworth reported that he had been locking the facility at 10pm for eight weeks and during that time no residents had appraised him of any problems in the area. He suggested that if vehicles are returning to the area after it is locked it is a Highway issue and not a Cedarwood Green issue. The five damaged fence panels will be replaced at a cost of £595. A member of the public suggested that the Council was hiding the fact that the Caretaker had been abused, but this was denied by the Chairman. Whilst the Police report shows that there are some problems in the area they are not caused by the youngsters using the facility. It was noted that there are problems in other areas of the Town. It was considered that changing the closure to 9pm may have an adverse effect on the proposed vehicle restriction order for the area. The matter will be reviewed at the next meeting when, hopefully, the Traffic Order will be in place. There was a proposal that the gates be locked at 9pm. This was seconded. An amendment was made to leave the closing time at 10pm and this was also seconded. A vote was taken on the amendment and this was agreed with two votes against. The amendment therefore became the motion and the original proposal was lost.

**Mr Rayworth and two members of the public left the meeting.**

## 13. Public Open Space Matters

a. **On-going Maintenance of All Saints Churchyard.** This closed Churchyard is the responsibility of SCDC and is cut, by them, four times each year. Because of the high growth a great deal of mess is left after cutting and as this is the approach to the present Lawn Cemetery it is unsightly. Rev Spittle has requested that the Town Council consider having their Cemetery Contractor cut two metre strips each side of the pathway and in front of the church entrance to compliment SCDC cuts for the remainder of the growing season. The cost for each cut would be £78. Council **agreed** that the

Cemetery Contractor will be asked to cut the Churchyard to augment SCDC current seasonal cuts. It was also agreed due consideration should be given to the matter when budgeting takes place in the autumn.

**14. Disposal of TESCO Surplus Land parcels**

Cllr Comber proposed, as there are key projects that the Town Council is considering, it should engage with the agents of Tesco to discuss the likely cost of the land in question. He also proposed that Council approach SCDC to obtain advice on the use of the said land. Council agreed for Cllr Comber to progress this matter.

**15. Web site update**

It was reported that news and information can now be placed on the front page. The web site is working well.

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

Articles submitted for Kesgrave News are: MJH Report, Adverts for the posts of Caretaker.

The Temporary Clerk drew Council's attention to the fact that there are confidential files and information in the Town Council Office which the Clerks are responsible for and whilst Councillors may wish to obtain information they should always do so through the Clerk.

**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)**

**The members of the public left the meeting.**

**9. Financial and Governance Matters**

**d. Quotations from HR Companies** Cllr Comber reported that quotations had been received from three companies, two Ipswich based and one based in Bury St Edmunds. Cllr Comber outlined the merits of the three companies and made a proposal as to the company he considered best suited to Council's needs. Cllr Wallace agreed to consider the Terms of Reference. Council agreed that if these are acceptable then the company be employed.

**There being no other business the meeting closed at 10.43pm**

**Chairman: ..... Date .....**

**Date of next meeting:**

**– Monday 10 August, Full Council in the Council Chamber at 7.15pm**