

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
14th December 2015 in the Council Chamber, Kesgrave Town Council

Councillors:

K Archer
N Beecroft-Smith (Chairman)
R Bridgeman (*Apologies*)
A Comber
B Crutchfield
D Fairbrother
S Fairbrother (*Apologies*)
N Goodchild (*Apologies*)
D Isaacs
S Lawson (*Apologies*)
G Lynch
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 Mower (*to end of Minute Number 15*)
County Councillor Whiting (*to end of Minute Number 15*)
Two Members of the Public and One Representative from the Local Press. (*One Member of the Public until after Minute Number 15 and after Minute Number 22 – One member of the Public and Press*).

1. **Apologies for Absence** – The Council received apologies from Town Councillors Bridgeman, Goodchild and S Fairbrother and Town and District Councillor Lawson. An apology for absence was also received from District Councillor McCallum and County Councillor Hudson.
2. **Declaration of Interests** – Members made various declarations of interest which they recorded in the Interest Book. (Full details in the public Interest Book). Councillor Comber declared interests under the item relating to the Schedule of Accounts (Agenda item numbered 9), including a pecuniary interest as the ICT service provider to the Town Council and a non-pecuniary interest under the Kesgrave News item in his capacity as a volunteer for the magazine. Councillor Ogden also declared a non-pecuniary interest under the item relating to the Schedule of Accounts and Kesgrave Library in his capacity as a volunteer. Councillor Spittle declared a non-pecuniary interest in his capacity as a Youth Worker under Agenda item numbered 9 and the Budget 2016 – 2017. Also under the Schedule of Accounts, Councillor Archer declared pecuniary interests under the items relating to his travelling expenses. Non-pecuniary interests were declared under the Agenda item relating to Recreation and Amenities Matters – Cedarwood Green (Agenda item numbered 12) by Councillor Thomas as a nearby local resident and also by Councillor D Fairbrother as a local resident of this area.

3. **Minutes of the last Full Town Council Meeting held on the 23rd November 2015 –** These Minutes were received, considered and agreed, following the subsequent vote. (A Copy of these Minutes are in the Minute Book).
4. **Clerks Report/Update–** There were no updates to report.
5. **Chairman's Communications –** The Chairman advised Councillors that he had attended the Remembrance Day Event on the 11th November 2015. He thanked Mr Don Whinney, Chairman of the Kesgrave and District Branch of the Royal British Legion and the Town Council Office Staff. Councillor Beecroft-Smith had also attended the funeral of Peter Gobbit a previous long service Councillor, on the 13th November 2015. He attended the Christmas Light Switch On Event on the 27th November 2015. He thanked Kesgrave Scouts for their sterling work in helping to organise and coordinate the Christmas Light Switch On Event, Sport and Recreation in Kesgrave (SPaRK) for providing the Christmas Lights, The Kesgrave Singers and Heath Primary School and the Town Council Office Staff for their assistance. The Chairman also thanked the Town Council Office Staff for assisting with the arrangements for his Chairman's Reception, which was held on the 11th December 2015 and to all those who attended. He reminded Councillors about the Evening of Reflection on the 18th December 2015 at 7pm to be held at Legions Green.
6. **County and District Councillors Reports -** Town and District Councillor Lynch made reference to Declaration of Interests of elected members which should be made on-line or via electronic mailing. He advised the Meeting that reminders will shortly be distributed as appropriate, including to Parish and Town Councils. Town and District Councillor Lynch made reference to the general increase in the submissions of formal complaints from the public about District Council and Parish/Town Council matters. He advised Councillors that with regard to the District Council's Budget, it will not be necessary to make any major cuts, but that there will be some savings to be made as a result of national cuts. Town and District Councillor Lynch spoke about the Footpath and crossing area near to Cambridge Road and commented that the path is currently unsuitable for less mobile people and that the hedging area is overgrown.

District Councillor Mower referred Councillors to her written Report, which includes reference to the Autumn Statement/Government Spending Review 2015, the District Council awaiting further details about the provisional Financial Statement at the end of December 2015, Central Government cuts to funding by some 40% since 2010, innovative ways of making savings so that frontline services are protected and supporting economic development without increases to local tax payers. She reported on Suffolk Coastal being the strongest economy in Suffolk, its Business Plan and Medium Term Financial Strategy, investing in Local Communities extra funding for housebuilding and Affordable Homes, hopefully more funding being allocated for improving our Flood Defences, the Travellers Consultation document, and Free Suffolk Coastal Christmas car-parking, including in Woodbridge. (Full details are attached to these Minutes in the Minute Book).

With regard to the Vision Information Boards along the A1214, County Councillor Whiting referred to the agreement to turn these boards off and was hopeful that the boards would be removed in the near future. He referred to the Traffic Lights Trial Switch Off and advised the Meeting that he is optimistic that the traffic lights will remain permanently switched off, going forward.

County Councillor Whiting referred to the Notification of Temporary Traffic Order and the road closure at C350 Bell Lane from the junction with the A1214 and Mackenzie Drive for drainage improvements, from the 11th January 2016 to the 21st February 2016 from 7pm – 6am during weekdays. He thanked the Town Council's Chairman – Councillor Beecroft-Smith following attendance at Councillor Beecroft-Smith's Chairman's Reception on the 11th December 2015. County Councillor Whiting advised Councillors that he had attended the Remembrance Event in Kesgrave on the 11th November 2015 with County Councillor Hudson. He highlighted the budgetary pressures that the County Council are under and that more savings will be needed over the next two years. County Councillor Whiting dispelled the current myth that the County Council is about to close the Park and Ride facility at Martlesham. He highlighted that the County Council is currently investigating and evaluating options to remove the £712k annual funding gap by 2017/18 and is working effectively with stakeholders

7. **Kesgrave Safer Neighbourhood Team (SNT)** – The Report for November 2015 was received and noted, including the ongoing investigation about the high value criminal damage offence in Kesgrave. Councillors noted details about the Tesco Car Park at Ropes Drive and the small groups congregating in the evenings, where some warnings had been issued. Councillors also noted that the Police have been monitoring the traffic flow following the Traffic Lights Trial Switch Off, where no complaints have been received. (Full details of the Report are in the Minute Book).

8. **Members of the Public** – A member of the public spoke and introduced himself as the newly appointed Head of Housing at Suffolk Coastal and Waveney District Council.

9. Finance and Governance

- Schedule of Accounts – The Council, received, considered and agreed the Schedule of Accounts and payments in the sum of £30,303.17, following the vote. The List of Receipts was also received and agreed. (Full Details are attached to these Minutes).
- Finance and Governance Committee Meeting Minutes (Part 1) – 23rd November 2015– The Council received and considered the Minutes of the Finance and Governance Committee as presented by Councillor Ogden the Chairman of this Committee, following the Meeting held on the 23rd November 2015. All recommendations, including the financial recommendations within the Minutes were considered and agreed, following the subsequent vote. A full copy of these Minutes are in the Minute Book).
- The Town Council **RESOLVED** to AGREE and APPROVE the Budget 1st April 2016 - 31st March 2017 (Finance and Governance Committee Meeting, Minute Number 6). It **RESOLVED** to ACCEPT the Precept of £245,300 based on 4734.55 Band D properties. The Council thanked Mrs Jimpson for her hard work in preparing the Budget 2016-2017. Councillors D Fairbrother and Lynch asked for their respective votes of refusal to be recorded, on the grounds of them respectively not agreeing to the increase in the Precept.
- The date and time of the next Finance and Governance Committee Meeting was agreed for Monday, 4th January 2016 at 7.15pm.

10. **Planning and Development Committee Meeting Minutes – 23rd November 2015** - The Council received and noted the Minutes of the Planning and Development Committee as presented by Councillor Mills the Chairman of this Committee, following the Meeting held on the 23rd November 2015. (A full copy of these Minutes are in the Minute Book).

11. Community Services Matters – Mrs Jimpson advised the Council that the first payment of £659 has been received as a result of electricity generated from the solar panels at the Millennium Jubilee Hall. She advised Councillors that another regular hirer for Saturday mornings has now been secured. Mrs Jimpson reported to the Council that Homestart, (a leading funding support Charity), has viewed the facility with a view to hiring the Hall on a regular basis. The Council was pleased to note that the Nursery has extended its hire agreement by adding three afternoon sessions. Mrs Jimpson advised Councillors that the Youth Club attendee numbers continues to grow and that a Fundraising Quiz Night has been organised. She reported on training for Youth Club employees. With regard to the Detached Youth Worker/s, Mrs Jimpson advised that the Leisure and Community Manager at Kesgrave War Memorial Community Centre is aware of a suitably experienced male volunteer who is interested in being involved with Detached Youth Club Work. It was also noted that one of the Town Council's Youth Club Leaders is interested in taking on this role, on a rota system and with other suitably experienced workers, including the male volunteer sourced by the Kesgrave War Memorial Community Centre's Leisure and Community Manager.

Councillors noted that the broken fence panel at Cedarwood has been replaced.

12. Recreation and Amenities Matters - The Council noted the following:-

- Roads, Footways and Footpaths, including the Proposed Crossing – There were no further updates at this stage. Councillors noted the comments made by Town and District Councillor Lynch in his presentation. (Minute Number 6).
- Trial Switch Off at Ropes Drive West, Kesgrave – The Council noted the extension to the trial period and the comments made by County Councillor Whiting in his presentation. (Minute Number 6).

13. Cedarwood Green Public Open Spaces Matters and Proposed Public Spaces Protection Order (PSPO) - Cedarwood– The Town Council noted that a Progress Meeting was held on the 4th December 2015 regarding the proposed Public Open Spaces Order with the District Council and that our Chairman - Councillor Beecroft-Smith and Councillor Comber had attended on behalf of this Council. The current closing times are 7am- 9pm during October to April and 7am -10pm during May to September. The original elements to the proposed order included limiting the hours during which the Teen Shelter and Multi-Purpose Sports Area are used, imposing similar limitations on the use of the surrounding area and preventing the use of roads leading to the facilities as through routes in order to discourage inappropriate and unnecessary vehicular access to them. However, the District Council concluded that although it is supportive of the Town Council, it would not wish the area to be a “closed community” as this would restrict the public open area for local residents. In view of the legal issue and delivering part of the proposed Order, including through traffic, Home Office advice was sought by the District Council. Legal problems came to light, under Section 64 (5) of the Anti-Social Behaviour Crime and Policing Act 2014. This means simply that such an Order should not restrict a public right of way, i.e. Peart Grove.

The Town Council noted that the Clerk had suggested that the District Council should communicate in writing with the relevant local residents in order to keep them updated on the most recent developments. It was agreed to defer this matter

and discuss it again at the 8th February 2016 full Town Council Meeting, when the Home Office advice should be to hand.

The District Council will be asked to communicate again in writing, to relevant local residents and provide them with an update.

- 14. Tesco Surplus Land Parcels** – The Clerk advised the Council that an informal Site Meeting was held with the Senior Development Management Engineer from the County Council's Highways Department on the 7th December 2015. They noted that the Officer is supportive of the erection of a possible two-storey dwelling on the larger site, with perhaps some play equipment and seating on the lower site, with associated boundary hedging and fencing.

The Clerk explained that it may be a requirement to provide a small amount of car-parking spaces, say three or four spaces in total for the combined potential planning application. The boundaries on the larger site with regard to the public highway, public footway and the Tesco service road were noted. Possible vehicular access on the smaller site via the existing Tesco Car-Park was discussed at the Site Visit with the Highways Officer. The Clerk reminded Councillors that the Local Planning Authority's has indicated previously that both parcels of land should be retained as open green spaces. At the Site Meeting the Highway Officer felt that if some sort of small open wildlife area was retained on one of the parcels of land, this may assist with any pre-planning application. The Clerk advised Councillors that the Countryside Agency via the County Council can assist with ideas about creating and maintaining wildlife areas.

The suggestions as submitted by Councillor Archer for consideration at the next Recreation and Amenities Committee Meeting to be held on the 22nd February 2016 were noted. The Clerk advised the Meeting that the January 2016 edition of the Kesgrave News Magazine will include an item inviting members of the public to suggest possible ideas to the said Committee/Town Council.

- 15. Report from the Clerk/Press Officer** – The Council noted the details for inclusion in the January 2016 edition of the Kesgrave News, including a reminder about the Neighbourhood Plan and the Travellers and Open Spaces Analysis Steering Groups, an update on the proposed purchase of the Tesco Land, the Chairman's Report, the County and District Councillors reporting updates, advising local people about HM Queen's 90th Birthday Celebrations/Community Event during June 2016 and asking for ideas and a reminder about the facilities at the Millennium Jubilee Hall (MJH). The Clerk also reported on liaison with the local press and radio regarding the Traffic Lights Trial on the A1214, the Christmas Lighting Up Event and the recently received planning application for 300 new dwellings near to Bell Lane.

District Councillor Mower and County Councillor Whiting left the Meeting at this point. One member of the Public left the Meeting also.

- 16. Chairman/Clerk/Urgent Communications** – There were no urgent items.

17. Suffolk Association of Local Councils (SALC)

- The SALC AGM Update (12th November 2015). An update was provided by Councillor Archer, the Town Council's SALC Representative following his attendance at the said Meeting.

- Motions from the Floor – The Motion for Business Rates to be devolved to principal local authority level was proposed. Councillor Archer felt that an amendment to this motion should include a specific percentage.
- Community Infrastructure Levy – It was noted that funding is available via this scheme, which includes Kesgrave – and equates to around £100 per new residential dwelling. This was introduced in May 2016.
- Internal Audit – The need to source a quality internal audit service was noted.
- Feedback from other Parish and Town Council's regarding HM The Queen's 90th Birthday Celebrations/Summer Event (June 2016). – Due to the time restraints at the Meeting, Councillor Archer agreed to write to other Parish and Town Councils, via SALC, with a view to networking and sharing ideas across the County for this celebratory event.
- SALC Council of the Year Award – This was awarded as follows:- 1st Place – Mendlesham and Wetheringsett cum Brockford and 2nd Place Sudbury. (Kesgrave Town Council was unsuccessful with its application on this occasion).
- SALC Website of the Year Award - This was awarded as follows:- Larger Category - 1st Place – Felixstowe and 2nd Place Hopton cum Knettishall. Smaller Category – 1st Place Rendham and 2nd Place Freckenham. (Kesgrave Town Council was unsuccessful with its application on this occasion).
- SALC Newsletter of the Year Award – This was awarded as follows:- Larger Category Winner – The Elmswell Newsletter and Runner Up – Ufford Punch. Smaller Category Winner – The Grapevine, Whatfied and Runner Up – Pettistree People. (Kesgrave News in conjunction with Kesgrave Town Council, was unsuccessful with its application on this occasion).

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

- Kesgrave News December 2015 edition.
- Martlesham Monthly – December 2015 edition.

19. Martlesham Park and Ride – Councillors noted the details of the copy letter received from Dr Daniel Poulter MP regarding the Park and Ride facility at Martlesham which is run by the County Council. As previously mentioned, County Councillor Whiting dispelled the current myth that the County Council is about to close the Park and Ride facility and he also responded to questions about the costs of running this facility. (Minute Number 6).

20. Letter from Local Resident – The Council received and considered the details received from a local resident (full details also available at the Council Offices upon request), regarding:-

- Allotment Land in Kesgrave – Councillors noted that there is currently no available land within the town.
- Highway and Road Issues in Kesgrave – Councillor Whiting commented that the crossing area near to Cambridge Road (opposite the Nursery), had

received various financial contributions from Councillors Locality Budgets and from the Town Council towards the cost of design investigative work.

21. Suffolk Policing Review and Match Funding – The Clerk updated the Council regarding the changes with effect from 1st April 2016. It was noted that the number of Safer Neighbourhood Teams (SNT's) are being reduced, but that there will be relocation of some of the Police Officers current responsibilities. This is as a result of bridging a funding gap of £20.5 million by April 2020. Suffolk Constabulary will be meeting with Parish and Town Councils to discuss the current Service Level Agreements. There will be six PSCO posts, which Parish/Town Councils and businesses can apply to fully fund. The Council noted that a Police Senior Managers Meeting will be held on the 15th December 2015 which will include discussions about the future of the match funded PSCO Scheme and any possible options for Kesgrave. The intention is the close the Kesgrave SNT Office by the 1st April 2016, where cover will be provided by the North East Ipswich, SNT Office located in Heath Road, (opposite the Ipswich Hospital). A full and detailed discussion ensued. It is hoped that further updates will be available for the next full Town Council Meeting to be held on the 11th January 2016.

22. 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.

23. Finance and Governance Committee Meeting Confidential Minutes (Part 2) – 23rd November 2015 – (A full copy of these Confidential Minutes are in the Confidential Minute Book).

- Staff Annual Review and Staffing Structure.
- Office Cleaning Arrangements.
- Staff Contracts and Staff Handbook and Appendices, Safeguarding and Bullying Policies for the Youth Club – deferred
- Land and Site Visits and Restrictions on Councillor Activities (Standing Order Number 24)
- Annual Review of Standing Orders and Financial Standing Orders and Financial Regulations for 2016-2017 – deferred

Date of the next Full Town Council Meeting – Monday, 11th January 2016 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.

One member of the Public and the Representative from the local Press left the Meeting at this point. There being no other business, this part of the Meeting finished in order to receive, consider and approve the Confidential (Part 2) of the Finance and Governance Committee Meeting Minutes, following the Meeting held on the 23rd November 2015.

ChairmanDate.....

