

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
20th November 2017 in the Council Chamber, Kesgrave Town Council

Councillors:

A Athwall
 K Archer
 N Beecroft-Smith (Chairman of the Council)
 R Bridgeman
 A Comber
 G Derrick (*Apologies*)
 D Fairbrother
 S Fairbrother
 G Hamilton
 S Lawson
 G Lynch
 P Mills
 R Patten (Vice-Chair of the Council)
 R Spittle
 L Ventriglia

In Attendance:

Mrs S Clements (Town Clerk)
 Mrs D Jimpson (Business and Development Manager)
 District Councillor Mower
 Nine Members of the Public including 3 residents interested in standing as a co-opted Town Councillor. (Agenda item numbered 19) and 4 representatives from Fields (Agenda item numbered 10).

1. **Welcome and to Receive Apologies for Absence** – The Chairman welcomed everybody to the Meeting. Apologies for absence were received from Town Councillor Derrick, District Councillor McCallum and County Councillor Whiting.
2. **Declarations of Interest** – The following Declarations of Interest were made. (**Full details in the Interest Book**).

<u>Name of Member</u>	<u>Type of Interest</u>	<u>Details about Interest</u>	<u>Minute Number</u>	<u>Details in Interest Book</u>
Councillor Archer	Pecuniary	Expenses	11 (Schedule of Accounts)	Yes
Councillor Beecroft-Smith	Pecuniary	Expenses	11 (Schedule of Accounts)	Yes
Councillor Comber	Pecuniary	Payment	11 (Schedule of Accounts)	Yes

3. **Minutes** of the last Full Town Council Meeting held on the 11th September 2017. These Minutes were received, considered and agreed, following the vote. (**Copy in Minute Book**).
4. **Clerks Report/Update** -
- Minute Number 4 – KALGA – Kesgrave Allotment and Leisure Garden Association Ltd. – The Clerk reported that a letter has been received from the St Elizabeth Hospice, Ipswich regarding an Open Garden Event in Kesgrave for 2018 for fund raising and this has been passed to KALGA, who are currently considering the event.
5. **Chairman's Communications** - The Chairman – Town Councillor Beecroft-Smith reminded Councillors that during the open and public part of Meetings that hourly rates of pay for the Litter-picker roles should not be disclosed. He thanked the Vice Chair – Town Councillor Patten for attending the Kesgrave WI 90th Birthday Celebrations on behalf of the Town Council on the 5th October 2017. The Chairman thanked Sue Hall for arranging the celebratory event on the 28th October 2017 in honour of the safety improvement works at the crossing on the A1214 Main Road, near to Cambridge Drive and those who attended this event, including Councillors Archer, Hamilton and Patten, County Councillor Whiting and members of the public. He was delighted that the Kesgrave Town Guides will shortly be delivered to local residents and also the Neighbourhood Plan Questionnaires have nearly all been delivered. The Town Guide website and the new Town Council website are up and running and are proving a huge success. The new Town Council Facebook Page and Twitter feed are also live. Councillor Beecroft-Smith thanked District Councillor McCallum and her small Team, together with support from the Town Council office, for the excellent and very popular Fireworks Night event on the 5th November 2017. He thanked the Kesgrave British Legion and All Saints Church, together with all those involved, including the Town Council office staff, local Schools, the Cadets, Town Councillors and local residents for joining in the Remembrance Day Service on Friday, 10th November 2017 and also those who led or joined in the All Saints Church Remembrance Service on Sunday, 12th November 2017. He was pleased to report that members of the public have called at the Town Council offices to thank Officers for organising the refreshments served on the 10th November. The Chairman was delighted to welcome Mrs Jennie Catling-Green the Council's new Service Development Co-ordinator. Councillor Beecroft-Smith reminded Councillors about the Christmas Tree Lights Switch on event on Friday, 24th November 2017 at 6.20pm at the Rupert Fison Square, where he hoped Councillors would attend and support this community event. He also thanked Mrs Abbott from the Town Council Office for her very hard work in organising the upcoming, exciting and very first Town Council Ice Skating project on Saturday, 25th and Sunday 26th November 2017. District Councillors were thanked for financial contributions towards this project via the Enabling Communities Budgets (ECB). This is a huge project and the Chairman hopes that Councillors will be able to fully support and assist with this Town Council led weekend community project for our younger local residents. The Chairman also reminded Councillors about the Evening of Reflection on Friday, 15th December 2017 at 7pm which is being held outside the Town Council offices in Ferguson Way, where the short outdoor service is being led by All Saints Church.

Councillor Beecroft-Smith was delighted to advise Councillors that he had, with Councillor Archer, attended the SALC AGM presentation on the 7th November to collect the Most Active Town winner award plaque for Kesgrave, together with the Town Council's new Website winning the Website of the Year competition. A letter of congratulations has been received from Dr Dan Poulter MP regarding the Most Active Town Council Award. Finally, the Chairman of Kesgrave Town Council wished Councillors Officers, Members of the Public and all Community Partner Stakeholders a peaceful Christmas and New Year.

6. Members of the Public – One member of the public spoke about the Town Council's new Website and the Neighbourhood Plan Questionnaires. As a local resident, Councillor Patten asked District Councillors some questions with regard to the details which were distributed to Town Councillors from Town and District Councillor Lynch regarding the government's Universal Credit scheme. Another member of the public advised that Suffolk Libraries will include details and "help notes" regarding Universal Credit in due course and once national government has finalised and agreed the details. One member of the public asked the Town Council about the Transparency Code and updates on its Website in relation to Agendas and draft Minutes. Comments were made with regard to the unapproved Budget 2018-2019 (to be received, considered and approved at this evening's – 20th November 2017 full Town Council Meeting) and asked when these details will be uploaded onto the Town Council's website.

7. County and District Councillors Reports - Councillors received and noted the written Reports received, verbal presentations and asked questions and raised points of clarification. (**Copies with Minute Book**).

County Councillor Lawson's written County Report referred to assisting financially via his County Councillor Locality Budget with various Kesgrave highway projects and also assistance with funding the Street-Life magazine at Kesgrave High School, which will help with covering matters such as mental health for children and young people in the area. County Councillor Lawson reported on his attendance at the East Suffolk Partnership where he joined the Volunteering session and the Adult Learning workshops.

District Councillor Lawson's written District Report was received and noted. His Report included updates on his Enabling Community Budget (ECB) where for this financial year he has £157 remaining. District Councillor Lawson also referred to various other matters as already fully detailed in District Councillor Mower's written Report below.

District Councillor Lynch did not submit a written Report. He did not have anything to add to the excellent written Report submitted by District Councillor Mower's Report.

District Councillor Mower's first written Report was received and noted, including updates on the Car Parking Consultation (which closed on the 13th October 2017), and the Civil Parking Enforcement (CPE) scheduled to be introduced in April 2018, the New Tourism Strategy and employment from the visitor economy in the District, the Apprenticeship Scheme which is working well at the District Council, the Enabling Communities Budget which for the next financial year 2017/18 will increase to £6,500 for each District Ward Councillor, this being the budget which assists community projects, the Check "white goods" and Stay Safe reminder to local people who are being urged to check their white goods and not to use them unattended in an attempt to reduce the risk of fires starting in homes.

District Councillor Mower's second written report also included updates regarding Dog Controls and the proposed Public Space Protections Orders, which outline dog controls in the area and where the current consultation will mean new fixed penalty notices. She gave details about the Woods Lane, Melton closure and the traffic diversion routes where phase 1 is the 6th – 30th November 2017 and phase 2 is the 8th January – 13th April 2018. The report made reference to the proposed merger between Suffolk Coastal and Waveney District Councils, where Leaders of the Councils recently met with the Secretary of State for Communities and Local Government. District Councillor Mower reported that the District Council welcomed the Planning Inspectorate's recent decision and outcome of the Public Inquiry regarding the application for 300 dwellings at Long Strops, land off of Bell Lane, Kesgrave. She advised the Meeting about the Speedworth and the Health and Safety fine of £118,000 and that the Environmental Health Officer of the District Council has advised that £18,000 was awarded to the District in costs. Councillors noted that canvassers will be calling at the houses of local residents who have not completed their respective annual Voting Registration forms. District Councillor Mower advised about the Parliamentary Constituency Boundaries consultation, where the deadline is the 11th December 2017 for responses to the Boundary Commission for England. The report advised that the Women on Wheels event has been rescheduled for the 22nd April 2018 from 10.30am at Rendlesham, where funds raised will go to the Suffolk British Legion Poppy Appeal and finally the report gave details about the Suffolk Coastal Business and Community Awards Scheme for 2018, which includes various categories, where the closing date for applications is the 5th January 2018.

8. **Fully-Funded PCSO Report & Safer Neighbourhood Team Police Report in Partnership with Rushmere St Andrew Parish Council – September and October 2017 & to receive an update regarding Drugs Issues in the Town** - Councillors received and noted these Reports. (Full details available upon request).

The September Report provided an update about a large group of young people gathering at Ashdale Road and then on Oak Meadow and an incident which involved two boys fighting. An assault on a female did not occur, as originally claimed. Community Protection Notices and warning letters have been issued to those frequenting car parks in the Town for unauthorised reasons. Police have been present at the public highway near Heath Primary School and have been enforcing parking regulations, including speaking with one local resident who attempted to obstruct the public highway by coning off areas to prevent his driveway being blocked. The Police have also been patrolling the area near to the Kesgrave Library and the underpass, also Wolton Road and Pergola Place because of suspicious drug activity. Possession of Cannabis with intent to supply is an area which is currently being investigated following the Police Patrols at Pergola Place. The Police attended the home address of a youth who was caught riding a moped on the pedestrian area at the Rupert Fison Square. The October Report provided an update regarding the dangerous and inconsiderate driving at Kesgrave Library. It was noted that 7 young people have been banned from entering Suffolk Libraries for 3 months. Also, incidents of climbing over the fence at the Kesgrave War Memorial Community Centre (KWMCC), mopeds on Pilboroughs Walk and the nearby underpass, knocking on doors and running away at Wolton Road, intimidating gatherings at Pergola Piece, youths found in possession of cannabis at Pergola Piece, Heath Primary School, Bell Lane and enforcement of parking regulations.

The Police have also produced advisory leaflets distributed to all Kesgrave Schools and the emphasis for members of the public to dial either 101 or 999 (as appropriate) for Policing matters following the correct processes and procedures, as opposed to emailing the PCSO.

9. Library 2nd Quarter Report – Councillors received and noted the details.

10. Fields (previously Kesgrave Family Christian Church) – Councillors received a presentation from Fields Church. Fields Vision, Mission, Size in numbers, Community, Structure, and its short to mid-term plans and also its longer-term-plans. Fields noted the possibility of having a table at the Town Council's Market. The June 2018 Fun Day was also noted where Fields may wish to partake.

The three representatives from Fields left the Meeting at this point.

11. Finance and Governance

- Schedule of Accounts – Councillors received, considered and approved, following the vote, payments in the sum of £180,772.34 (which included a transfer of £120,000 to the savings account) and received receipt listings totalling £170,538.54. (Copy with Minute Book).
- Approval of Transfer – Following the vote, Councillors approved the transfer from the savings account to the current account of £15,000.
- Budget and Precept 2018/2019 – The Town Council received, considered and agreed/RESOLVED, following the vote to approve the Precept and Budget for the 1st April 2018 – 31st March 2019 in the sum of £267,610, following a detailed and full discussion. (This represents a 3.54% increase). Councillors D and S Fairbrother both asked for their respective votes as being against the Budget and Precept 2018-2019 to be recorded in these Minutes. Councillor Spittle asked for these Minutes to include his approval of the Budget and Precept 2018-2019.
- 2nd Quarter Budget Report – Councillors received, considered and agreed this Report, following the vote.
- Finance and Governance Committee Meeting held on the 13th November 2017 – Councillors received and agreed these Minutes, following the vote, including the Budget and Precept 2018/2019 as detailed above, a grant of £100 to the Kesgrave Friendship Club to assist with the Club's Christmas lunch and agreement to proceed further with Quality Council Status, within the Budget. (Minutes in relevant Minute Book).

12. Planning and Development Committee Meetings Minutes – 18th September 2nd October, 16th October, 30th October and 13th November 2017 – Councillors received and noted the Minutes of the Planning and Development Committee Meetings as above, including the slightly amended and subsequently agreed Terms of Reference for the Neighbourhood Plan Working Party. (Minutes in relevant Minute Book).

13. Working Party Meetings & Terms of Reference

- Play Area and Open Spaces Working Party Meeting – 6th November 2017 – Councillors received, considered and agreed these Minutes, following the vote. (Minutes in relevant Minute Book).

- Neighbourhood Plan Working Party Meeting – 11th September 2017 – Councillors received, considered and agreed the Service Level Agreement (SLA) with the LPA (Local Planning Authority), in order to pursue this Plan further, following the vote. The Council received, considered and agreed, following the vote, the slightly amended Terms of Reference. It was noted that the Questionnaires have nearly all now been delivered, with the original deadline for receipt of completed Questionnaires by the end of November 2017. It was agreed, following the vote, that the deadline for completion of the Questionnaires be moved to the 4th December 2017.
- Transport and Pedestrian Working Party Meeting – 16th October 2017 – Councillors received, considered and agreed these Minutes, following the vote. (Minutes in relevant Minute Book).

14. Community Services Matters

- Community and Recreation Committee Meeting – 18th September and 6th November 2017 – Councillors received, considered and agreed these Minutes, following the vote, including the financial matters and the knee-high rail and the drop down kerbs at the MJH (Millennium Jubilee Hall), the Kesgrave Market restructure and imminent meeting, repair of the trim trail at Oak Meadow, adoption of Holly Gardens and Dobbs Drift from the District Council, The Battle over a Nation's Tribute project and the Christmas Tree Light up event and also the changes to the Evening of Reflection and the Remembrance Tree. (Minutes in relevant Minute Book).
- Membership of the Community and Recreation Committee – It was agreed, following the vote, that Councillor S Ventriglia be included as a Member of this Committee for the ensuing Council year.
- Mrs Jimpson reported on the two quotations received for the repair work to the kerb at the MJH for safety reasons. Councillors asked for a third quotation to be obtained.

15. Report from the Clerk and Press Officer – Councillors received and noted the written Report and update, including the latest local publications, press, radio and social media articles and photograph details. These included: details regarding the 6th Anniversary Celebrations at the Town Council's Market, the Christmas Market, the launches at both these Markets for volunteer drivers for the Community Transport scheme, the Skate Boarding events, the Ice Skating event, the Remembrance Service, the Christmas Lighting Up event, the Public Inquiry and the 300 Homes which has been dismissed, Play Areas updates, Kesgrave being the 2017 Winner of the Most Active Town Competition, Kesgrave Town Council being the 2017 Winner of the Website of the Year Competition and Festive Wishes to local residents on behalf of the Town Council.

16. SALC (Suffolk Association of Local Councils) Area Meeting – 18th September 2017 & SALC AGM – 7th November 2017 – Councillors received and noted the written Reports and updates from Councillor Archer the SALC Representative for the Town Council following his attendance at these Meetings. They noted that the Chairman – Town Councillor Beecroft-Smith attended the SALC AGM with Councillor Archer and that the Chief Executive Officer of SALC has resigned to take up the new role of Town Clerk at Lowestoft Town Council – a newly set up Council. The challenges of this role and the new Town Council were noted.

Councillors also noted that at the SALC AGM matters of general concern were discussed, including Policing and the new GDPR (General Data Protection Regulation) effective from May 2018. Six motions were passed, (full details within the SALC AGM Report). Councillors were delighted to hear that Kesgrave has won the Most Active Town of the Year for Suffolk and that the Town Council's new Website is the winner of the Best Website in Suffolk for 2017.

- 17. Woodbridge and District Anti-Social Behaviour Meeting – 14th September 2017** – Councillors noted the updates exchanged at this Forum relating to Kesgrave, including the Community Speed Watch scheme, the outsourced Thursday Evening Youth Club facilities, the October 2017 half term skateboard event and “respect” traffic cones.
- 18. The East Suffolk Partnership Annual Forum 2017** – Councillors received a brief update from Councillor Patten, following her attendance at this event on the 10th November 2017.
- 19. Resignation of Councillor & Co-opted Vacancy** – Councillors noted the resignation of Councillor Wallace on the 4th October 2017 and that a by-election was not called by the 26th October 2017. The resumes of those interested parties in standing as a co-opted Town Councillor were considered. Following a subsequent vote, it was agreed that Mrs Chris Marsh would fill the co-opted Town Councillor vacancy. Mrs Marsh was congratulated on this new co-opted Town Councillor role. The Declaration of Acceptance of Office was duly, jointly signed by Mrs Marsh and the Clerk.
- 20. Boundary Commission Review** – Councillors received and considered these details, and were asked to send in their comments for the consultation which ends on the 11th December 2017.
- 21. Chairman/Clerk Other/Urgent Communications** – There were no matters raised.
- 22. Newsletters & Circulars** – the latest publications were received and noted.
 - Kesgrave In Touch – latest edition.
- 23. Resolution to exclude the Public and the Press** – The Public Bodies (Admission to Meetings) Act 1960 – The Council considered and agreed, following the vote, to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.
- 24. Confidential Minutes of the full Town Council Meeting held on the 11th September 2017** – The Council is asked to receive, consider and agree the Confidential Minutes of the full Town Council Meeting. (Minutes in Confidential Minute Book).
- 25. Confidential Minutes of the Finance and Governance Committee Meeting held on the 13th November 2017** – The Council is asked to receive, consider and agree these Meeting Minutes. (Minutes in Confidential Minute Book).

Date of the next Full Town Council Meeting – Monday, 15th January 2018 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.

This part of the Meeting concluded in order to facilitate the second and confidential section of the Meeting in order to consider and agree the confidential matter.

Chairman **Date.....**