

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
15th January 2018 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
 D Fairbrother (*Apologies*)
 S Fairbrother (*Apologies*)
 G Hamilton
 S Lawson
 G Lynch
 C Marsh
 P Mills
 R Patten (Vice-Chair of the Council)
 R Spittle (*Not Present*)
 L Ventriglia

In Attendance:

Mrs J Abbott (Service Development Administrator)
 Mrs S Clements (Town Clerk)
 Mrs D Jimpson (Business and Development Manager)
 Five Members of the Public

1. **Welcome and to Receive Apologies for Absence** – The Chairman welcomed everybody to the first Meeting of 2018 and expressed his good wishes for the New Year, including Councillor Marsh to her first full Meeting of the Council. Apologies for absence were received from Town Councillors D and S Fairbrother. (Town Councillor Spittle was not present and did not send his apologies for absence). Apologies were also received from District Councillors McCallum and Mower 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>
Town Councillor Athwall	Non-Pecuniary	Suffolk Libraries IPS Limited (Volunteer)	Minute Number 9 (Schedule of Accounts)	Yes (and abstained from the vote).

3. **Minutes** of the last Full Town Council Meeting held on the 20th November 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 Council noted that KALGA has decided not to hold an Open Garden Event in 2018 in Kesgrave to assist with fund raising for St Elizabeth Hospice.
5. **Chairman's Communications** - The Chairman – Town Councillor Beecroft-Smith welcomed Councillors to the first full Council Meeting of 2018 and the New Year. He reported that following the last Meeting the hugely successful and very popular Christmas Tree Lighting Up event and the Ice Skating event took place and special thanks go to the Service Development Administrator for her hard work for these events and all Volunteers who assisted with both of these community projects. The Chairman reported on the outcome of the Evening of Reflection which had taken place in November and the turnout for this poignant event, which was good, especially given the weather. The Chairman commented on the reopening of the Public Inquiry for 300 houses at Longstrops on land off of Bell Lane, the imminent planning application relating to the proposal for 1300 new houses at Longstrops, under a different application and in this case by Grainger plc (with Fentons), and not which is a different scheme to the Persimmon proposal, and he also commented on the Adastral Park, Martlesham outline planning application for 2,000 new houses, where concerns have been raised about the effect this will have on the infrastructure near to and within Kesgrave. Councillor Beecroft-Smith was delighted to report on the progress of the emerging Neighbourhood Plan for the Town, where more details will follow later on during this Meeting.
6. **Members of the Public** – One Member of the Public spoke about the Town Council and the Evening of Reflection and thanked various Councillors for assisting with organising this event and noted that this is scheduled to be held during this year at Legion Green. The member of the public also raised concerns about real-time uploads onto the Town Council's Website and the Town Guide and the Town Guide Website. The Business and Development Manager responded to the question in relation to the query raised about costings. Another member of the public spoke about the Christmas Lighting Up event. The Chairman of Spark (Sports and Recreation in Kesgrave), asked a question about the Town Council's Website. Comments were expressed about photographs not being displayed of all Town Councillors on the Council's Website and observed that there are no photographs of Councillors in the Town Guide. (Councillors photographs have not been included in previous versions of the Guide).
7. **County and District Councillors Reports** - Councillors received and noted the written Reports, verbal presentations and asked questions and raised points of clarification. (**Copies with Minute Book**).

County Councillor Lawson's written County Report was received and noted.

His Report included updates with regard to assistance via his County Council Locality Budget for Kesgrave Library and the “Suffolk Loves” books display stands, the commitment to establishing an outreach project at the Library and the County Council’s financial contribution to Kesgrave High School and Mental Health workshops/seminars.

District Councillor Lawson’s written District Report was received and noted.

His Report included updates on his Enabling Communities Budget and the purchase of a defibrillator located at the Kesgrave War Memorial Community Centre (KWMCC). District Councillor Lawson thanked the Service Development Administrator and all Volunteers for the excellent community projects organised over the Christmas period, including the Lighting Up and Ice Skating events, and also referred to various other matters as already fully detailed in District Councillor Mower’s written Report below.

District Councillor Lynch’s written Report was received and noted. His Report included updates on the fact that parliamentary approval is awaited’ for the proposed merger of Suffolk Coastal and Waveney District Councils, funding which has been set up for the Suffolk Armed Forces Weekend held in Felixstowe again, for 23rd and 24th June 2018 and the winners of the East Suffolk Photographic Competition. District Councillor Lynch also referred to various other matters as already fully detailed in District Councillor Mower’s written Report below.

District Councillor Mower’s written report was received and noted, including updates on the Homeless Reduction Act 2017 and the fund of £110,685 for the District to assist with this, which will have an impact on the District’s Housing Needs Service and its staffing levels, updates regarding Organic Waste Recycling and the options and implications of organic waste collection in Suffolk Coastal and the associated costs, where it has been recommended by the District Council to introduce a charge of £43 per annum per household, (if residents require and chose to have their garden waste collected in 2018/2019), the Improving Access to Broadband scheme, where the District Council has earmarked £250,000 of funding to work with communities in need and to assist with superfast Broadband and wireless coverage projects. Issues have been encountered with Open Reach and thus the District Council’s initiative, where residents need to contact Suffolk Coastal District Council directly and advise on the broadband speed, postcode, and landline number so that the location can be mapped. District Councillor Mower’s Report also included updates with regard to the Cabinet Meeting in January 2018, which will look at the Car Park Consultation and proposed charges for 2019, an Amendment to the Renovation Grants Policy and the Introduction of Warm Homes Grants – a scheme between the District and County Council and a joint bid which has been submitted for £4.3m to National Grid’s Warm Homes Fund for a central heating programme, the Introduction of the Garden Waste Collection Service, where a timetable will be drawn up, the new Domestic Abuse Website which has been launched - The Coastal Action Against Abuse (CAAA) for the District and Waste Offences, where the District Council is reminding local residents and businesses that everybody has a legal responsibility and duty of care to prevent waste being fly-tipped and encouraging people to report on any fly-tipping offence via the District Council’s website or by telephone.

8. Fully-Funded PCSO Report & Safer Neighbourhood Team Police Report in Partnership with Rushmere St Andrew Parish Council – November and December 2017 and January 2018 - Councillors received and noted these Reports.

They noted that during November 2017 anti-social behaviour issues occurred inside the Library with around 20 youths involved after 4pm. The behaviour was disruptive and abusive, where some of the youths were climbing on furniture, shouting and swearing, and making comments bordering on racial abuse. Some of the youths have received a 3 month ban from Suffolk Libraries, which could extend to 6 months or a year if there are further issues. The Police have liaised closely with the relevant parents, emphasizing the implications of the young people getting a criminal record. There have been increased patrols in the Library area and local residents are encouraged to report any crimes through the reporting system so that formal Police records are created, including reporting the vehicle registration numbers of any anti-social behaviour activity. It was noted that large numbers of youths have been congregating at the Twelve Acre Approach area and the Birches Medical Centre and Grange Lodge areas. Large groups of young people have also been gathering on mopeds in the Tesco car park at the Rupert Fison Square area. A suspect has been given a warning regarding a racial hate/criminal damage incident.

The December Report provided updates regarding proposed changes to Policing from April 2018, (further details are to follow), the Suffolk Police and Crime Commissioner asking if council tax payers are prepared to pay more towards the police service and the associated survey which finished on the 10th January 2018, Kesgrave Library and the anti-social behaviour which is now greatly reduced, Cannabis use and suspected dealing in the area of Grange Lodge in Twelve Acre Approach, where one female was found in possession of cannabis, general patrols around Kesgrave, including during the evening of the 14th December, the issue of a Traffic Offence Report to a HGV lorry driver who was caught undertaking on the A1214 Main Road using the bus lane and nearly colliding with the car it was undertaking, and criminal damage to outdoor Christmas decorations, where in some cases, victims have not been reporting the crime to the Police, (the criminals may still be in the locality), but instead posting the details onto social media.

The January Report included prevention tips for residents and businesses with regard to burglaries, the Police Twitter account details, information about Police Connect where local residents can receive regular updates via text, email or landline message with regarding to Policing in the area. PCSO Sarbutts emphasised the importance of reporting crimes by dialling 101 and for emergencies crimes and situations by dialling 999. Attendance by the PCSO at the Kesgrave Park Run on Saturday, 12th January with regard to general parking issues by users of the Millennium Jubilee Field was noted. (Full details available upon request).

Since the last crime Report on the 20th November 2017, the following crimes have been committed in the Town:

4 x Theft from a motor vehicle – Elmers Lane, Bell Lane, Dewar Lane x 2.

3 x Burglary - Residential – Dwelling – Wright Lane, Bracken Avenue, Adams Place.

3 x Other criminal damage to a vehicle (Under £5,000) – Warren Chase, Michigan Cl, Ropes Drive.

2 x Theft or Unauthorised Taking of a Pedal Cycle – Bugsby Way, Walker Chase.

1 x Possession of a controlled drug with intent to supply - Class B – Cannabis – Twelve Acre App.

- 1 x Having possession of a controlled drug - Class B – Cannabis** – Thomas Crescent.
- 1 x Burglary - Business and Community** – Dobbs Lane.
- 1 x Theft from shops and stalls** – Ropes Drive.
- 1 x Theft if not classified elsewhere** – Bell Lane.
- 1 x Interference with a motor vehicle** - Glanville Place.
- 1 x Theft from the person** – Wainwright Way.
- 1 x Attempted Burglary - Residential - Non-Dwelling** – Pepper Place.
- 1 x Other criminal damage, other (Under £5,000)** – Bugsby Way.
- 1 x Affray** – St. Isidores.
- 1 x Hate Incident – Racial** – Wilkinson Drive.
- 1 x Sending letters etc with intent to cause distress or anxiety** – Quebec Drive.
- 1 x Harassment without violence (Course of conduct)** – Cedar Avenue.

9. Finance and Governance

- Schedule of Accounts – Councillors received, considered and approved, following the vote, payments in the sum of £41,509.08. (Copy with Minute Book).
- Transfer from savings account – Councillors approved, following the vote, transfers from the savings account totalling £24,719.89.
- 3rd Quarter budget reports – The reports were received and noted.
- Office redecoration – The Council received 3 quotations to redecorate the Town Council offices. It considered the cost and work details and after the vote, approved the quotation for £2,600.
- Council Tax Precept referendum – The Council received and noted that the Government intends to defer the setting of referendum principles for Town and Parish Councils for 3 years.
- Library Grant – The 3rd quarter report was received and after the vote, approval for the grant payment was made.
- Finance and Governance Committee Meeting held on the 8th January 2018– Councillors received, considered and approved, following the vote, the Minutes, of the Finance & Governance meeting on the 8th January 2018, (Minutes in relevant Minute Book) including:
 - Minute number 9 - The Effectiveness of Internal Audit (including Internal Audit, Independence, Competence, Relationships, Planning and Reporting – this was considered and approved, following the vote;
 - Minute number 10 - The Asset Register – this was received, considered and approved, following the vote;
 - Minute number 11 – Risk Assessments – these were considered and approved, following the vote.

- ## **10. Planning and Development Committee Meetings Minutes – 27th November 2017, 11th December 2017 and 8th January 2018**– Councillors received and noted the Minutes of the Planning and Development Committee Meetings as above, including Councillor Marsh joining this Committee for the ensuing Council year and the Council also noted the presentation regarding a future proposed planning application at Long Strops, land off of Bell Lane and Foxhall Road for 1300 houses. (Minutes in relevant Minute Book).

11. Working Party Meetings & Terms of Reference

- Neighbourhood Plan Councillors received, considered and agreed the update and latest work on the emerging Kesgrave Neighbourhood Plan, following the vote. The Terms of Reference will be looked at during the next Meeting for recommendation to the Annual Town Council Meeting in May 2018.

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

12. Community Services Matters

- Kesgrave Playschool – The Council received the request for a proposed additional shed that the Playschool has asked to site in the outside area at the Millennium Jubilee Hall. It was noted that the group currently has one shed located inside the perimeter of this area already, and that the Kesgrave Park Run have the same type of shed next to it. Following the vote, the Council decided that the outside space would be compromised with the addition of another shed, and that since this area is used by other regular hirers and party hirers to site bouncy castles etc. approval was refused.

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

- WW1 'Battles over' working party – The Service Development Administrator presented and highlighted the details about this project. District Councillor Lynch advised tentatively that he would be prepared to assist financially with this project via his District Councillor Community Enabling Budget but would need a request to be made as soon as practicable. It was agreed, following the vote, that this Working Party should be set up with initial membership comprising Councillors Beecroft-Smith, Comber and Spittle and D Whinney representing the Royal British Legion. The first Working Party Meeting will be held on the 22nd January 2017 at 6.15pm at the Town Council Offices.
- Kesgrave Ice Skating Event – 2018 – The Service Development Administrator advised that the cost for this event is approximately £6,000 if the equipment is booked this week, (week of 15th January 2018), that the Council has budgeted £1,500 in the 2018/19 budget. There are various possible funding bids including SPARK and via the County Councillor Locality budget, which she will pursue towards this project if agreed by Council. Following the vote, it was agreed that the 2018 event should be confirmed and booked. The Council agreed, following the vote, that a nominal charge should be applied to users of approximately £2.00 per skater and that it will likely be a pre-booked/paid event. The dates for this event will be Saturday 1st and Sunday 2nd December 2018. (The Christmas Lighting Up Event will be during the early evening of Friday, 30th November 2018).

- ## **13. 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 details about the District Council's Enabling Better Broadband in the District and Suffolk initiative, the new model Youth Club for Thursday evenings, the Town Guide for Kesgrave, and details taken from the PCSO Reports for December 2017.

14. Woodbridge and District Anti-Social Behaviour Meeting – 23rd November 2017 – Kesgrave Matters - Councillors received and noted the Minutes from this Meeting. Councillor Comber advised he had nothing further to add to the minutes and confirmed that the next meeting will be held on January 25th, 2018. (Copy of Minutes in Minute book).

15. Enabling Better Broadband in Suffolk –Councillors noted that there is a total fund of £250,000 within this scheme and that although Kesgrave is relatively well covered, there are a few “hot spots” around the Town, where these particular local residents would welcome some support. It was also noted that the Town Council’s role is primarily to bring this opportunity to the attention of residents of Kesgrave, who then contact Mr Wil Gibson – Enabling Communities Strategic Director at the District Council directly.<http://www.eastsuffolk.gov.uk/community/enabling-better-broadband-in-suffolk-coastal/> Details have been uploaded onto the Town Council’s website, which then filter to its social media sites. The Town Council will also use its other more traditional local newsletters to assist with promoting the Enabling Better Broadband project, where it is also hoped that the District Council will also continue to publicise this scheme. Councillor Lynch presented some information about this project.

16. Chairman/Clerk Other/Urgent Communications – There were no matters raised.

17. Newsletters & Circulars – the latest publication was received and noted.

- Kesgrave In Touch – latest edition.

The remaining two members of the Public left the Meeting at this point.

18. 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 confidentially.

19. Confidential Minutes of the Personnel Meeting held on the 8th January 2018 – 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, 19th March 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.....**