Kesgrave Town Council

Minutes of the meeting of the full Kesgrave Town Council held on Monday 10th August 2015 at 7.15pm in the Council Chamber.

Present:

Cllr K Archer	Cllr S Fairbrother
Cllr N Beecroft-Smith (Chairman)	Cllr G Lynch
Cllr A Comber	Cllr J Ogden
Cllr B Crutchfield	Cllr G Thomas
Cllr D Fairbrother	Cllr R Spittle

In attendance:

Mrs S Clements (Clerk to the Town Council)
Mrs J Francis (Deputy Clerk to the Town Council)
Mr C Hudson (County Councillor)
Mr R Whiting (County Councillor)
Mr C Rayworth (Project Manager)
PCSO J Moss (Safer Neighbourhood Team)
2 Members of the public

1. Apologies

The Council accepted apologies from the following Councillors:-

R Bridgeman (unwell), N Goodchild (family commitments), D Isaacs (family commitments), S Lawson (family commitments) and P Mills (recovering from an operation).

District Councillors, Mrs D McCallum and Mrs S Mower.

PCSO M Sarbutts.

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 Full Town Council Meeting held on the 13th July 2015

The Minutes having been issued were then taken as read and were approved and signed by the Chairman, subject to the following amendments, additions and deletions:-

Agenda Item 7 – To Allow Members of the Public to Speak

Addition:
"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."

Addition:
"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."

Agenda Item 13 followed with an Adjournment which was deleted
The Council noted that a lengthy email had been received from a local resident to the Clerk earlier on and just prior to this Town Council Meeting. The Chairman is aware of the content.

It was proposed, seconded and the vote carried not to read out the said email which was considered inappropriate. Councillor D Fairbrother and Councillor S Fairbrother asked for their respective votes of refusal to be recorded in the Minutes.

It was **agreed** to consider the matter of uploading the Town Council's Minutes onto its website in draft format at the next Town Council Meeting, or whether it is good practice to just upload the approved versions.

4. Chairman/Vice Chairman Report

The Chairman reported:
– he had attended the Public Residents Meeting, regarding the Travellers, organised by the County Councillors. No notes had been received from that meeting to date;
– he advised Councillors that it is desirable for all Councillors, both new and more experienced together with Officers to attend a SALC Councillor Training Course. The Clerk has been in contact with SALC and arranged an appropriate Bespoke Session. Further details about the sorts of modules which will be covered and the confirmed date will follow from the Clerk;
– correspondence had been received from a non-resident who attends the Kesgrave Park Run stating how a number of local residents, who when asked had been helpful in providing private parking spaces during the difficulty with the Travellers when parking was limited at the time of this event.

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.

Councillor C Hudson, County Councillor reported:
– on the Travellers situation in the Town stating a more strategic look at these sorts of risks for the future would need to be addressed including identification of potential key hot spots of land in the area;
– he had been contacted by the local press about bicycles being stolen in the area, which he noted seems to more problematic of late. Councillor Hudson advised Councillors that PCSO Moss is fully aware of the issue with bicycle theft.

Councillor R Whiting, County Councillor reported:
– he had requested information including a quotation, from the appropriate officer at Suffolk County Council Highways, to be sent to the Town Council regarding the proposed design work for the crossing on the A1214 at the junction of Cambridge Road;
– the matter of the traffic lights at All Saints roundabout is still being pursued.

Councillor G Lynch, as District Councillor reported that he had attended the Public Residents Meeting about the Travellers and he spoke about the temporary barriers that had been implemented. Councillors noted that the District Council will be looking at more of a long term permanent measure, but this would be after consultation with other statutory consultees and partners, including consulting and working with local residents. Following the suggestion from Councillor Lynch about utilising the Town Council's website with details about any suggestions or proposals, together with maps about potential allocated sites, the Deputy Clerk asked for a set of wording from SCDC, including an expiry date for the consultation period which could be put onto KTC web site.

With regard to Travellers and at this point and within Councillor Lynch's Report, Councillor Comber reported that he and Mr Rayworth have viewed local areas with a view to identifying potential sites at risk areas in the future for travellers, together with establishing the owners of the said identified areas. Councillor Lynch considered that liaison with the Town Council is imperative. Councillor S Fairbrother raised her concerns about early inclusion and consultation with the local electorate. Councillor Lynch said that he would liaise with the Town Council with a view to arranging for a suitable article to be published in the earliest edition of Kesgrave News.

Councillor Lynch continued with his Report and advised the Town Council that Planning and Development Control aspects are currently being reviewed by the Local Planning Authority (LPA) and the proposed changes, once agreed and when the legalities have been finalised will be fed back to the Town Council.

He advised Councillors that residents will not be charged for the Brown Bins this financial year and that different options are currently being looked at.

6. Kesgrave Safer Neighbourhood Team

Members had been issued with the SNT Crime Reports which are attached to **Annex 2** to the permanent copy of these minutes. PCSO Moss reported:

– on the most recent activities in the town, primarily the travelling community being encamped in the town;

– raised concerns about the increase in bicycle theft issues. He emphasised that Tescos is not the primary area for thefts. It was noted that 89% of the bicycles were not securely locked. The Police have been working closely with Tescos who have diligent staff and also the benefit and use of CCTV Cameras. PSCO Moss advised that the local Press have taken an interest in the bicycle thefts. Councillors noted that Kesgrave High School can be a prime area at times for bicycle thefts. The Police hope to liaise with the School in the new academic year;

– Councillors noted that the Safer Neighbourhood Team (SNT) Office is not officially re-open as yet, but that the Police are hoping that they will open shortly and will publicise this.

7. To allow members of the public to speak

No member of the public wished to speak at this point.

PCSO Moss left the Meeting at this point.

8. Notices and Correspondence

a. Items for Discussion A copy of the list 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.

1.D. The Christian Family Church The Deputy Clerk advised the Council that a thank you letter has been received from the Senior Pastors thanking the Council for the £800 Grant.

Councillor Ogden left the room during item 8.2.D following the pecuniary interest that he has declared.

2.D. Kesgrave Library Following a proposal, which was seconded and then voted on, it was unanimously agreed that the Town Council would continue to fund the Library after accepting and agreeing the Report on usage levels for 2015/2016.

3.D. Resident Letter The Deputy Clerk advised members about the communication received from a local resident making the point that whilst she disagrees with the ethos of the Travellers, that when the travellers were in the town, there appeared to be a lower level of anti-social activity, whereas now that they have left the area, the general anti-social behaviour regarding noise and litter has become more evident. The resident in question just wanted to bring this matter to the attention of the Council, where they will be keeping a diary of events in this regard. The Deputy Clerk agreed to bring this matter to the Safer Neighbourhood Team, as there are probably key times when this is occurring.

4.D. Kesgrave Park Run 1st Birthday Celebrations An invitation had been received to any councillor to attend this event and represent the Council on Saturday 19th September 2015 at 9am. The run will take place as normal at 9am, followed by a short award ceremony and some food and drinks thereafter.

Any councillors who wish to attend were asked to inform the Town Council Office.

The County Councillors left the meeting.

9. Financial and Governance Matters

a. Draft Minutes of the last Meeting held on the 3rd August 2015 2015 Members had been issued with a copy of the draft minutes and these are attached at **Annex 4** to the permanent copy of these minutes.

i. New Financial package (F&G Item 6) Councillor Ogden advised the Council that the new financial package is in place and is being embraced and utilised well.

ii. Assets Register (F&G Item 7) Councillors noted that a separate Assets Register for the Millennium Jubilee Hall (MJH) would be set up and maintained. A copy of the Asset Register is attached at **Annex 5** to the permanent copy of these minutes.

iii. Risk Register (F&G Item 9) The new financial package will be included on this register, noting the required regular backups and the risk associated with this piece of the Council's Property (software and hardware). A copy of the Risk Register is attached at **Annex 6** to the permanent copy of these minutes.

iv. Council resolved that the public and press be excluded for consideration of Items 9.a.v.Staff, since publicity would prejudice staff confidentiality, and these matters be deferred to follow item 16 on the agenda. Unanimous.

v. Staff (F&G Item 11)

b. Receipts and Payments The Deputy Clerk advised the Council that she is becoming more familiar with the new system and explained the details within the Receipts and Payments. She answered queries and dealt with all points of clarification. Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 7** to the permanent copy of these minutes.

Council **agreed** £60,000 from Barclays Current Account to Active Saver be transferred.

The following transfers to/from Reserve funds from April to August 2015 were also authorised:

Martlesham PC	350.00	To Library Community Group
Library Expenses x3	390.61	From Library Community Group
Fireworks Expenses x2	969.65	From Firework Display

c. Annual Return for 2014/2015 The External Auditors had returned the Annual Return for 2014/2015 bringing Council's attention to the omission of the new play equipment as a fixed asset to the value of £57,000. Council agreed unanimously, to the correction on Annual Statement which was signed and dated by the Chairman at the Meeting. Councillor Comber and the Council thanked the Deputy Clerk for her hard work and especially with regard to her becoming compliant with the new Financial package.

10. Planning and Development Committee Matters

a. Planning applications received since the 10th July 2015, responses for comment/approval and their Planning matters Councillors noted that any planning proposals received have been considered by the Planning and Development Committee and this Committee's responses in its delegated powers function have been advised to the Local Planning Authority (LPA). The list of planning applications is attached at **Annex 8** to the permanent copy of these minutes.

The Clerk highlighted that the Town Council as statutory consultee to the Local Planning Authority (LPA) do need to reconsider its Terms of Reference and frequency of Planning and Development Committee Meetings and it was agreed to consider these matters at the next Planning and Development Committee Meeting which is being held on the 17th August 2015.

11. Community Services Matters

a. Millennium Jubilee Hall - (MJH) Mr Rayworth, as Project Manager in presenting this

Report, advised the Town Council that the blinds have been ordered and that these should be in place shortly. The grant application that he is processing has now been completed and he is just getting it signed by the necessary signatories, including the Town Clerk. Mr Rayworth reported on minor decorative matters which need to be undertaken and also a deep floor clean, which are all within budget. The Council was delighted to note that more hirers have recently been secured. Councillor S Fairbrother asked about the cracks that she had noted, possibly settlement cracks. Mr Rayworth agreed to look at the areas in question and report back accordingly.

b. Youth Club Report Council noted that the Safeguarding Officer is now the Town Clerk. She advised members that she has the relevant Suffolk County Council recognised training which will expire in November 2017, when refresher training will be needed.

12. Recreation and Amenities Matters

a. Roads, footways and footpaths The Deputy Clerk presented details of correspondence received from Councillor Whiting with regard to the proposed crossing at the junction of the A1214 and Cambridge Road, where there is currently no proper footpath or dropped kerb. She explained that a design is needed in the first instance by SCC Highways. The Deputy Clerk suggested that it may be in the interests of local people to pay towards this Design, where the contribution by KTC would be £1776. (Two thirds of the cost are being paid for by the County Councillors through their respective budgets). A full and detailed discussion ensued including the likely usage of this area. The dangers in crossing the road for the Farm Shop were noted, together with various suggestions about the possible practical improvements in this area. It was proposed, seconded and carried, with voting of all councillors in favour with one against to resolve to pay £1670 towards the cost of the Design.

Councillor S Fairbrother had received information that the length of the hedging and vegetation on the north side of the A1214 will be cut.

b. Cedarwood Green POS

i. Project Manager Report Mr Rayworth reiterated the comments within the Report presented by PCSO Moss with regard to no problems being brought to his attention in this area of late with regard to antisocial behaviour. He asked for clarification about replacement of the fencing. He explained that the cost initially was for five panels which equated to some £590, but Mr Rayworth now considered this would be three panels as he has managed to repair two of them. Mr Rayworth also asked about closing times of this area in accordance with the signs on the gate and asked for clarification in this regard. He also confirmed that the flood lights have not been switched on. At this appropriate point in the Meeting the Chairman brought to the attention of the Council details regarding the proposed Public Spaces Protection Order which was today received from the District Council. The details of the Order and Sanctions were considered by the Town Council. Councillor S Fairbrother reaffirmed the details of the original proposed Order. Councillor Comber updated the Council about the expansion and exclusion of some of the areas within the original consultation. It was felt that it was not intended to have a closed gate area too inclusively. Councillor S Fairbrother and Councillor D Fairbrother raised their concerns about the details of the Order. A full and detailed discussion ensued. Following the debate the Chairman reaffirmed the details of the Order and asked for a proposal to support the Order in principal.

The Chairman allowed an adjournment at this point in the Meeting for a member of the public to speak with regard to concerns about the Order being possibly instrumental in moving the vehicles which are causing anti-social behaviour to a different area. The member of the public asked for further clarification about the Order.

It was proposed, seconded and it was carried to resolve to accept the details of the Order. Councillor D Fairbrother and Councillor S Fairbrother voted against the proposal and asked for their respective votes to be recorded in the minutes. The Clerk will advise the District Council about the Council's resolution with regard to the Public Space Protection Order.

13. Public Open Space Matters –There were no matters as the Public Space Protection Order was dealt with under Agenda Item 12.

14. Disposal of Tesco Surplus Land parcels

Councillors noted the initial preliminary Meeting which has been agreed with Tescos on the 21st August 2015 at 3pm with the Chairman, Councillor Comber and the Clerk. An update will be provided at the next Town Council Meeting.

15. Report from Clerk and Press Officer

The Clerk advised the Council that an item has been sent for inclusion in the September 2015 edition of the Kesgrave News Magazine, which includes an introduction about the new Clerk and the new Business and Facilities Manager. She also advised Councillors that a note was included politely reminding local residents about the need to cut back any vegetation which may be obstructing public foot ways and highways.

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) There were no items.

9. Financial and Governance Matters

v. Staff (F&G Item 11) Confidential Staffing Report dated the 10th August 2015. (This Report is included within the Minutes of the 10th August 2015 Full Town Council Meeting, but will be filed in a separate Confidential Minute File).

There being no other business the meeting closed at 9.35pm.

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

Date of next Full Council meeting: Monday 14th September 2015