

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Virtual Teams Meeting held on 21 September 2020

Councillors present:

A Athwall
P Carr
A Comber
D Fairbrother
R Gibson
G Lynch
J Ogden (*Vice-Chairman of the Town Council*)
B Patten
D Shaw
G Ward

Officers present:

J Abbott – Town Clerk
A Dougall – Responsible Financial Officer (RFO)

1. Welcome and to Receive and Accept Apologies for Absence – Vice-Chairman J Ogden welcomed those present. Apologies were received from Cllr Archer – reason work and Cllr Beecroft-Smith, reason personal, following the vote these were accepted.

2. Declaration of Interests – Cllr A Comber, Non-Pecuniary interest for item 10b - Scout Leader and Kesgrave Market. Cllr J Ogden, Non-Pecuniary interest for item 10b – Scout Leader and 10h Library Community Group. J Abbott, Non-Pecuniary interest for item 10b – St Elizabeth Hospice, family member. Cllr A Athwall, Non-Pecuniary interest for item 10h Library Community Group.

3. Minutes of the last Meeting – held on 20 July 2020, following the vote these were agreed.

4. Chairman's Communication – none.

5. Clerks/Officer Report/Update – J Abbott spoke of the shooting in Kesgrave and expressed on behalf of the Council that our thoughts were with the victim, his family and all those affected. J Abbott wished to also thank all staff, stakeholders and fellow Cllrs for dealing with this very difficult situation in a professional and sensitive manner. An information page regarding the shooting had been set up on the website to provide factual information, guidance and support to our community.

6. Members of the Public – none present.

(RFO joined at 7.22pm – connection issues)

7. County and District Councillor Reports – Suffolk County and East Suffolk Cllr S Lawson provided a verbal report prior to the meeting to J Abbott regarding Foxhall Road/Bell Lane. East Suffolk Cllr Lynch advised of the many virtual meetings he has been continuing to have. Cllr Lynch also advised of funding he had provided towards the KWMCC Tennis Courts. Cllr Lynch informed ESC are having extra meetings regarding Covid-19, how things went, positive outcomes and building on this. Cllr Lynch also spoke about Sizewell C and ESC interest to get the best for the Community.

(Cllr B Patten joined at 7.29pm – connection issues)

8. Partnership Funded PCSO – PCSO reports received, no comments. J Abbott confirmed she recently met with Ellie our PCSO in the office. Positive meeting, working very well, confirmed importance of reporting all issues in the Town to 101 / On-line. Cllr Shaw asked about fly tipping – J Abbott confirmed report to Norse. Cllr Carr confirmed he met our PCSO professionally and was impressed with how she is settling into her role.

(Cllr D fairbrother joined at 7.33pm – connection issues)

9. Co-Option of Town Councillors – J Abbott confirmed two residents had requested to be co-opted onto the Town Council. Following a discussion, it was proposed and seconded for both gentlemen to be co-opted onto the Council, all agreed. J Abbott will make contact for all relevant paperwork to be completed.

10. Finance & Governance –

- a. Committee meeting minutes: 7 September 2020 – these were noted.
- b. Schedule of Accounts –
 - List of payments – payments for the period 20.07.2020 to 20.09.2020 were discussed. Following the vote, the payments were agreed by Council.
 - List of receipts – receipts for the period 20.07.2020 to 20.09.2020 were agreed following the vote.
- c. Transfer from Savings Account – the transfer made on 26 August 2020 was agreed following the vote. A Dougall explained that the unused Barclay's bank account (Barclays Premium Account) has been set up to receive the cardreader transactions. Card payments can be easily monitored in this separate account and then transferred into the Current Account as a monthly total (on the Finance system, a new cashbook has been set up for these transactions, named KTC Cardreader Account). The transfer from the KTC Cardreader Account to the Current Account for the July 2020 Market was presented. The transfer was agreed following the vote.
- d. Forecast Income and Expenditure Report 2020/21 – A Dougall presented the report for information to show the estimated spending as at 31 March 2021 (based on the information available at 31 August 2020). This report was discussed at F & G 07.09.2020.
- e. Financial Summary due to Covid-19 for 2020/21 – A Dougall presented the report, discussed at F&G 07.09.2020, showing the financial impact on the 2020/21 budget due to the Coronavirus.
- f. Budget Virements for 2020/21 agreed at F & G 07.09.2020 – for information.
- g. Trial Balance for August 2020 – for information.
- h. Library Grants – J Abbott presented the Library Reports for Qrt 4 19.20 and Qrt 1 20.21 and discussed the request for funding: -
 - Quarter 4 (2019/20) - £2875.00
 - Quarter 1 (2020/21) - £2500.00. The report stated that due to the impact of the Coronavirus, the originally funding request of £15,500 pa for 20.21 could be reduced to £10,000 pa (£2500 per quarter).

All agreed following the vote to a funding request of £5375.00.

11. Planning & Development – Committee meeting minutes; 20 July, 17 August and 7 September – these were noted. Cllr Gibson (Chair of P&D) advised he will be attending ESC Committee Planning meeting regarding an application which KTC rejected but ESC mindful to approve. Cllr Gibson also commented on the White Paper, which P&D have been discussing, a draft response will be put to Full Council at the next meeting for approval.

12. Fenton’s Wood – Cllr Gibson advised offer withdrawn, initially they requested to put the adoption on hold, as they advised they needed to obtain developers permission. We were then advised they can no longer proceed. Disappointing, however we have asked if circumstances change to contact us.

13. Community & Recreation –

- a. Committee meeting minutes; 14 September 2020 – Cllr Comber (C&R Chair) noted the youth provision in the Town, MJH re opening and events left due to Covid19. Cllr Patten asked about funds to support the High School to tackle issues such as drugs, Counselling etc, following a discussion it was agreed J Abbott will clarify how the Town Council can support and make contact with the High School.
 - Item 13. Cemetery update – following the vote the fees increase was agreed.
- b. Foxhall Road / Bell Lane – J Abbott confirmed she has spoken with County Cllr Lawson who has advised he is continuing to discuss and pursue this matter with the leader and team of SCC Highways.
- c. Woodbridge & District ASB Meeting 10 September 2020 – Cllr A Comber advised he addressed school parking, litter, reporting issues to Police via 101 / online, he asked for Police to publicise the online reporting for non-emergency, as this is preferred by them.

14. Report from Clerk and Press Officer – J Abbott advised of articles submitted to In Touch, event updates, cut hedges etc.

15. Other /Urgent Communications – None.

16. Date of Next Meeting - Monday 19 October 2020 at 7.15pm, online via Microsoft teams.

17. Agenda Items for Next Meeting – None.

18. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 – Full Council considered and agreed following the vote.

Agenda items 19a&b, 20a,b&c were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.22pm

Chairman **Date**.....