

**KESGRAVE TOWN COUNCIL**  
**Minutes of the Annual Meeting of the Full Town Council Meeting held on**  
**14<sup>th</sup> May 2018 in the Council Chamber, Kesgrave Town Council**

**Councillors:**

A Athwall (*Apologies*)  
K Archer  
N Beecroft-Smith (Chairman of the Council)  
R Bridgeman  
A Comber  
D Fairbrother (Vice-Chair of the Council)  
S Fairbrother  
S Lawson (*Apologies*)  
G Lynch  
C Marsh (*Apologies*)  
P Mills  
R Patten  
R Spittle (*From Minute Number 2*)  
L Ventriglia

**In Attendance:**

Mrs S Clements (Town Clerk)  
District Councillor McCallum (*Up to Minute Number 7*)  
District Councillor Mower (*Up to Minute Number 14*)  
Four Members of the Public

1. **Election of Chairman and Declaration of Acceptance of Office** – Councillor Beecroft-Smith was proposed, seconded and duly elected, following the vote, to serve as Chairman of the Town Council for the ensuing year. He signed the Declaration of Acceptance of Office.
2. **Election of Vice Chairman**– Councillor D Fairbrother was proposed, seconded and duly elected, following the vote, to serve as Vice Chairman of the Town Council for the ensuing year.

*Councillor Spittle arrives at this point in the Meeting.*

3. **Welcome and to Receive Apologies for Absence** – The Chairman welcomed everybody to the Meeting and thanked Councillors for electing him to serve as Chairman for another Council year. Apologies for absence were received from Town Councillors Athwall and Marsh and Town, District and County Councillor Lawson, also County Councillor Whiting.
4. **Appointment and Composition of Town Council Committees and Sub-Committees** – Councillors completed and submitted Committee and Sub-Committee preference forms. These were received, considered and agreed, following the vote. (The Election of Chairman and Vice Chairman for these Committees and Sub-Committees will be the first items of business at the first relevant new Committee and Sub-Committee Meetings for the ensuing Council year).

5. **Terms of Reference – Committees and Sub-Committees of the Town Council** –

These were received, considered and agreed following the vote, including the change of the name of the Personnel Committee to the HR Committee and subject to the membership of each Committee having 'at least 5 members and that the Town Council Chairman and Vice Chairman' not now being required to be members of each Committee, as they were previously.

6. **Register of Interests** – Councillors were reminded to review, consider and update their respective Register of Interests. They were advised however, that the online tool via the District Council's Website is currently not live and is being updated.

7. **Council Representatives** – The following were proposed, seconded and agreed following the vote, to serve for the ensuing Council year;

- **SALC** (Suffolk Association of Local Councils) and Larger Councils Group Representative – Councillor Archer kindly agreed to serve for the ensuing year;
- **Internal Independent Auditor** – Mr D Hunt will serve for the ensuing year. (Full Town Council Meeting 19<sup>th</sup> March 2018 refers);
- **Press Officer** – The Clerk will serve for the ensuing year;
- **Safeguarding Officer** – The Clerk will serve for the ensuing year;
- **Woodbridge and District Anti-Social Behaviour Forum** – Councillors A Comber and S Fairbrother will serve for the ensuing year, together with the Town Council's fully funded PCSO, in partnership with Rushmere St Andrew Parish Council;
- **Public Transport Liaison Representative** – Ms S Hall (local resident) kindly agreed to serve for the ensuing year;
- **Kesgrave Conservation Representatives** – Mrs J Francis (local resident), with a small group of volunteers, kindly agreed to serve for the ensuing year;

*District Councillor McCallum left the Meeting at this stage.*

- **SPARK (Sport and Recreation in Kesgrave) Representative/s** – Councillor Mills kindly agreed to serve for the ensuing year;
- **Open Spaces Representative with a Town Council Officer** – Councillor Comber kindly agreed to serve for the ensuing year, (Standing Order Number 24) and only with an Officer in attendance;
- **Town Tree/Hedgerow Warden/Representative** – Councillor Marsh kindly agreed to serve for the ensuing year.
- **Youth Club Representative** – Councillors Archer kindly agreed to serve for the ensuing year;
- **Patient Participation Group Representatives** – Councillor Mills kindly agreed to serve for the ensuing year.

8. **Declarations of Interest** – No Declarations of Interest were made. (**Full details in the Interest Book**).

9. **Minutes** of the last Full Town Council Meeting held on the 19<sup>th</sup> March 2018. These Minutes were received, considered and agreed, following the vote. (**Copy in Minute Book**).

## **10. Clerks Report/Update -**

- Minute Number 9 – Finance and Governance – Appointment of Internal Auditor  
- The Clerk reminded Councillors that it was agreed at the last Meeting, following the vote, to appoint Mr D Hunt as Internal Auditor for the Council for the ensuing year.

**11. Chairman's Communications -** The Chairman – Town Councillor Beecroft-Smith thanked Councillor Marsh for organising the recent Litter Pick and thanked all of those who assisted. He thanked District Councillor McCallum for organising the very successful Charity Fun Run. The Chairman referred back to his Annual Report at the Kesgrave Annual Town Meeting in April 2018. He asked for a one minute' silence as a tribute to the late Tony Buckingham from Suffolk County Council.

**12. Members of the Public –** One Member of the Public spoke about the reinstated Public Inquiry relating to the proposed 300 houses on land off of Bell Lane/Long Strops Reserves and the Town Council's Reserves. She asked if the Town Council would consider compiling and agreeing a Reserves Policy and requested fuller details about any ring-fenced Reserves. Another member of the public spoke about the questionnaires and also the Town Council's website and uploading of Meeting Minutes. He also spoke about some posts on social media regarding play areas in the ownership of the District Council.

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

No written Report was received from the County Councillors.

District Councillor Lynch did not submit a written Report. He verbally updated the Meeting regarding the collection of bins by the District.

District Councillor McCallum updated the Meeting with regard to bin collections and some confusion with regard to stickers not being on the relevant bins. She also updated the Meeting regarding issues with overhanging trees. District Councillor McCallum spoke about the imminent reinstatement of the Public Inquiry regarding the proposed 300 houses on land off of Bell Lane, annual training for Town Councillors regarding planning and development and she thanked those involved with the recent Charity Fun Run. Questions were posed relating to the number of District Councillors for Kesgrave in the District Council merger with Waveney and also relating to District Councillor Community Enabling Locality Budgets. It was noted that it is proposed to reduce the number of District Councillors from four to three for Kesgrave.

District Councillor Mower's written report was received and noted. She asked if the "Big Chin Wag" details could be shared. **(Copy in Minute Book).**

*District Councillor Mower left the Meeting at this point.*

**14. Fully-Funded PCSO Report & Safer Neighbourhood Team Police Report/s in Partnership with Rushmere St Andrew Parish Council & Review of SLA (Service Level Agreement) Letter** - Councillors received and noted these Reports and with regard to the SLA, noted the update from the Chairman of the Council where he has met recently with the Suffolk Constabulary with regard to the current SLA (Service Level Agreement) for a PCSO, shared with Rushmere St Andrew Parish Council. This matter will be considered under item 15 below (Finance and Governance). (**Copies in Minute Book**)

**15. Finance and Governance**

- Annual Return 2017-18 – Councillors received, considered and approved, following the vote, the Accounts, Annual Return, and Annual Governance Statement for 2017-18, along with the supporting documents and after reading in public the full details at the Meeting, authorised the Chairman to sign the Return on behalf of the Town Council. (Copy with Minute Book).
- Internal Audit Report – Councillors received, considered and approved, following the vote, this Report and the Council was pleased to note that there are no recommendations. (Copy with Minute Book).
- Subscriptions – SALC (Suffolk Association of Local Councils) and SLCC (Society of Local Council Clerks) - these annual subscriptions were considered and agreed, following the vote. (SALC - £1,526.55 and SLCC - £260).
- Schedule of Accounts – Councillors received, considered and approved, following the vote, payments in the sum of £21,515.33 (20/3/18-31/3/18) and £12,521.00 (1/4/18-30/4/18). (Total £34,036.33). (Copy with Minute Book).
- Finance and Governance Committee Meeting Minutes – 26<sup>th</sup> March 2018 – Councillors received, considered and approved these Minutes following the vote.
- DPO (Data Protection Officer) – GDPR 2018 – Councillors received and noted the details with regard to the Amendment to the Data Protection Bill and exemption of Town/Parish Councils to appoint a DPO at the current time. (The Amendment to the Bill still needs to be “signed-off” by national government). The necessary Data Controller fee of £40 for the notification fee to the Information Commissioner’s government Office was agreed, following the vote.
- Standing Orders 2018-2019 – Councillors received, considered and agreed, following the vote, the slightly amended version relating primarily to the GDPR 2018.
- New Bank Signatories – These were agreed, following the vote.
- Procurement Card – These details were agreed, following the vote, to reflect the change in staffing and new RFO (Responsible Financial Officer).
- Other Finance Matters – It was agreed, following the vote, that the additional £1,000 towards the PSCO SLA be paid to continue with this for the next 6 months. (See Minute Number 14 above).

**16. Planning and Development Committee Meetings Minutes – 26<sup>th</sup> March, 9<sup>th</sup> April and 23<sup>rd</sup> April 2018**– Councillors received and noted the Minutes of the Planning and Development Committee Meetings as above, following the vote. (The said Committee has delegated powers). (Minutes in relevant Minute Book).

**17. Community Services Matters** – There were no matters raised to consider and agree.

## **18. Sub-Committees/Steering Groups**

- Neighbourhood Plan Councillors received, considered and agreed the update and latest work on the emerging Kesgrave Neighbourhood Plan, following the vote. It noted the work of the consultants engaged by the Council with regard to the analysis work of the questionnaires. It was noted that the Neighbourhood Plan Steering Group will have a stand at the Kesgrave Fun Day on Saturday, 9<sup>th</sup> June 2018.
- Play Area and Open Spaces – Councillors received, considered and agreed these recommendations following the vote. (Details in relevant Minute Book).

**19. 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. (Copy in Minute Book).

**20. Woodbridge and District Anti-Social Behaviour Meeting – 3<sup>rd</sup> May 2018 – Kesgrave Matters** – The Council received, considered and noted the Minutes and in particular on matters relating to Kesgrave. (Copy in Minute Book).

**21. Town Councillor Vacancy by Co-option** – Councillors noted that a by-election has not been called. They received and considered the Resume/s of those interested in standing for this vacancy. Following the vote, it was agreed that Mr Glenn Ward be co-opted to fill this vacancy. The Declaration of Acceptance of Office was signed.

*At the point three members of the Public left the Meeting.*

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

**23. Newsletters & Circulars** – the latest publications were received and noted.

- Kesgrave Intouch;
- Kesgrave Flyer.

**24. Resolution to exclude the Public and the Press** – The Public Bodies (Admission to Meetings) Act 1960 – The Council is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially.

**25. Confidential Meeting Minutes of the full Town Council Meeting held on the 19<sup>th</sup> March 2018** – The Council is asked to receive, consider and agree these Minutes. (Confidential Minutes Attached).

**26. Confidential Meeting Minutes of the Finance and Governance Committee Meeting held on the 26<sup>th</sup> March 2018** – The Council is asked to receive, consider and agree these Minutes. (Minutes in Confidential Minute Book).

**27. Confidential Meeting Minutes of the Personnel/HR Committee Meeting held on the 9<sup>th</sup> April 2018** – The Council is asked to receive, consider and agree these Minutes. (Minutes in Confidential Minute Book).

*This part of the Meeting closed, in order to facilitate the confidential business of the Meeting in closed session.*

**Date of the next Full Town Council Meeting – Monday, 18<sup>th</sup> June 2018 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.**

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