

# KESGRAVE TOWN COUNCIL

## Minutes of the Full Town Council Meeting held on 14 January 2019

### **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  
S Ventriglia

### **Officers present:**

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, G Ward and R Bridgeman, District Councillors S Mower and D McCallum and County Councillors S Lawson and R Whiting.

**2. Declaration of Interests** – There were no declarations made.

**3. Minutes of the last Meeting** - held on the 19 November 2018, Full Council received, considered and agreed following the vote.

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

*(Cllr R Spittle arrived at this point, 7.23pm.)*

**5. Members of the Public** – there were 2 members of the public present. One member of the public made comment on the litter around the edge of the Tesco Car Park joining the Rupert Fison Square and additional bins outside the Highschool. They also mentioned following the last meeting, Police reports being available on the website. PCSO Read was present as a member of the public and advised as she is new to the post, she would seek full clarification as to what can be included in her reports and what can be uploaded onto our 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. Following a discussion, it was noted that the District reports should be available to review on our website. It was also considered if District and County Cllrs should give verbal reports, this will need to be reviewed after elections. District and Town Cllr G Lynch advised the Local Plan has been confirmed and is awaiting sign off. (Copy of Cllr S Mower report in minute book).

## **7. Fully Funded PCSO Reports –**

- The PCSO reports were received and noted. (Copy of reports in minute book).
- PCSO Gemma Read was present as a member of the public and requested to speak at this point. PCSO Read introduced herself and gave a brief overview of her first few weeks in post.

*(PCSO Read left the meeting at this point, 7.51pm).*

## **8. Finance & Governance –**

- a. Schedule of Accounts – A Dougall confirmed the papers had been presented for the period 19/11/18 to 13/01/19. Following the vote, they were agreed.
- b. Transfers from Savings Account for December 18 – presented and agreed.
- c. Finance & Governance Committee meeting minutes, 7 January 2019 were received and noted. (Copy in minute book).
- d. 2019/20 Budget – The budget (version updated 4 Jan 19) previously approved at the F & G meeting held on 7/1/19 was received and approved. It was agreed that the Precept requirement for 19/20 will be £285400 (rounded). A Dougall to submit the form to East Suffolk Council for the 19/20 Precept requirement.
- e. PCSO SLA (Service Level Agreement) 1 April 2019-31 March 2021 – J Abbott confirmed a response had been received from the 2025 Team at the Suffolk Constabulary following the concerns raised at the last meeting. J Abbott also advised that Rushmere St Andrew have now signed the agreement. Following the vote it was agreed that the Chairman of the Council, Cllr Beecroft-Smith will sign the 24 month PCSO SLA.

**9. Planning & Development** – Planning & Development Committee meeting minutes, 26 November 2018, 10 December 2018, 7 January 2019 were received and noted (copies in minute book).

**10. Community & Recreation** – The Community & Recreation Committee meeting minutes, 10 December 2018 were received and noted. (Copy in minute book).

**11. Woodbridge and District Anti-Social Behaviour meetings** – Cllr A Comber provided a brief update and advised now the new Policing model is in place at the Suffolk Constabulary we need to engage with the Police Officers who cover Kesgrave, along-side our PCSO.

**12. SALC (Suffolk Association of Local Council)** – Cllr K Archer provided a brief update following the recent SALC AGM. These meetings are beneficial in discussing issues which affect all local Parishes / Towns, such as planning and development matters and provides a platform for these to be highlighted.

**13. Kesgrave Ward Boundaries** – J Abbott advised she has been in contact with the Electoral Services Manager at SCDC for clarification on the ward boundaries for Kesgrave. If, as proposed by the Boundary Commission the District Cllrs for Kesgrave are no longer split for East and West but cover the whole Town this has no effect on the Town Cllrs representing either East or West wards. If the Town Council wish to make changes to the Towns wards / Councillors seats this process will take around a year and cannot be actioned until the Consultation by the Boundary Commission is complete. Any changes proposed and agreed for the Town Council would also not come into effect until the elections in 2023. It was agreed for the new Council to consider this following the May 2019 elections. It was also requested for clarification on whether the current boundary for Kesgrave will remain the same, J Abbott will seek confirmation.

**14. Chairman's Communication** – Cllr N Beecroft-Smith thanked all staff for the very successful events, which took part over the Christmas period.

**15. Other/Urgent Communications** – Cllr N Beecroft-Smith advised we currently have the Town's Annual Meeting set for 8 April, however as this is during the election period it was therefore proposed and agreed for the meeting to be held on 20 May, which will follow the Town Council's Annual Meeting on 13 May.

**16. Date of Next Meeting** - The next Full Town Council meeting was scheduled for 18 March, however it was proposed and agreed to have the next Full Town Council meeting on Monday 18 February 2019 at 7.15pm.

**17. Agenda Items for Next Meeting** – None.

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

*(the 2<sup>nd</sup> member of the public left the meeting at this point – 8.20pm).*

Agenda items 18, 19, 20 and 21 were then discussed in the CONFIDENTIAL part of this meeting.

**19. Confidential Minutes** –

- a. Full Town Council
- b. Finance & Governance
- c. HR Meeting

**20. Youth Club** –

**21. Staffing** –

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