

# KESGRAVE TOWN COUNCIL

## Minutes of the Full Town Council Meeting held on 19 November 2018

### **Councillors present:**

K Archer  
A Athwall  
N Beecroft-Smith (*Chairman of the Town Council*)  
A Comber  
D Fairbrother (*Vice-Chairman of the Town Council*)  
G Lynch  
C Marsh  
P Mills  
R Spittle  
G Ward

### **Officers present:**

J Catling-Green – Service Development Co-ordinator  
J Abbott – Service Development Administrator  
A Dougall – Responsible Financial Officer (RFO)

**1. Welcome and to Receive Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Councillors S Fairbrother, S Ventriglia and R Bridgeman, District Councillors S Mower and D McCallum and County Councillors S Lawson and R Whiting.

*The Chairman, Cllr N Beecroft-Smith then read out the following statement; Kesgrave Town Council would like to thank Susan Clements for her time working with us. She has now left to pursue other opportunities.*

**2. Declaration of Interests** – There was one declaration of interest noted, Cllr A Athwall, Item 8.e. Library Grant.

**3. Minutes of the last Meeting** - held on the 16 July, Full Council received, considered and agreed following the vote.

**4. Clerks/Officer Report/Update** – None.

**5. Members of the Public** – 4 members of the public were present. 1 member of the public addressed the Council asking if his request from the last meeting on 16 July, for white line markings at the entrance to KWMCC had been actioned. Cllr G Lynch spoke as a Trustee of KWMCC advising they have done what they can on their land, but the public highway is the responsibility of SCC Highways. The member of public also wished to see the PCSO reports on the Town Council website. After a discussion it was agreed that the Town Council website would have a link to the Suffolk Police website.

**6. County and District Councillor Reports** - It was noted that a report had been received from District Cllr S Mower, which had been distributed to all Town Councillors. District and Town Cllr G Lynch confirmed he had nothing further to add to S Mowers report. (Copy of report in minute book).

## **7. Fully Funded PCSO Reports –**

- The PCSO reports were received and noted. (Copy of reports in minute book).
- PCSO Mike Sarbutts was present as a member of the public and requested to speak at this point. He wanted to thank the Councillors and office staff for all their support over the years he has been our match funded PCSO. The staff and Councillors also thanked him for all his hard work and dedication to the Town and wished him luck for the future.

*(The Chairman, Cllr N Beecroft-Smith then requested for item 9.b to be moved forward to allow the Chair of the Neighbourhood Plan (NP), who was present as a member of the public to give a brief report and facilitate any questions the Council may have. This item is minuted under item 9.b below).*

## **8. Finance & Governance –**

- Schedule of Accounts – A Dougall confirmed the papers had been presented, following the vote they were agreed.
- Transfers from Savings Account – A Dougall presented the amounts and following the vote it was agreed for £15000 to be transferred in October.
- Finance & Governance Committee meeting minutes, 30 July, 17 September, 29 October were received and agreed following the vote. (copies in minute book).
- GDPR – J Abbott confirmed copies of all the proposed policies had been issued and seen by the Finance & Governance Committee. Following the vote, it was agreed for all the policies to be adopted and put on the Town Council website.
- Library Grant – Cllr N Beecroft-Smith presented the report received from the Library, following the vote it was agreed for the 1st and 2nd quarter payments to be made.
- 2019/20 Draft Budget – A Dougall presented the draft 2019/20 budget, following a long discussion it was agreed some changes still needed to be made. Amendments to be listed separately for each meeting to maintain an audit trail.
- PCSO Post and SLA (Service Level Agreement) – J Abbott confirmed two SLA agreements had been received from the 2025 project team at Suffolk Constabulary, 1 for 6 months; 1 October 2018 – 31 March 2019 and the 2nd for 24 months; 1 April 2019 – 31 March 2021. Due to our current PCSO leaving the post a new PCSO has been proposed to take over the match funded position but is part time, 26hrs. Following a long discussion, it was agreed, following a vote for the 6 month SLA to be agreed and signed. It was requested for the Constabulary to answer some questions on the proposed 24 month SLA before this will be considered further. J Abbott will go back to the 2025 team and report back to Full Council at its next meeting in January.

## **9. Planning & Development –**

- Planning & Development Committee meeting minutes were received and noted (copies in minute book). Cllr K Archer, Vice Chair of the P&D Committee advised that a controversial decision had been made by the Planning Inspectorate on a planning application in the Town. The P&D Committee felt this needed to be brought to the attention of SALC and NALC so Cllr Archer, who is the SALC Representative will be taking it to the next SALC meeting.
- Draft Neighbourhood Plan (NP) - The Chair of the NP, Mr Rod Gibson addressed the Council, stating he took over as Chair of the NP in July, set up a sub-group and the project has moved forward a lot since the summer. There were three key tasks before the group;
  - To move forward with the process of consultation and engagement with businesses and non-business organisations, clubs, landowners etc.

- To give residents feedback on the survey in 2017 in the form of a set of draft objectives based on the results analysis carried out by Navigus.
- To draft a set of policies and identify any other evidence needed to support those policies.

The NP sub-group have then reported back into the Planning & Development Committee and all meetings and contacts have been fully documented. The draft objectives were successfully road tested with residents at the Community Engagement day on 20 October. The engagement process with businesses and non-businesses organisations, clubs etc has been thorough and extensive as is outlined in Appendix D in the Plan. The first Draft Plan, which was circulated is due to the hard work of the group but is still 'work in process'.

Cllr K Archer on behalf of the NP group and the Town Council thanked Rod for all his hard work and commitment to the NP.

#### **10. Community & Recreation –**

- The Community & Recreation Committee meeting minutes, 6 August and 15 October were received and agreed following the vote. (copies in minute book).
- J Catling-Green advised District Cllr D McCallum will not be organising the Kesgrave Fireworks event for 2019. The office would like to take this event on to ensure this great community event continues. Following the vote, it was agreed for the office to organise the event for 2019. It was also requested for a letter to be sent to Mrs McCallum from the Town Council, thanking her for all her hard work in putting this event on over the last few years.

**11. Woodbridge and District Anti-Social Behaviour meetings** – Cllr A Comber confirmed he attended the most recent meeting, which was held on 8 November. All issues were noted and being addressed by the relevant parties. He confirmed Inspector Pursehouse has been promoted and will be moving on, his replacement has not yet been confirmed. We also have a new Sargent, Claire Connick. The next meeting is scheduled for 10 January 2019.

**12. Kesgrave High School Work Experience** – J Abbott advised the office had received an email from the High School asking if the Town Council would be a work placement for one of their pupils in 2019. It was agreed as the Council is currently without a Clerk that it would not be suitable to commit to having a work experience placement in 2019. However, it was requested to ask the school to contact us again next year for consideration of a placement for 2020.

**13. Chairman's Communication** – Cllr N Beecroft-Smith thanked the staff, Councillors and volunteers who were involved in the 'Battles Over' events, which took place on Friday 9, Saturday 10 and Sunday 11 November. All events were a great success and very well received by the Community.

**14. Other/Urgent Communications** – None.

**15. Date of Next Meeting** - The next Full Town Council meeting will be held on Monday 14 January 2019 at 7.15pm.

**16. Agenda Items for Next Meeting** – Cllr G Lynch requested for Councillor Ward No's to be reviewed and discussed at the next meeting.

**17. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 –**

*(Members of the public left the meeting at this point – 8.40pm).*

*Agenda items 18, 19 and 20 were then discussed in the CONFIDENTIAL part of this meeting.*

**18. Confidential Minutes of the previous meetings –**

**19. Youth Club –**

**20. Confidential Staffing Issues –**

**DRAFT**