

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 25 November 2019

Councillors present:

N Beecroft-Smith (*Chairman of the Town Council*)
P Carr
A Comber
G Lynch
J Ogden (*Vice-Chairman of the Town Council*)
B Patten
D Shaw
S Ventigila
G Ward
A Athwall
K Archer

Officers present:

J Catling-Green – Events & Estate Manager
A Dougall – Responsible Financial Officer (RFO)

1. Welcome and to Receive and Accept Apologies for Absence – The Chairman welcomed those present. Apologies for absence were received from Councillors D Fairbrother, reason – personal and R Gibson reason – SALC Meeting, S Lawson, reason – ESC Meeting. Following the vote these were agreed and accepted.

2. Declaration of Interests – Cllr A Comber, Non-Pecuniary interest for item 9a and 12c. – Director of RFC and Scout Leader. Cllr J Ogden, Non-Pecuniary interest for item 9a,9d. – Scout Leader and library group Chair. Cllr A Athwall, Non-Pecuniary interest for item 9d. Cllr Beecroft-Smith, Non Pecuniary interest for item 9a, Cllr G Lynch – due to purdah.

3. Minutes of the last Meeting – 28 October 2019, Full Council received, considered and agreed following the vote. (9 agreed, 2 abstention).

(Cllr B Patten arrived at this point – 7.17pm)

4. Chairman's Communication – Cllr N Beecroft-Smith wished to thank all the staff for organising recent town events, fireworks, beacon lighting and remembrance service which were all well attended. Upcoming events are Christmas tree light switch on, ice skating weekend and evening of reflection.

5. Clerks/Officer Report/Update – Cllr Comber gave an update on behalf of the Clerk with regard to the recent ESC community workshop they attended on 29 October 2019. JC-G confirmed that some of the yellow road markings had been carried out in Kesgrave. It was asked if Bell Lane and McKenzie Drive were on the schedule. This would be checked by the office. JC-G updated the committee that interviews had taken place and a person appointed for the position of Kesgrave/Rushmere PCSO. The office have not been given a date on when the new PCSO is starting.

6. Members of the Public – 2 members of the public present. Sue Hall spoke that she was pleased to hear that a working group for Climate Emergency had been set up. She stated that Woodbridge Town Council were further forward in this issue and it may be worth inviting them to

attend a Kesgrave meeting and also offered her help. SH also spoke about the Ipswich Northern Route service, a decision will be made in January by Suffolk leaders. Could KTC write a letter to SCC and ESC with their views of concern?

7. County and District Councillor Reports – Due to purdah, no reports were presented.

8. Partnership Funded PCSO – After discussion on the PCSO reports it was agreed that it would be beneficial to invite someone from the police to come in and give a verbal update on the process of how the reports are produced. Cllr Carr agreed to make some enquiries.

9. Finance & Governance –

- a. Draft Budget 2020/21 (papers received) – The Draft Budget dated 6/11/19 was discussed at the Finance & Governance meeting 11 November 2019 agenda item 9(a) and the amendments, listed in the minutes, have been updated in the revised Draft Budget dated 20/11/19 for this meeting. The following points were raised:-
- Clarification on the £4k Market revamp budget. Cllr Beecroft-Smith explained that it was to promote the service and the costings had been reviewed at the recent F & G meeting.
 - A rolling maintenance programme was needed for the MJH- it was highlighted that there are funds in the Earmarked Reserves. A programme will be discussed at C & R.
 - Fireworks Event - the budget will be reviewed to include extra activities.
 - Highways - increased budget was added to ensure that the signs are properly maintained, although it was recognised that this is the responsibility of SCC Highways. Agreed following the vote (10 in favour, 1 abstain, noted that BP objected to the vote)
 - Grounds maintenance at the Millennium field – maintenance works have been carried out by the FA at no cost to KTC, the extra budget is to ensure the field is correctly maintained.
 - Library – the full amount requested was agreed to be included in the budget (all in favour, 2 abstained and GL would like it noted that he objected to the vote).

All agreed and approved the amendments to the Draft Budget 20/21. Any further changes will be presented at the next F & G Committee meeting on 13 January 2020, prior to final approval at the Full Council meeting 20 January 2020.

- b. Schedule of Accounts – payments for the period 28.10.19 to 24.11.19, a revised payment listing for the period 30.09.19 to 27.10.19 (highlighting payments not included on the original list due to timing differences) and receipts listing for the period 30.09.19 to 24.11.19 were presented and following the vote agreed by Council.
- c. Transfer from Savings Account – none to report.
- d. Library Grant Report – the 2nd quarter Library Report for 2019.20 was received and considered. Payment was agreed for the period 1 July 2019 to 30 September 2019. (All agreed, 2 abstentions).
- e. Health & Safety Policy – the updated policy was received and reviewed. Cllr Patten enquired whether all risk assessments for employees and Councillors have been completed and recorded. JG explained that risk assessments have been completed for the majority of risks and included in the staff handbook. The Councillors agreed that a summary/checklist showing the status of all assessments should be completed. The updated policy was agreed following a vote. (All in favour, except it was noted that Cllr Pattern objected).

10. Planning & Development –

- a. Planning & Development Committee meeting minutes; 28 October and 11 November – these were received and noted.

11. Neighbourhood Plan (NP) – Cllr Beecroft-Smith briefed the Council on the Neighbourhood Plan. AD confirmed that a budget of £2000 had been included in the draft 20/21 budget to cover the submission and further consultant costs.

12. Community & Recreation –

- a. Foxhall Road, Kesgrave – no update.
- b. Bus Services – Sue Hall gave an update, she has attended 2 bus meetings and 15 parishes are involved. The bus cuts are challenging but the communities are working together for a way forward. SH agreed to be the port of call for residents and the community with regard to bus enquiries.
- c. Rupert Fison Square – Cllr Comber updated the Committee, KTC have commented on a draft easement and are waiting to hear.

13. Town Rangers – To date KTC have not been approached by anyone of the proposed Town Rangers Scheme. It was agreed that no further action would be taken until KTC is contacted directly by the organisation.

14. Report from Clerk and Press Officer – None.

15. Other /Urgent Communications – It was voted that Cllr Patten would be on the Finance and Governance Committee.

16. Date of Next Meeting - The next scheduled meeting will be held on Monday 20 January 2020 at 7.15pm, in the Council Chamber of the Town Council Offices.

(The 2 members of public left the meeting at this point).

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 and 21a & b were then discussed in the CONFIDENTIAL part of this meeting.

(This part of the meeting finished at 8.30pm)

Chairman **Date**.....