

KESGRAVE TOWN COUNCIL

Minutes of the Meeting of the Full Town Council Meeting held on Monday, 14th September 2015 in the Council Chamber, Kesgrave Town Council Offices

Present:-

Councillors:

N Beecroft-Smith (Chairman)
R Bridgeman
A Comber
B Crutchfield
D Fairbrother
S Fairbrother
N Goodchild
D Isaacs
S Lawson
J Ogden
R Spittle
C Thomas
I Wallace

In Attendance:

Mrs S Clements (Town Clerk)
Mrs J Francis (Deputy Clerk)
Mrs D Jimpson (Business and Finance Manager)
One Member of the Public

- 1. Introductions and Apologies for Absence** – The Chairman and the Town Council welcomed Mrs Diane Jimpson the Business and Finance Manager to the Council and her first Meeting. The Council received and accepted apologies for the following Councillors:-K Archer (away on holiday), G Lynch (SCDC Audit & Governance Meeting) and P Mills (feeling unwell). Apologies for absence were also received from District Councillor S Mower and County Councillors C Hudson and R Whiting. Apologies from the Police and the Safer Neighbourhood Team (SNT) were received from PSCO J Moss and M Sarbutts.
- 2. Declaration of Interests** – Members made declarations of interest which they have recorded in the Interest Book. Councillor Comber declared a pecuniary interest under agenda item numbered 10 the Schedule of Accounts and the IT item and Comber Enterprises and Councillor Ogden declared a pecuniary interest under the Library claims item. Councillor D Fairbrother, Councillor S Fairbrother and Councillor Thomas all declared non-pecuniary interests under agenda item numbered 13 Recreation and Open Spaces and Cedarwood Green.
- 3. Minutes of the last Full Town Council Meeting held on the 10th August 2015** – These Minutes were received, considered and agreed. The Chairman signed the Minutes and initialled each page at this point during the Meeting.

- 4. Matters Arising/Clerks Report/Update**– The Council considered any relevant matter arising from the last Meeting and not dealt with under any other agenda item.

Matters Arising Minute Number 5 – Reports from County & District Councillors, Police and the Public – The Clerk advised that a joint statement has been received from both the County and District Councils (already received) and this will be submitted to the Kesgrave News for the October 2015 edition.

Matters Arising Minute Number 12 – Roads, Footways and Footpaths – The Deputy Clerk provided an update regarding the proposed crossing at the junction of the A1214 and Cambridge Road. She reminded the Town Council that they have previously agreed to pay a third towards the cost of the design of this project. The Deputy Clerk was also able to confirm that the bus stop opposite Kesgrave Fisheries, on the A1214, does have a raised surface for wheelchair and buggy access.

Ropes Drive West – Trial Switch Off – Traffic Lights System The Deputy Clerk reported that the Highways Department from the County Council has been in contact regarding the traffic lights switch off trial which is proposed. This being 29th September 2015-6th October 2015 – 1 week survey prior to switching off. Then 7th-8th October 2015 – site preparation (temporary lining and signing works) with the actual trial taking place from the 9th-23rd October 2015 for 2 weeks.

Matters Arising Minute Number 14 – Disposal of Tesco Surplus Land Parcels – The Chairman advised the Council that a Meeting had taken place with a representative of Tesco and Councillor Comber (on behalf of the Chairman Councillor Beecroft-Smith). This will be discussed, considered and voted on under a separate agenda item on the agenda, as the Council needs to consider if it should pursue obtaining a planning survey and report.

- 5. Chairman/Vice Chairman Report** – The Chairman advised the Council that he had attended the Library Presentation on Sunday, 13th September 2015 and that the Children’s Reading Event was very busy and well received, which the Council agreed is encouraging. He will also attend the Mayors Reception on the 18th September 2015 at Woodbridge. The Chairman advised Councillors that he has been liaising with our Town Council officers regarding preparation and organising his own Chairman’s Reception. Under this item the Deputy Clerk reported that Councillor and Officer training led by the Suffolk Association of Local Councils (SALC) will take place on the 5th October 2015 at 7.15pm in the Council Chamber at Kesgrave. She reminded councillors about the Remembrance Service at 11am on the 11th November 2015 at the War Memorial on Legions Green, Kesgrave. Councillors noted the Switching On Event on the 27th November 2015 at 6.30pm to be held at the Rupert Fison Square. They also noted the Chairman’s Reception on the 11th December at 7.30pm in the Millennium Jubilee Hall (MJH) and the Evening of Reflection at Legion Green Public Open Space on the 18th December 2015 at 7pm.

6. County and District Councillor Reports & Police Report – *The Meeting was adjourned to facilitate receiving these verbal Reports.*

A verbal update was received from Councillor S Lawson in his capacity as District Councillor. He advised the Town Council that he is now a member of the Licencing Committee. He commented that cases considered are more generic and in the Ipswich area, as opposed to specifically in Kesgrave. District Councillor Lawson was pleased to provide an update on organisations which have recently benefited from The Enabling Communities Grant Scheme.

District Councillor D McCallum started her Report and verbal Presentation by formerly thanking District Councillor S Mower for her commitment and hard work in pursuing ensuring that bollards have been ordered and confirmation of installation dates to assist with protecting some open space areas against travellers encamping in the future. District Councillor D McCallum advised the Meeting that the District Council's Development and Planning Control Department is currently being reviewed and a new system of delegated controls and powers is being investigated regarding officer delegated proposals. She strongly emphasised the importance of regular representation at the Development/Planning Control Meetings at the Local Planning Authority (LPA) by the Town Council's Planning and Development Committee in its position as being statutorily consulted. District Councillor McCallum commented that she considered the drainage problems in Kesgrave now seem to have been addressed.

The Town Council noted and received full details and the written Report and Update from District Councillor S Mower, including the Enabling Communities Budget Scheme grant for the Millennium Jubilee Hall (MJH) blinds, the Travellers permanent bollards update, the Brown Bins/Organic Waste Collection update which is still ongoing, the Devolution Government Initiative and its early stages and hedges and complaints received from local residents, where the relevant Highways Department have been informed.

7. Kesgrave Safer Neighbourhood Team (SNT) – The Report was received and noted. A copy of this is attached to these Minutes.

8. Public Adjournment – *The Meeting was adjourned at this point to facilitate Members of the Public to speak through the Chair.*

One member of the public spoke about the Library Challenge and formerly thanked our Chairman Councillor Beecroft-Smith and Councillor Ogden for their assistance and participation in this successful and popular initiative.

District Councillor D McCallum as a member of the public provided an update regarding the Fireworks Project. She advised the Town Council that some tickets have already been sold and that the Town Council offices have agreed to sell some more of the tickets. The event commences at 7.30pm on the 5th November. Councillor McCallum advised that security of the event is in place which is being held at the High School and Tesco is providing the sparklers.

She raised her concerns about the problems in recruiting reliable volunteers to assist with this popular community event. District Councillor McCallum welcomed the Town Clerk to the Council. At this point in the Meeting, Councillor S Fairbrother also welcomed the Business and Finance Manager to the Council.

9. Notices and Correspondence – these were received and noted.

10. Finance and Governance Matters – (Part 1)

Councillor Comber left the meeting during the next item. The Deputy Clerk presented this item and dealt with any queries or points of clarification.

- Schedule of Accounts – These were considered, received and agreed, following the vote, the total being £18,583.30, including the transfer between accounts from Barclays Active Saver to Barclays Current Account of £22,000 to cover the September 2015 payments.
- World War One Kesgrave Project – The Council considered the request to support this Project as fully presented by Councillor Spittle. Following a discussion and background information from Councillor Spittle, it was resolved to agree to support this project. (Voting was unanimous).

Councillor Comber returned to the Meeting.

11. Planning and Development Report – The Council received, considered and noted the Minutes of the Planning and Development Committee Meeting following the Meeting held on the 17th August 2015. The Council also noted the outcome of the Planning and Development Committee Meeting held this evening and prior to this Town Council Meeting (at 6.15pm on the 14th September 2015), where a Neighbourhood Plan Working Party has been set up. The Chairman asked for any nominee councillors from the Town Council, not part of the Planning and Development Committee to advise the Clerk, should they wish to join the said Working Party.

12. Community Services Matters – The Council received a verbal update from the Business and Finance Manager. In presenting her Report she advised that she has received a handover regarding the Millennium Jubilee Hall (MJH) matters. Mrs Jimpson also reported on the recruitment of two job-share Caretaker/Litter Picker staff and that both colleagues are working 15 hours each per week. She advised the Council that a Meeting has been held with one of the Youth Club Leaders, but that another Meeting needs to take place with the other Youth Club Leader. Mrs Jimpson advised the Council that both she and the Town Clerk are making further enquiries about the Detached Youth Worker roles and funding. She updated the Council on hire usage and general day-to-day working updates, including future marketing of the facility.

13. Recreation and Amenities Matters –

- **Open Spaces Matters** – Councillor Comber presented the Traveller Open Spaces Analysis details to the Council. (Maps, Analysis and photographs already received).

The Deputy Clerk advised the Council that she has been able to identify ownership of the majority of the areas of land.

The Chairman and Council agreed for District Councillor D McCallum to be included in the discussion regarding the estimated costs of the bollards and installation of these for the land in the ownership of the District Council. It was noted that financing with regard to other owners may be an issue.

(The Council has already received The Kesgrave News October 2015 article regarding this matter). A full and detailed discussion ensued and it was agreed that the next steps would be to set up a Working Party to look at key areas and to consider the plan for these areas, for example installation of bollards. It was agreed Councillors Beecroft-Smith, Comber and Ogden with District Councillor McCallum will be members of a Working Party with the Deputy Clerk or the Clerk to look more closely at these areas.. Suggestions for dates and times will follow from the Office.

- **Oak Meadow** – The Deputy Clerk provided an update on the recent Site Meeting and the imminent installation of suitable fencing and gates to enclose the area. Work will commence on the 21st September 2015 and will take some 2-3 weeks to complete. She advised the Council that the wooden trim trail had been investigated and that the problems with the safety surfacing need to be taken up with original contractor.

14. Tesco Surplus Land – The Chairman updated the Council briefly following on from the Meeting between Councillor Comber, The Clerk and Tesco. Preliminary discussions established that in order to pursue the matter any further the Town Council would need to consider engaging a planning consultant to undertake a planning report. Following a proposal, which was seconded and subsequently voted on, the Council resolved to consider and discuss this matter further in confidence, thus the following resolution was passed:-

- ***Resolution to exclude the Public and the Press*** – *In pursuant of the Public Bodies (Admission to Meetings) Act 1960, to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially.*

15. Report from the Clerk/Press Officer – The Clerk referred the Council back to the Planning and Development Committee Report following the Meeting held on the 17th August 2015 and advised councillors that the said items will be included in the October 2015 edition of the Kesgrave News Magazine.

16. Composition, Membership & Terms of Reference Town Council Committee Structures – Following a query raised a full and detailed discussion ensued. The Chairman and the Clerk advised the Council that this process is undertaken annually. The Clerk advised councillors that it is good practice to have more frequent Committee Meetings.

17. Chairman/Clerk/Urgent Communications – There were no urgent items.

18. Resolution to exclude the Public and the Press – In pursuant of the Public Bodies (Admission to Meetings) Act 1960, to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially.

18. Finance and Governance Matters (Part 2 – Confidential Report).

- Staff Pay – (Overtime and Annual Leave) – to consider a claim;
- The Green Book – National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service – to consider and agree to adopt in line with other local Parish and Town Councils and the NALC Model Contract;
- Staff Training – To receive an update on CILCA – Town Clerk and Business and Finance Manager and two Caretaker/Litter Picker roles.
- IT Equipment

Date of the next Full Town Council Meeting – Monday, 12th October 2015 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.

There being no other business, other than the confidential items, this part of the Meeting closed in order to deal with Agenda Item Numbered 14 Tesco Surplus Land and Agenda Item Numbered 18 Finance and Governance Matters (Part 2).

ChairmanDate.....