

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
14th March 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
N Goodchild (*Apologies*)
D Isaacs
S Lawson (*Apologies*)
G Lynch
J Ogden
P Mills (*Apologies*)
R Spittle (Vice Chairman) (*to the middle of Minute Numbered 10*).
G Thomas
I Wallace

In Attendance:

Mrs S Clements (Town Clerk).
Mrs D Jimpson (Business and Finance Manager).
District Councillor McCallum (*to the middle of Minute Numbered 6*)
District Councillor Mower
County Councillor Hudson (*to the middle of Minute Numbered 10*).
Three Members of the Public.

1. **Welcome and Apologies for Absence** – The Chairman – Councillor Beecroft-Smith welcomed everybody to the Town Council Meeting. The Council received apologies for absence from Town Councillors Goodchild and Mills. Town Councillor Spittle is only able to attend to the middle of Minute Numbered 10 due to work commitments. An apology for absence was also received from Town and District Councillor Lawson and from County Councillor Whiting.
2. **Declaration of Interests** – Members made various declarations of interest which they recorded in the Interest Book. (Full details are in the public Interest Book). Councillor Comber declared a non-pecuniary interest under the item relating to the Funding of Community Publications and Magazines as Chairman to the Kesgrave News and a pecuniary interest under the item relating to Social Media and Website reviews as the Town Council's current ICT provider. He also declared a non-pecuniary interest relating to the Schedule of Accounts under the 1st Kesgrave Scout Group. Councillor Ogden declared non-pecuniary interests under the items relating to the Schedule of Accounts and Suffolk Libraries IPS Ltd and also the 1st Kesgrave Scout Group in his capacity as a volunteer for both groups. Non-pecuniary interests were declared under the Agenda item relating to Recreation and Amenities Matters – Cedarwood Green, as nearby local residents by Councillor D Fairbrother and Councillor S Fairbrother.

3. **Minutes of the last Full Town Council Meeting held on the 8th February 2016**
– These Minutes were received, considered and agreed, following the subsequent vote. (A Copy of the Minutes are in the Minute Book).

4. **Chairman's Communications** – Councillor Beecroft-Smith – the Town Council's Chairman reported on this Council's attendance at Suffolk Coastal District Council's Planning Meeting on the 24th February 2016, in order to represent the views of local people about the proposed building of 300 dwellings off of Bell Lane, Kesgrave. He thanked Town Councillor Ogden, Town and District Councillor Lawson and the Clerk for their respective attendance at the Meeting on the 24th February 2016. Councillor Ogden was thanked for his extensive preparatory work prior to speaking at the Meeting and in readiness for the interview with local Radio.

Councillor Beecroft-Smith thanked District Councillor McCallum for her hard work and commitment in readiness for the Easter Egg Hunt on Easter Sunday. On behalf of the Town Council he also thanked District Councillor McCallum for her continued dedication, sterling work and commitment to the town.

5. **Suffolk Policing Review and Match Funding** – Councillors noted that following on from its full Parish Council Meeting on the 10th March 2016, Rushmere St Andrew Parish Council has resolved to continue with funding a PCSO for a period of one year with effect from the 1st April 2016, provided that Kesgrave Town Council continues to meet two thirds of the funding in partnership with Rushmere St Andrew, that three monthly reviews take place and to review the position each year. A revised Service Level Agreement will need to be signed in this regard.
6. **County and District Councillors Reports** – The written Reports were received and noted from County Councillors Hudson and Whiting and also from District Councillor Mower. (Full details are attached to these Minutes in the Minute Book).

County Councillor Hudson spoke about Devolution, which encompasses three counties. He spoke about the challenges regarding this and the timeframes involved. County Councillor Hudson made reference to the infrastructure work proposed by central Government as part of the Devolution process. He referred to the improvements in traffic control following the Traffic Lights being switched off and asked for clarification of the Town Council's formal recommendation as statutory consultee, regarding the proposal relating to 300 dwellings off of Bell Lane.

County Councillor Hudson responded to Town Councillor D Fairbrother and the query regarding the future of the Park and Ride facility at Martlesham. County Councillor Hudson responded by advising the Meeting that the County Council would wish to ensure that other stakeholders are involved in discussions about the Park and Ride, including Ipswich Borough Council and Ipswich Hospital, as staff from the Borough Council and the Hospital currently use the Park and Ride facility. County Councillor Hudson considered that the current Route 66 is likely to be amended, but that the A1214 will still be part of the routes. He commented that the current Route 66 is not always on time and it needs to be improved in the way that it is owned and managed. County Councillor Hudson commented that the facility needs to be viable and economic.

County Councillor Hudson commented about car parking in general in Ipswich, which he felt needs to change. He spoke about the provision of affordable housing in Ipswich and the design and continued improvement at the Waterfront.

Councillors received and noted the written Report received from County Councillors Hudson and Whiting, including details about the better Broadband for Suffolk and the consultation until the 8th April 2016, the new service arrangements from the 13th June 2016 relating to Community Transport provided by the County Council based on people's needs, growth of jobs, housing and education in West Suffolk, the County Council's Children's Services directorate who have been praised by Ofsted with a "good" rating, Suffolk's Secondary Schools and confirmation of places for 2016/17, publicly funded Schools in Suffolk who are to benefit from a new £600,000 fund to assist in continuing to boost the attainment of pupils across the county, Suffolk students aged 14-18 years being given the opportunity to explore skills that are often used in high profile careers, and Raising the Bar Awards 2016 and nominations until the 24th March 2016 for children, young people, teachers, staff and volunteers within 20 award categories.

Town and District Councillor Lynch reported verbally on Meetings that he had attended, including the Audit and Governance Meeting and the Scrutiny Meeting. He had attended some manager training and had looked at risks and evaluation and also training on media, including social media and protocols for District Councillors in this regard. Town and District Councillor Lynch made reference to the District Council's proposed housing development plans. He also made reference to the ongoing work around Travellers and the relevant legalities.

District Councillor McCallum spoke about the pothole and drainage problems at Bell Lane. Councillors noted that the pothole work has been completed, but the drainage work needs more attention.

She reminded Councillors about the Fun Run on the 1st May 2016 and explained that this is being funded via her District Councillor Community Enabling Budget. District Councillor McCallum showed Councillors the t-shirts that she has ordered and spoke about her close liaison with local Schools. Councillors noted that there is a £1 registration, where a t-shirt is then given out and that there are medals for the event. (The Medals have kindly been financially supported by Spark). (Sport and Recreation in Kesgrave Charity). District Councillor McCallum asked Town Councillors for some assistance with registration on the day.

Spark, Tesco, Sainsbury's and other local organisations have assisted with the Easter Egg Hunt to be held on Easter Sunday.

District Councillor McCallum spoke about the proposal to build 300 houses off of Bell Lane and the unfair, personal criticism about her as Chairman of Suffolk Coastal District Council's Development Committee Meeting held on the 24th February 2016 on public, social media by two Town Councillors. She felt that this reflected poorly on the Town Council. District Councillor McCallum thanked Town Councillor Ogden, Town and District Councillor Lawson and the Clerk who attended the Planning Meeting on the 24th February at Suffolk Coastal District Council.

District Councillor McCallum read out a letter that she had received from Jane Cody, a local resident who spoke highly about the conduct of the District Council Planning Meeting on the 24th February 2016. District Councillor McCallum wished to reaffirm that at the District's Planning Meeting on the 24th February 2016 and as Chairman of this particular Committee, she had voted against the application to build 300 homes off of Bell Lane and she also voted against its deferral.

District Councillor McCallum left the Meeting at this point.

District Councillor Mower's written Report detailed the District Council's Budget/Council Tax for 2016/17 which has been slightly increased by just under 2%. Reference was made to the 40% reduction in national Government funding over the past 5 years. Councillor Mower reported that the District Council is committed to continuing to provide community grants via its Enabling Communities Initiative grant scheme. She commented on the District continuing to collect brown bins and organic waste, free of charge. Councillor Mower advised Councillors that £1.68 million is being invested by the District Council into creating more affordable homes. She also advised that a reduction in overhead costs will be achieved by the sale of the existing sites at Melton Hill and Cedar House, which will lead to savings in running costs of up to £500,000 per annum. Councillor Mower advised that closer partnerships with Waveney are continuing to develop and that this innovative partnership has already achieved £10 million in efficiency savings since 2008. Councillors noted the Suffolk Coastal and Waveney District Councils "Love East Suffolk" initiative, which aims to encourage volunteers to keep our environment clean and tidy. This scheme ties in with the "Clean for the Queen" in conjunction with HM The Queen's 90th Birthday.

7. **Standing Order Number 21** – The Chairman reminded Councillors that they need to abide by this Standing Order with regard to professional relationships with the press, media, social media, (radio and television), other Town, District and County Councillors and that Councillors need to be quite clear and fully aware that by contributing to Social Media, they are acting as representatives of the Town Council. Councillor Beecroft-Smith also reminded Councillors about the Code of Conduct.
8. **Kesgrave Safer Neighbourhood Team (SNT)** – The latest Report was received and noted. It was also noted that it is likely that the SNT Kesgrave Office will be vacated by the end of May 2016. (Full details of the Report are in the Minute Book).

There were 21 crime figures for Kesgrave for the month of February 2016. These comprised as follows:-

- 4 x Assault Without Injury Common Assault and Battery** – Castle Gardens x 2, Stollery Close, Dobbs Lane.
- 3 x Criminal Damage Vehicle Under £5,000** – Tremlett Lane, Lummis Vale, Ferguson Way.
- 2 x Assault Occasioning Actual Bodily Harm (ABH)** – Elmers Lane, The Walk.
- 2 x Theft From Motor Vehicle** – Curtis Way, Terry Gardens.
- 2 x Other Criminal Damage Dwelling** – Bugsby Way, Dickinson Terrace.
- 2 x Theft of Pedal Cycle** – Twelve Acre Approach, Bull Drive.
- 1 x Other Criminal Damage** – Castle Gardens.

- 1 x Theft from Shops or Stalls – Ropes Drive.**
- 1 x Sex Assault on a female child under 13 – Glanville Place.**
- 1 x Blackmail – Quebec Drive.**
- 1 x Harassment – The Lloyds.**
- 1 x Theft from the Person – Hares Close.**

9. Funding of Community Publications & Magazines – It was agreed, following the vote, to bring this item forward in order to agree for Councillor Spittle to partake in the discussion, prior to him leaving the Meeting. Councillors considered and received the financial details and the relevant Report as prepared by the Clerk which compared the costs of other local publication providers in conjunction with the current provider – the Kesgrave News Magazine. They also considered the fact that the Town Council does not currently enjoy the Power of Competence legislation. Councillors felt that the Kesgrave News still offers wide coverage and good value for money. A full and detailed discussion ensued. It was agreed, by Councillors after considering the Report and following the subsequent vote, to continue with the Kesgrave News for the time being, where it was noted that the £6,200 has already been agreed and paid by the Council for the financial year and Budget for April 2016-2017, but that the matter would be considered again in readiness for the Budget for April 2017-2018 and in relation to good practice, openness, fairness and transparency, whilst considering the latest position regarding the Power of Competence. **(A copy of the relevant Report is attached to these Minutes).**

10. Meetings and Committees Restructure and Revised Schedule of Meetings – It was agreed, following the vote, to bring this item forward in order to agree for Councillor Spittle to partake in the discussion, prior to him leaving the Meeting. Councillors received, and considered these details as presented by Councillor Ogden, Chairman of the Council's Finance and Governance Committee. A full and detailed discussion ensued. It was noted that it has already been agreed to hold at least four Finance and Governance Committee Meetings per annum. Councillors agreed that the papers pertaining to the proposed Meetings and Committee Restructure are a good starting point to revise the current system, but that further consideration and work will be needed around this. It was agreed to consider this matter further by setting up a Working Group, comprising of Councillors Bridgeman, Comber, D Fairbrother, S Fairbrother, Lynch and Ogden. The Meeting of the said Working Group will be held on the 4th April 2016 at 5.15pm at the Millennium Jubilee Hall.

*County Councillor Hudson left the Meeting at this point.
Councillor Spittle left the Meeting at this point.*

11. Members of the Public – No members of the public wished to speak at this stage.

12. Finance and Governance

- Schedule of Accounts – The Council, received, considered and agreed the Schedule of Accounts and payments in the sum of £ 38,859.73, following the vote, including the transfer of £30,000 from the savings account in order to cover these payments. The List of Receipts was also received and agreed. (Full Details are attached to these Minutes).

- Standing Order and Financial Standing Orders/Financial Regulations – Councillors noted the suggested amendments, as a result of recent updates in legislation. These were agreed following the vote. (Full Details are attached to these Minutes).
- Councillors considered and agreed the membership of Suffolk Association of Local Councils (SALC) for 2016-17. (Full details in the Schedule of Accounts). It was noted that the increase will be by some 18%. This was agreed, following the vote.
- Councillors considered and agreed the completion of Suffolk County Council Pension Fund questionnaires.
 - Councillors considered and agreed, following the vote, the quote for replacement of internal lighting fixtures in Town Council Offices in the total sum of £1,197.00 for parts and labour.
 - Audio Equipment – Councillors considered and agreed the purchase of some suitable PA equipment for community events. It was noted that the equipment proposed is wireless and will cost approximately £2,500. Councillor Ogden is proposing to obtain local grant funding via County Councillors Locality Budgets in order to purchase this piece of kit, which can be an asset which is shared for community events.

13. Lease of Unit, Ropes Drive – Proposed Community Café – Councillor Mills was not at the Meeting and there were no further updates received.

14. Planning and Development Committee Meeting Minutes – 1st February 2016 & 15th February 2016 – The Council received and noted the Minutes of the Planning and Development Committee as presented by Councillor Archer the Vice Chairman of this Committee, following the Meetings held on the 1st February 2016 and the 15th February 2016. (A full copy of both of these Minutes are in the Minute Book).

15. Neighbourhood Plan Steering Group Recommendations – Councillors received, considered and agreed, following the vote, the recommendations of the Steering Group Meeting held on the 22nd February 2016, including that approximately £10,000 be taken from the Longstrops ring-fenced Reserve to possibly fund the fencing, after formal agreement with the landowners. It was noted however, that only one quotation is currently to hand and that a further two prices will be sought. (**Copy Report attached to these Minutes**).

16. Community Services Matters - Mrs Jimpson advised the Council that PAT testing had taken place at the Millennium Jubilee Hall (MJH), together with the Annual Fire Alarm Test. Also that a deep clean of the premises and kitchen equipment had been completed. Councillors noted that Level 2 training by some of the Youth Club staff had taken place and that whilst this training was being undertaken, Mrs Jimpson had assisted with staffing at the Youth Club. It was also noted that the Detached Youth Workers will shortly be in place and that a rota system has been set up in this regard.

17. Recreation and Amenities Matters -

- **Recreation and Amenities Committee Meeting Minutes – 22nd February 2016** – The Council received and agreed the Minutes of the Recreation and Amenities Committee Meeting held on the 22nd February 2016, including the recommendations and financial matters. (A full copy of these Minutes are in the Minute Book)
- **Roads, Footways and Footpaths, including the Proposed Crossing** – Councillors received and noted the correspondence received from the Highway Department of the County Council regarding the junction the A1214 with Doctor Watsons Lane. It was noted that the timing of the traffic lights has been adjusted. Councillors also noted that Councillor Crutchfield is arranging to meet with the relevant Officer of the Highways Department on behalf of the Town Council.
- **Cedarwood Green Public Open Spaces Matters and Proposed Public Spaces Protection Order (PSPO) - Cedarwood**– There were no further updates.

18. Tesco Surplus Land Parcels – Following on from the Recreation and Amenities Committee Meeting held on the 22nd February 2016, it was noted that no firm recommendations were suggested about the land and possible community usage. This matter will be considered again at the June 2016 Recreation and Amenities Committee Meeting. However, outside of Meetings, close liaison and an ongoing dialogue is taking place by Councillors, the Clerk and local community organisations and groups. With regard to the RICS Red Book Survey commissioned by the Town Council, it was agreed, following the vote, not to share the valuation figures with the Tesco Agent at the present time, due to the information being deemed as commercially sensitive.

19. Report from the Clerk/Press Officer – The Council noted the press releases sent to local Publications, local Newspapers, the Town Council Website and local Radio including about the Neighbourhood Plan, the Summer Event/Queen's 90th Birthday Celebrations on the 11th June 2016, the 1940's Dance on the 12th June 2016, an update on the Planning Application relating to the proposal to build 300 dwellings off of Bell Lane, Kesgrave, the Police Update and the number of crimes, a breakdown of these crimes for February 2016 and also details about the Annual Town Meeting to be on the 4th April 2016.

20. Suffolk Association of Local Councils (SALC) – Councillors received a verbal update from Councillor Archer.

- **February & March 2016 Report from SALC Representative** – Councillors noted the update about SALC Meetings in the diary and Councillor Archer's attendance at some of these, where there is not a clash with Town Council Meetings and Committees.
- **Steering Group - Summer Event/Queen's 90th Birthday** – Councillor Archer provided an update to the Meeting regarding activities and arrangements for this event on the 11th June 2016 to be held at the Millennium Jubilee Hall and Millennium Field. He thanked District Councillor Mower for kindly agreeing to fund the 1940's band at a cost of £600, where the Enabling Communities Initiative grant scheme has been formerly agreed. Councillor Archer also referred to an imminent funding application for the remainder of the cost of the event which will be submitted to Spark, (Sport and Recreation in Kesgrave Charity).

It was noted that a 1940's Dance is being organised by Spark, which will be held during the evening of the 12th June 2016 at the Kesgrave Social Club. Councillor Archer was thanked by Councillors for his hard work.

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

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

22. Future of Suffolk Fire and Rescue Services – Councillors noted the latest information that had been circulated following the Public Consultation about the future of the Suffolk Fire and Rescue Services.

23. 12PT/16PT Meetings – The Town Council agreed, following the vote, to allow this Group to meet at the Town Council Offices free of charge, including the provision of refreshments, providing that the Council Chamber is not in use for any other Town Council purpose. It was noted that there is a rota system for hosting these Meetings with other members of the Group.

One member of the Public left the Meeting at this point.

24. Social Media and Website– Councillor Ogden, Chair of the Finance and Governance Committee presented the various proposals and details to Councillors, (copies of which were received and noted). Councillor Lynch suggested that this Council liaises with the District Council if any guidance or training is needed. Following a detailed discussion, it was agreed, following the vote, to set up a Facebook and Twitter Account in order to engage with social media more fully. It was however, agreed to defer any changes to the Town Council's website for the time being.

25. Most Active County Town & Village Competition 2015 – Councillors noted that Kesgrave has been shortlisted and that the celebratory awards event takes place on the 15th March 2016, following the application for this award by the Town Clerk. Various photographs have been sought about active and sporting activities within the town and submitted to the County Council, who is organising this competition. Town Councillor Ogden has agreed to attend this event on behalf of the Town Council with Joe Hunt from Kesgrave Park Run. (Jenny Evans from Kesgrave Park Run will also be attending, but in the capacity of Kesgrave winning the event during 2014 and previous winners being invited).

26. Closure of Kesgrave Library for Refurbishment – Councillors noted that the Library will close from the 18th-22nd April 2016, (4 working days).

27. Chairman/Clerk Urgent Communications – There were no items.

28. 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.

Two members of the Public left the Meeting at this point.

29. Finance and Governance Staffing

- Staffing - Service Development Administrator Role - To receive an update on the outcome of the recruitment and selection process for this vacancy.
- Kesgrave Summer Event/Queen's 90th Birthday Celebration – To consider the request received.
- Sealed Tenders- Lawn Cemetery – To receive an update.
- Sealed Tenders – Handyperson – to receive an update.

Date of the next Full Town Council Meeting – Monday, 11th April 2016 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices. (The Annual Town Meeting for all residents will be held on Monday, 4th April 2016 at 7.15pm at the Millennium Jubilee Hall).

There being no other business, this part of the Meeting closed in order to facilitate the confidential staffing update.

ChairmanDate.....