

**KESGRAVE TOWN COUNCIL**  
**Minutes of the Meeting of the Full Town Council Meeting held on**  
**11<sup>th</sup> January 2016 in the Council Chamber, Kesgrave Town Council**

**Councillors:**

K Archer  
N Beecroft-Smith (Chairman)  
R Bridgeman  
A Comber  
B Crutchfield  
D Fairbrother  
S Fairbrother (*Apologies*)  
N Goodchild (*Apologies*)  
D Isaacs  
S Lawson  
G Lynch  
J Ogden  
P Mills  
R Spittle (Vice Chairman)  
G Thomas  
I Wallace (*Not Present*)

**In Attendance:**

Mrs S Clements (Town Clerk).  
Mrs D Jimpson (Business and Facilities Manager)  
District Councillor McCallum  
District Councillor Mower  
One Member of the Public

- 1. Welcome and Apologies for Absence –** The Chairman – Councillor Beecroft-Smith welcomed everybody to the first full Town Council Meeting of 2016. He wished everybody good health and good wishes for the New Year. The Council received apologies from Town Councillors S Fairbrother and Goodchild. Apologies for absence were also received from County Councillors Hudson and Whiting.
- 2. Declaration of Interests –** Non-pecuniary interests were declared under the Agenda item relating to Recreation and Amenities Matters – Cedarwood Green (Agenda item numbered 13) by Councillor Thomas as a nearby local resident and also by Councillor D Fairbrother as a local resident of this area. (Full details in the public Interest Book).
- 3. Minutes of the last Full Town Council Meeting held on the 14<sup>th</sup> December 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–** The Clerk reminded Councillors that Suffolk Association of Local Councils (SALC) has advised the Town Council about this year's Royal Garden Party. SALC has three pairs of invitations that have been allocated for Thursday 19th May 2016. Nomination forms will need to be completed and returned by the 4th February 2016, with announcements about successful allocation being announced on the 8th February 2016. Councillors wished to nominate the Chairman, Councillor Neal Beecroft-Smith to attend with a guest. Councillor Beecroft-Smith agreed to this nomination.
- 5. Chairman's Communications –** Councillor Beecroft-Smith referred back to his Chairman's Reception on the 11<sup>th</sup> December 2015 and reiterated that it has been a busy and challenging year at the Town Council. He thanked Councillors and Staff again for all for their support, where he was looking forward to working with colleagues again during 2016. The Chairman reminded Councillors that the next few months will bring new challenges. He referred to the Town Council's Extraordinary Meeting to be held on Wednesday, 13th January 2016 at 7.15pm, at the Millennium Jubilee Hall (MJH), in order to look formerly as statutory consultee, at the recently received application for 300 new residential dwellings in Kesgrave. The Chairman referred to the funding cuts to emergency services, for example, the Police and the Fire and Rescue Services, where further updates will be discussed later on within this Agenda and Meeting. He also reminded Councillors about the various large, exciting and inspirational projects ahead of the Town Council for 2016, including, the proposed purchase of surplus Tesco Land for community use, various projects initiated from this Council's Recreation and Amenities Committee and our Neighbourhood Plan. Councillor Beecroft-Smith was hopeful that our Neighbourhood Plan will assist the town to safeguard and have more powers with any future large planning applications and also hopefully deter any possible, future incidents of travellers encamping in Kesgrave. He reminded the Meeting about the Town Council's Community Summer Event in June 2016, which will combine the celebrations for HM the Queen's 90<sup>th</sup> Birthday Celebrations. Councillor Beecroft-Smith thanked Councillors' in advance for their respective assistance with organising and proceeding with these future worthwhile projects and events for local people. The Chairman thanked Reverend Spittle for leading with the Evening of Remembrance, which was held on the 18<sup>th</sup> December 2015. He also thanked Councillor Comber and the Town Council Office staff for their assistance. Councillors noted that the Evening of Remembrance was originally initiated by our Deputy Clerk and that it has been an important event in the town for many years now. The Chairman thanked the Deputy Clerk for all of her hard work and commitment during her time and long service with the Council and for her valued support and contribution to Kesgrave.
- 6. County and District Councillors Reports –** The written Reports were received and noted.

The County Councillors written Report included details about the Most Active Community 2015, Dementia Friendly Communities, the Consultation regarding the future of the Suffolk Fire and Rescue Service and public meetings, Superfast Broadband and the contract with BT as part of the Government's Broadband Delivery UK Scheme, the work of Suffolk Trading Standards, Parents in Suffolk being encouraged to take control of their children's sugar intake as part of a new campaign, the deadline for Suffolk Primary Schools places applications which is on the 15<sup>th</sup> January 2016, Significant improvements confirmed for Suffolk's Schools at Key Stage 2 and the Suffolk Schools Launch of a new Partnership to share good practice and support each other in school improvement.

District Councillor Mower's written Report included a Financial Overview for 2015/16 and beyond, the latest Devolution Update, Waste Collection and Brown Bins, where the District Council is not proposing to charge for collecting brown bins and organic waste, the Clean for the Queen initiative for HM the Queen's 90<sup>th</sup> Birthday and an offer for an additional Notice Board, where funds are available for a new board for Kesgrave, possibly at Oak Meadow.

Town and District Councillor Lawson's written Report included references to the pot-hole in the Bell Lane area being temporarily repaired by the County Highways Department, reference to the drainage work in this area and the permanent traffic light switch off at Ropes Drive. He also advised Councillors that he had received some applications for his Enabling Community Budget and encouraged the Town Council and other local organisations and partners to apply for funding for community projects.

Town and District Councillor Lynch spoke about land allocation for new dwellings and emphasised the importance of Parish and Town Council's having Neighbourhood Plans in place.

District Councillor McCallum spoke about the drainage work in the Bell Lane area, including arrangements for the storage of the contractors' equipment. She spoke about the new Delegation of Powers under the Planning and Development Scheme, which she considered was working well. District Councillor McCallum confirmed that she will be attending the Extraordinary Full Town Council Meeting on the 13<sup>th</sup> January 2016, along with a senior officer from the Local Planning Authority. (Full details of written Reports received are attached to these Minutes in the Minute Book).

- 7. Notification of Temporary Traffic Order** – Councillors received and noted the temporary road closure U3211 at Orchard Grove, Kesgrave, (outside of number 43) from 22<sup>nd</sup> – 26<sup>th</sup> February 2016 for the installation and/or replacement of water tees and sluice valves.
- 8. Kesgrave Safer Neighbourhood Team (SNT)** – The latest Report was received and noted.

This included the reduction of PCSO's from April 2016, PC's taking on some of the PCSO's workload, the ongoing high-value criminal damage offence in Kesgrave, local residents disputes regarding parking and other issues, patrols and offences, checking for driving licences, insurance and MOT offences, attendance at traffic collisions, management of traffic control and speed checks. Since the last Report, it was noted that there had been a total of 27 crimes in the town, comprising:- 3 x Assault (no injury) – Penryn Road x 2, Glanville Place, 1 x Breach of Restraining Order – Chandler Court, 1 x Attempted Burglary Other Building – Gostling Place, 1 x Section 5 Public Order Offence – Dobbs Lane, 1 x Criminal Damage Vehicle Under £5,000 – Dobbs Drift, 1 x Theft from Shop – Dobbs Lane, 1 x Malicious Communications – Trinity Close, 1 x Cyber crime (indecent images) – (Location withheld). (Full details of the Reports are in the Minute Book).

9. **Members of the Public** – The member of the public in attendance made a comment where she felt that a large majority of the discussion at this Meeting in her view, related to Grange Farm.

#### 10. Finance and Governance (Part 1) –

- Schedule of Accounts – The Council, received, considered and agreed the Schedule of Accounts and agreed to payments in the sum of £20,635.50, with £20,000 being transferred from the savings account in order to make these payments. This was agreed unanimously. (Full Details are attached to these Minutes).
- Finance and Governance Committee Meeting Minutes (Part 1) – 4<sup>th</sup> January 2016– The Council received and considered the Minutes of the Finance and Governance Committee of the 4<sup>th</sup> January 2016, as presented by Councillor Ogden the Chairman of this Committee. All recommendations, including the minor changes to the Standing Orders 2016/2017 and the Financial Standing Orders and Financial Regulations 2016/2017 and the financial recommendation of a “one-off” grant of £500 to the Kesgrave Allotment and Leisure Gardeners Association Ltd. (KALGA) were agreed. (A full copy of these Minutes are in the Minute Book).
- The Business and Facilities Manager explained the new regulations since the abolition of the Audit Commission. Previously the Audit Commission appointed external auditors for a 5 year period, this was now being run by a new sector led body called Smaller Authority Audit Appointment Authority Ltd, it is possible to opt out of utilising the new services which will follow a similar arrangement to that of the Audit Commission. Councils wishing to opt out of this service, have to do so by 31 March 2016. Following the discussion, it was agreed not to opt out of the new system. This was agreed unanimously, together with all other recommendations, following the subsequent vote.

**11. Planning and Development Committee Meeting Minutes – 14<sup>th</sup> December 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 14<sup>th</sup> December 2015. (A full copy of these Minutes are in the Minute Book.

**12. Community Services Matters** – The Council noted the following:-

- Millennium Jubilee Hall - The Business and Facilities Manager advised the Council that the Millennium Jubilee Hall was closed over the Christmas period. The Council noted that the Playgroup has increased its sessions to include afternoons, three days a week.
- Youth Club - The Youth Club has not as yet commenced after the festive period. She was delighted to advise Councillors that the Youth Club had held a fund raising event at The Bell Public House and raised over £400. The Business and Facilities Manager thanked District Councillor McCallum for assisting the Youth Club with this fund raising initiative.
- Detached Youth Worker - The Business and Facilities Manager has not heard any further from the Leisure and Community Manager at Kesgrave War Memorial Community Centre regarding the Detached Youth Worker/s.

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

- Roads, Footways and Footpaths, including the Proposed Crossing – Councillors noted that with regard to the Main Road Crossing, the County Council's Highway Department has confirmed that the design order has been placed for the traffic island modifications and that the design should be complete within 6 months.
- Trial Switch Off at Ropes Drive West, Kesgrave – It was noted that the traffic lights will be switched off permanently.
- Cedarwood Green, Oak Meadow, Public Open Spaces Matters, and Proposed Public Spaces Protection Order (PSPO) - Cedarwood– The Town Council noted there were no further progress updates with regard to the proposed Public Spaces Protection Order at Cedarwood Green. It noted that this matter will be discussed again on the 8<sup>th</sup> February 2016 at the full Town Council Meeting, when the Home Office advice should hopefully be to hand by the District Council. With regard to Oak Meadow, Councillors noted that the transfer to this Council is dated the 22<sup>nd</sup> December 2015 and that the necessary registration with the Land Registry will now be administered.
- Kesgrave Market – Councillor Comber advised the Council that the Country Market will not be running a weekly market at the Scout Hall and in future will be a stall holder at the Kesgrave Market. Their first session will be held on the 16<sup>th</sup> January 2016.

**14. Tesco Surplus Land Parcels** – There were no further updates. The next Recreation and Amenities Committee Meeting to be held on the 22<sup>nd</sup> February 2016 will consider possible usages for the land.

**15. Report from the Clerk/Press Officer** – The Council noted the details for inclusion in the February 2016 edition of the Kesgrave News, including a reminder about the Neighbourhood Plan and the Travellers and Open Spaces Analysis Steering Groups, where updates will appear on the Council's Website. Also seeking public ideas and suggestions regarding usages for the proposed purchase of the Tesco Land, that the Extraordinary Meeting on the 13<sup>th</sup> January 2016 will be taking place, the Chairman's Report, the Town Council's Precept for 2016-2017, an update about the Cedarwood Green Proposed Public Spaces Protection Order (PSPO), a Policing update regarding the future of PSCO's and the County and District Councillors reporting updates. Also the job advertisement for the Office and the adverts for Handyperson and Cemetery Contractors. The Clerk also reported on liaison with the local press and radio regarding the Evening of Reflection, the Neighbourhood Plan and Open Spaces Steering Groups and the recently received planning application for 300 new dwellings near to Bell Lane.

**16. Suffolk Association of Local Councils (SALC)** – Councillor Archer reported as follows:-

- Feedback from other Parish and Town Council's regarding HM The Queen's 90<sup>th</sup> Birthday Celebrations/Summer Event (June 2016). –, Councillor Archer updated Councillors about feedback that he had received from other Parish and Town Councils. Councillors noted that around a third of Suffolk Parish and Town Councils are celebrating this event. Celebrations include traditional Street Parties, some with themes, community barbeques and traditional games. Councillor Archer will share this useful feedback with SALC. The Council was delighted to note that the local Woman's Institute has agreed to assist with the Kesgrave event and will prepare and serve cakes and refreshments. Councillor Spittle advised the Meeting that as part of HM The Queen's 90<sup>th</sup> Birthday Celebrations, All Saints Church of England Church will be organising a Litter Pick/Clean Up event on the 13<sup>th</sup> March 2016 and everybody is more than welcome to join.
- Councillors noted that the first Working Group Meeting of the Town Council's HM The Queen's 90<sup>th</sup> Birthday Celebrations/Summer Event is on Monday, 8<sup>th</sup> February 2016 at 6.15pm in the Council Chamber at the Town Council Offices. (Membership of the Working Group currently comprises Councillors Archer, Goodchild, Lawson and Ogden). The Chairman extended this invitation to any other Councillor, local community group and members of the public who may wish to assist.

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

- Kesgrave News - latest edition.
- Kesgrave Flyer –latest edition.

**18. Suffolk Policing Review and Match Funding** –Councillor Ogden provided some background information and an update following on from the Meeting with the Suffolk Police and Crime Commissioner and the Temporary Chief Constable held on the 6<sup>th</sup> January 2016 that he had attended on behalf of the Council. Councillors considered the cost implications of fully funding or part funding (with Rushmere St Andrew Parish Council) a PCSO for the town. A full and detailed discussion ensued. The Council felt that it needed much more detail before committing to this scheme. It was agreed that an appropriate senior officer from the Police should be asked to attend the next full Town Council Meeting on the 8<sup>th</sup> February 2016 in order to discuss the matter in further detail and specifically in relation to Kesgrave. In the meantime, Mrs Jimson was asked to verify various points of clarification with the Police. This includes whether the hours of work of the PCSO can be adjusted to include evenings, and if the Town Council would have any control over the Policing objectives and priorities for Kesgrave. Also to clarify the reporting methods to the Town Council. It was agreed that Rushmere St Andrew Parish Council should be kept updated. Mrs Jimson advised members that the deadline for submitting KTC's Precept for 2016/2017 to SCDC is the 22<sup>nd</sup> January 2016. Therefore the required match funded £21,972 (£31,972 in total with £10,000 being funded by Rushmere St Andrew), would need to be deducted from reserve funds if this matter is deferred from this evening's Meeting until the next full Town Council Meeting on the 8<sup>th</sup> February 2016. Council agreed this alteration to the Precept.

**19. Future of Suffolk Fire and Rescue Services** – Councillors noted that Councillor Archer will be attending the Public Meeting regarding the future of the Suffolk Fire and Rescue Services on behalf of the Town Council, on the 14<sup>th</sup> January 2016. The data as compiled and presented by Councillor Ogden was noted as obtained from the Suffolk Observatory. Councillors noted that the consultation period finishes on the 22<sup>nd</sup> February 2016. They noted that for 2014 for Kesgrave there were a total of 37 incidents, comprising 35% of false alarms. These included 0 chimney fires, 2 primary fires not buildings, 2 primary fires other buildings, 3 primary fires residential, 8 secondary fires, 7 special services other, 2 special services RTC's, 8 false alarms, 2 false alarms with good intent, and 3 false alarms malicious.

**20. Most Active Community Town and Village Competition 2015** - The Clerk advised Councillors that she had submitted an item on behalf of the Town Council. It was noted that the Kesgrave War Memorial Community Centre were not entering this competition on this occasion and so efforts have not been duplicated. Further updates will follow.

**21. Chairman/Clerk Other/Urgent Communications** – There were no urgent items.

**22. Resolution to Exclude the Public and the Press** - In pursuant of the Public Bodies (Admission to Meetings) Act 1960, the Council considered and subsequently agreed to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.

**23. Finance and Governance Committee Meeting Confidential Minutes (Part 2) – 4<sup>th</sup> January 2016 – (A full copy of these Confidential Minutes are in the Confidential Minute Book).**

- Staffing Structure, including the Business Administrative Apprenticeship Scheme.
- Staff Contracts and Staff Handbook and Appendices.
- Job Descriptions.
- Kesgrave Town Council Youth Club Safeguarding and Child Protection Policies.
- Kesgrave Town Council Youth Club Anti-bullying Policy.
- Staff Probationary Periods – 3 months.
- Personal Development Reviews.
- Payment of Staff Salaries in conjunction with Financial Standing Orders and Financial Regulations.

**Date of the next Full Town Council Meeting – Monday, 8<sup>th</sup> February 2016 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.**

*District Councillors McCallum and Mower and the member of the Public 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) Minutes of the Finance and Governance Committee Meeting, following the Meeting held on the 4<sup>th</sup> January 2016.*

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