

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
Monday, 12th October 2015 in the Council Chamber, Kesgrave Town Council
Offices

Present:-

Councillors:

K Archer
N Beecroft-Smith (Chairman)
A Comber
B Crutchfield
D Fairbrother
S Fairbrother
D Isaacs
S Lawson
G Lynch (*from Minute Number 6*)
J Ogden
P Mills
R Spittle (Vice Chairman)
G Thomas
I Wallace

In Attendance:

Mrs S Clements (Town Clerk)
Mrs D Jimpson (Business and Finance Manager)
District Councillor S Mower
County Councillor R Whiting
Two Members of the Public and one representative from the Press

- 1. Introductions and Apologies for Absence –.** The Chairman began the Meeting by referring councillors to the recent training Compliance Session held on the 5th October 2015 and attended by the majority of the Town Council. He advised the Meeting that going forward, all Meetings will comply in the format communicated to the Council, including the Code of Conduct and in accordance with the Council's Standing Orders.

The Council received and accepted apologies from Councillor R Bridgeman (due to him being unwell) and from Councillor Goodchild. Apologies for absence were also received from District Councillor D McCallum.

- 2. Declaration of Interests –** Members made declarations of interest which they have recorded in the Interest Book. (Full details in the Interest Book). Councillor Comber declared interests Under Agenda item numbered 9 – Schedule of Accounts as the IT service provider to the Town Council and Leader of the 1st Kesgrave Scout Group, (non-pecuniary). Councillor Ogden also declared a non-pecuniary interest under item 9 – Schedule of Accounts as a Scout Leader.

Non-pecuniary interests were declared under Agenda item numbered 12 – Recreation and Amenities Matters – Cedarwood Green by Councillor Thomas as a nearby local resident and also by Councillor D Fairbrother and Councillor S Fairbrother as local residents of this area.

- 3. Minutes of the last Full Town Council Meeting held on the 14th September 2015** – These Minutes were received, considered and agreed, following the proposal, this being seconded and the subsequent vote, including the Confidential Minutes. The Chairman signed both sets of the Minutes at this point during the Meeting.

- 4. Clerks Report/Update–** The Council considered any relevant matter arising from the last Meeting.

- Matters Arising Minute Number 4 – Trial Switch Off – Traffic Lights System -The Council noted that the Clerk and the Chairman agreed to the necessary and requested additional £550 as any further delays would have increased the cost of the design, safety audit, monitoring and analysis for this proposed project.

- 5. Chairman's Communications** - The Chairman reported that the previous Clerk had sent a letter of appreciation to the Town Council following the Council's recent letter thanking her for her valuable work and long service.

He reported that a letter had been received from the Suffolk Constabulary Police Headquarters advising the Town Council that unless there is a specific issue of local concern, then local Police Officers are unlikely to attend Council Meetings due to restraints on budgets.

Councillor Beecroft-Smith advised the Council that he had attended Woodbridge Town Council's Chairman's Reception which was a good networking event. He reminded Councillors about forthcoming diary dates including the Remembrance Day event on the 11th November 2015, the Christmas Light Switch On to be held on the 27th November 2015, the Chairman's Reception on the 11th December 2015 and the Evening of Reflection on the 18th December 2015. (Full details are available from the Town Council Offices).

- 6. County and District Councillors Reports** – The written reports were received and noted. A presentation was received from County Councillor Whiting. He spoke about the traffic light trial and referred to the press release which had circulated. County Councillor Whiting advised that an update will be received by the 16th October 2015 about the confirmed date for the installation of the bollards in designated open spaces on land owned by the County. He advised that the drainage work is being investigated. The signage around the town about highway safety measures was noted and concerns about the expenditure incurred for this initiative was raised.

Town and District Councillor Lawson agreed to pursue the pot-hole issue in Bell Lane which falls under the jurisdiction of the County Council. On behalf of District Councillor McCallum, Councillor Lawson provided an update on the Kesgrave Fireworks event and the Enabling Community updates, also that Councillor McCallum has been liaising with local residents about overhanging vegetation and also queries and concerns about travellers and any possible risks associated with them encamping in the town again.

In presenting his report, Town and District Councillor Lynch reported on the changes in planning and development control and delegation. He emphasised the importance of Parish and Town Councils who are statutorily consulted.

District Councillor Mower reported on complaints received over the summer period about overgrown vegetation. She noted that the Town Council has reminded local residents about ensuring that overhanging vegetation is cut back in order to avoid obstacles on footpaths and highways.

Following receipt of the County and District Councils reports, the Town Council noted the County Council's Short-Stay Stopping Sites consultation with regard to the Traveller community which closes on the 15th November 2015. It also noted Suffolk's continuation of the "Raising the Bar Programme" for Suffolk Schools and the free booklet called "The Guide to Common Childhood Illnesses and Wellbeing in Suffolk". For the District Council, the Town Council noted that the Brown Bins/Organic Waste Collection final decision will be made by the District Council during November 2015.

- 7. Kesgrave Safer Neighbourhood Team (SNT)** – The Reports were received and noted, including that there were 27 crimes recorded since the last report, where the crime rate is down by 32%. Crimes for this report included theft, assault occasioning ABH, common assault, criminal damage, malicious communications, passing of counterfeit note/coin as genuine, blackmail and driving with excess of a specified drug.

- 8. Members of the Public** - No members of the public wished to speak.

9. Finance and Governance Matters (Part 1)

- Schedule of Accounts and Any Transfer of Funds – These were considered, received and agreed, following the vote, the total being £36,336.64. (Councillor D Fairbrother and Councillor S Fairbrother abstained and asked for their respective votes to be recorded).
- External Audit Opinion 2014/2015 – The Council considered and was pleased to note the details.
- Internal Auditor – The Town Council noted that one quotation has been received to date, but that other quotes will be sought for a more permanent Internal Auditor. It was suggested that a half yearly audit would suffice.

On this occasion and in view of the fact that an internal audit is due shortly, it was agreed to accept the quotation received of some £600 to engage an Internal Auditor. This was proposed, seconded and unanimously agreed.

- Suggestions for the Budget 2016-2017 – The Council noted that the Business and Finance Manager is currently preparing the Budget for 2016-2017. Councillor Ogden asked for a proposal of some £2,500 to be included for the Neighbourhood Plan. Another proposed bid is to include an amount for additional staff time in conjunction with the Neighbourhood Plan work. Bids for the Cedarwood Green area were suggested also.

10. Planning and Development Report – The Council received, considered and noted the Minutes of the Planning and Development Committee following the Meeting held on the 14th September 2015 as presented by the Chairman Councillor Mills.

11. Community Services Matters – The Minutes of this Committee held on the 28th September 2015 were considered and the recommendations agreed, including the revised Youth Agreement with Kesgrave Church of England. Councillor Spittle declared a non-pecuniary interest in this item. Mrs Jimpson, the Business and Finance Manager advised the Council that unfortunately some minor damage was caused to the air conditioned unit at the Millennium Jubilee Hall and that one of the Youth Leaders suffered some minor damage to his car. The Police have been informed of the incidents. The Town Council offered its full support to the Youth Leader, Youth Workers and Youth Club. With regard to the Detached Youth Worker/s, the Town Council noted that the existing Youth Workers are not in a position to take on this additional role, due to work and other commitments. It was noted that Mrs Jimpson has set up a Meeting with a local faith group who may be able to assist with the Detached Youth Worker/s roles in order to utilise the “one-off” annual funding provision, obtained via an external grant and currently being held by the Kesgrave War Memorial Community Centre. She also reported on the installation of a storage shed at the Millennium Jubilee Hall.

12. Recreation and Amenities Matters

- Roads, Footways and Footpaths – The Council noted that there were no updates.
- Trial Switch Off at Rope Drive West, Kesgrave – The Town Council noted and agreed to the £550 as detailed above under Minute Number 4. This was proposed, seconded and unanimously agreed.
- Cedarwood Green/Oak Meadow/Public Open Spaces Matters – The Town Council noted that the fencing is now in place at Oak Meadow.
- Open Spaces Analysis Working Group Meeting – The Council noted that the first Steering Group/Working Group Meeting will be held on Monday, 9th November 2015 at 6.15pm in the Council Chamber at Kesgrave Town Council.

13. Tesco Surplus Land – The Clerk reminded councillors about the advice she gave at its last full Meeting on the 14th September 2015. Councillors are aware that they need to consider applying to take out a Public Works Loan Board (PWLb) to purchase the land. The Business and Finance Manager provided some approximate loan repayments in conjunction with the Precept. The Council also noted that costs would be incurred for the associated professional fees, including planning consents. Consideration is needed about what community facilities would be desirable, together with how the proposed buildings or installations would be funded and maintained. Local people's views, formal consultation and engagement are also recommended. The Clerk reported that four quotations have been requested for Royal Institution of Chartered Surveyors (RICS) Red Book Surveys, but advised the Council that more precise prices would be sought once the Council has made decisions about how to utilise the land. The Council noted that Tesco is now actively publicly marketing the two parcels of land and that Tesco is now likely to retain some landscaping and verge areas from the two parcels of land, the details of which are currently unknown and add to the complications of valuing the land. Revised to scale maps of the surplus land are currently awaited from Tesco.

The Chairman advised councillors at this point in the Meeting of some new information, as he had been in contact with a Store Manager at Tesco who has verbally advised that in his view, Tesco do not intend to retain some of the landscaping and verge areas as suggested by the Tesco agent. A full and detailed discussion ensued. It was proposed, seconded and voted upon, the vote of which was carried to instruct the RICS Surveyor priced at approximately £750 plus VAT (the cheaper of the prices received) to carry out an RICS Red Book Survey on both parcels of land. Councillors Lynch, D Fairbrother and S Fairbrother voted against this proposal and asked for their respective votes of refusal to be recorded in these Minutes.

14. Report from the Clerk/Press Officer – The Council received and noted the details for inclusion in the November 2015 edition of the Kesgrave News- including an update on a Neighbourhood Plan and the Steering Group which the Town Council has set up, also the Travellers and Open Spaces Analysis Steering Group, the joint statement from the County and District Councils about its consultation to identify short stay sites for the Travelling Community and a reminder of dates, namely the Christmas Lights Switch On and Evening of Reflection events. The Council noted that the Clerk had advised the Kesgrave News and the local press about the proposed location of the Main Road Post Office to Dobbs General Store, 1 Dobbs Lane, Kesgrave.

15. Community Action Suffolk – “Grow Your Community” Conference – 25th September 2015 – Councillor Comber advised the Council that he had attended this conference which was primarily about focusing on community groups and different socio-economic groups, where the seminar included ideas to break down any barriers for inclusive community engagement.

16. Town Council Representatives –

- Kesgrave Conservation Group – The Council noted that representation is in place from the community and that updates will be reported via the Office/Deputy Clerk.
- SALC Representative/SALC Larger Council Group – The Town Council was pleased to note that Councillor Archer has agreed to be the representative for this Council.

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

18. Newsletters & Circulars – The Council received and noted the following:-

- Kesgrave News (October 2015).
- Chartered Institute of Personal Development (CIPD) People Management publication – October 2015.
- Kesgrave & District Flyer - October 2015.

19. 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.

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

- Lawn Cemetery Quotations/Tenders – to receive, consider and agree a company to undertake the hedging work and contract.
- Rupert Fison Square Car Park Health and Safety Work – to receive, consider and agree a company to undertake the hedging work and contract.

Date of the next Full Town Council Meeting – Monday, 9th November 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 20 Lawn Cemetery Quotations/Tenders and the Rupert Fison Square Car Park Health and Safety Work - Finance and Governance Matters (Part 2).

ChairmanDate.....

