

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 16 March 2020

Councillors present:

K Archer
A Athwall
N Beecroft-Smith (*Chairman of the Town Council*)
P Carr
R Gibson
G Lynch
J Ogden (*Vice-Chairman of the Town Council*)
D Shaw
S Ventriglia

D McCallum – District Councillor
S Lawson – District Councillor

Officers present:

J Abbott – Town Clerk
J Catling-Green – Events and Estate Manager
A Dougall – Responsible Financial Officer (RFO)

1. Welcome and to Receive and Accept Apologies for Absence – The Chairman welcomed those present and confirmed the fire procedure. One member of the public. Apologies for absence were received from Cllr B Patten, reason-personal, Cllr D Fairbrother, reason-personal, Cllr A Comber reason – personal. Following the vote these were agreed and accepted.

2. Declaration of Interests – Cllr J Ogden, Non-Pecuniary interest for item 9a – Scout Leader and Kesgrave Library 9d.

3. Minutes of the last Meeting – 17 February 2020, all agreed, (one abstention Cllr Ventriglia).

4. Chairman's Communication – The Chairman reported that the Annual Town Meeting would probably be postponed due to the Coronavirus outbreak and that is was a time to help and support people.

5. Clerks/Officer Report/Update – Coronavirus update moved before item 7. The Clerk reported that NALC/SALV have emailed protocol at this difficult time. In case of lockdown it was agreed that the Clerk and Chairman of the Council would have authority to manage the business of the Council in the interim. Any decisions made would be email to all Councillors keeping them up to date on any actions taken. Due to regular hirers cancelling their bookings at the hall the income was down by approximately £2k. It was agreed that this amount would be taken from the budget to cover this expense. (All agreed). The office door would be locked from immediate effect although staff would still be coming into the office at this time.

6. Members of the Public – one member of the public present who did not wish to speak.

7. County and District Councillor Reports – Cllr Lawson reported that he had met with Headteacher Mr Burgoyne from Kesgrave High School regarding the proposed double yellow lines. Councillor Lynch has given a grant to Kesgrave Cricket Club to help with the fund for the

scoring hut and has also met with 4 residents regarding various matters. Councillor McCallum confirmed that the Easter Egg Hunt, Fun Run, bike show have been cancelled. Planning are looking into changing the constitution during the Coronavirus Outbreak. She is also compiling a list of volunteers for the vulnerable.

8. Partnership Funded PCSO – J Abbott confirmed PCSO Ellie Miles has been in contact with the office and getting on very well.

Cllrs Lawson/McCallum and the member of the public left at 7.50pm

9. Finance & Governance –

- a. Finance & Governance Committee meeting minutes; 2 March 2020 – these were received and agreed. The following documents agreed by the F & G Committee on 2 March 2020 were presented for approval :-
 - Internal Audit Review/Plan - All agreed in favour following the vote.
 - Risk Register - 2 further amendments as discussed at the F & G Committee meeting were included in the revised document. (Item 19 and a new addition item 22). The Risk Assessment folder 2020/21 was also presented - All agreed in favour following the vote for both documents.
 - KTC Asset Register - The new format was discussed. The total value of items on the Asset Register is £1,108,714 as at 31 March 2020 accounting for in-year additions/disposals. A Dougall also presented a summary of all the additions/disposals made to the Asset Register during 2019.20. All agreed in favour following the vote.
 - KTC Meeting Schedule - All agreed following the vote but it was noted that it may be reviewed during the year due to the impact of the Coronavirus outbreak.
 - Financial Regulations 2020/21- During the F & G Committee meeting it was proposed to change the wording in section 9.4. All agreed to the revised document following the vote.
- b. Schedule of Accounts - payments for the period 17.02.2020 to 15.03.2020 and additional payments for the period 20/01/2020 to 16/02/2020 (payments not included in the last schedule) were presented and following the vote agreed by Council.
- c. Reserves for the year ending 31 March 2020 – A Dougall presented a summary of the projected reserves showing the in-year movement to/from reserves. Following a discussion, it was agreed that A Dougall will process the transfers to/from reserves as presented but acknowledged there may be small differences due to future expenditure that may be incurred between now and the 31 March 2020. All agreed in favour following the vote.
- d. Library Grant 3rd Quarter Report – The report for the period October-December 2019 was received and considered. All agreed following the vote that the council will release funding for quarter 3 (2019/20) £2875.00.

10. Planning & Development –

- a. Planning & Development Committee meeting minutes; 2 March 2020 – these were received and noted.

11. Neighbourhood Plan (NP) – Cllr R Gibson previously circulated the update report to all.

12. Community & Recreation –

- a. Rupert Fison Square – no further update.
- b. Foxhall Road/Bell Lane – Kesgrave comments have been acknowledged by SCC with regard to speed limits. There has been no further update on junction improvements, but

we have been reassured by District & County Councillors that this is very much being reviewed and moving forward.

- c. Woodbridge and District ASB Meeting 5 March 2020 – The Clerk gave an update from Cllr Comber. The new PCSO is Eleanor Miles. The bike marking event at the February Market was well attended. There will be more bike marking sessions at the high school on 17th and 27th March. There is potential of getting white lines outside of schools to help with parking issues. Thursday Youth Club is now closed but the Tuesday one is doing very well. Cambridge Road parking is an issue and the PCSO is aware and dealing with the matter.
- d. East Suffolk Community Safety Partnership Planning Event 20 Feb 2020 – The Clerk and Cllr Comber attended. There were some good discussion on dealing with Community Partnership working and intergenerational work. JA and JCG are joining the Task Groups to agree plan and funding.

13. Suffolk Association of Local Councils (SALC) – Cllr Gibson gave an update. 15 Parish Councils attended the forum held on the 12 March 2020. The Forums will now be held twice yearly. A planning questionnaire will be sent to the Clerk to circulate.

14. Report from Clerk and Press Officer – The Clerk is constantly monitoring changes from SALC/NALC reviewing upcoming events daily and following Government guidance. The Clerk had a positive meeting with Kesgrave Library. The Clerk had a productive conference call with the Chief Executive of SALC.

15. Other /Urgent Communications – SCC Highway plans consultation, Kesgrave were not consulted as out of the area. JA to ask SCC regarding any budget for A12 Foxhall Road.

16. Date of Next Meeting - The Annual Town meeting will be held on Monday 27 April 2020 at 7.15pm, It is likely that this meeting will be postponed.

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 21a, 22a & b and 23a & b were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.10pm

Chairman**Date.....**