

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 22 June 2020

Councillors present:

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

Officers present:

J Abbott – Town Clerk
A Dougall – Responsible Financial Officer (RFO)

1. Welcome and to Receive and Accept Apologies for Absence – Cllr Beecroft-Smith welcomed those present to the first virtual Teams meeting and went through meeting etiquette.

2. Declaration of Interests – Cllr A Comber, Non-Pecuniary interest for item 12c - Scout Leader, Director of RFC Ltd and IT support and Non-Pecuniary interest for items 15b&d - Scout Leader, Director of RFC Ltd. Cllr J Ogden, Non-Pecuniary interest for item 12c – Scout Leader and Kesgrave Library Community Group and Non-Pecuniary interest for items 15b&d - Scout Leader.

3. Chairman and Vice-Chairman of the Town Council – following the cancellation of the Annual Town Council meeting due to Covid-19, to consider and agree these positions for the next Council year 2020/21 – Cllr Lynch proposed and Cllr Athwall seconded for Cllr Beecroft-Smith to remain as Chairman and Cllr Ogden as Vice-Chairman, following the vote this was agreed.

4. Minutes of the last Meeting – held on 16 March 2020, following the vote these were agreed, (three abstentions Cllr Fairbrother, Cllr Patten and Cllr Ward).

5. Town Councillor Resignation – Cllr Beecroft-Smith advised Cllr Ventriglia has given her resignation, which has been accepted by him as Chairman, he thanked Sue for all the work she has done during her time with the Council.

6. Kesgrave Town Council Covid-19 –

- a. Kesgrave Emergency Support – J Abbott advised the support group set up by Cllr McCallum and supported by KTC and ESC has been a great success. J Abbott and Cllr Comber are now working with ESC officers on an exit strategy.
- b. KTC Committees and members – Cllr Beecroft-Smith advised these will remain the same and for Chairs and Vice-Chairs to be agreed at the next committee meeting. If any Cllrs wish to resign or join another committee to advise and attend the next appropriate committee meeting.
- c. KTC Representatives – Cllr Beecroft-Smith advised of the positions. The following Cllrs agreed to remain in position; Cllr Ward - Emergency Planning, Cllr Comber - Open

Spaces, Cllr Gibson – SALC, Cllr Carr – SPARK, Cllr Archer – Youth Club. J Abbott to contact the other representatives to see if they wish to continue. Cllr Shaw to be considered for Tree Warden.

d. Annual Town Meeting – Cllr Beecroft-Smith advised due to Covid-19 this was cancelled, however groups were contacted to see if they still wished to provide a report, copies of which will be on the KTC website, along with the Finance Reports provided by A Dougall.

e. KTC Office – J Abbott confirmed changes have been made to enable staff to return to the office within government guidelines, 2 meters distance etc and to be able to re-open to the public when applicable. The office has appropriate signs, hand sanitisers etc.

f. KTC IT Equipment – Cllr Beecroft-Smith advised office staff have been working from home during lockdown, however they have had to rely on borrowed or personal IT equipment. Cllr Archer proposed and Cllr Athwall seconded for 3 Laptops to be purchased (using appropriate Budget at approx. £300 per laptop) to enable staff to work from home when needed. This was agreed following the vote.

7. Chairman's Communication – Cllr Beecroft-Smith wished to thank all staff on how they have responded to the Covid-19 pandemic. He also wished to thank Cllrs who have supported the office during this time and for the work they have done within the Community.

8. Clerks/Officer Report/Update – J Abbott wished to thank all staff for their outstanding work and commitment throughout the Covid-19 pandemic. All staff have had a 'can do' approach at all times and are an asset to the Council and the Town. J Abbott also thanked the Cllrs who have given their time to support staff and the Community during these unprecedented times. J Abbott advised Kesgrave Library are looking to re-open on 7 July with a reduced service, following government and County guidelines. J Abbott also highlighted the great work the Library Manager and her team have been doing during lockdown via social media.

9. Members of the Public – none present.

10. County and District Councillor Reports – East Suffolk Cllr Lynch advised of the many virtual meetings he has had during lockdown, covering the new Parking Enforcement for East Suffolk, East Suffolk Wildlife areas within the Town and possible additional funding being available due to Covid-19. Annual written report received from East Suffolk and County Cllr Lawson – copy on website. J Abbott advised of the work East Suffolk Cllr McCallum had done in getting the Kesgrave Support Group up and running, which has been a great success in providing help to those in need within our community during the Covid-19 pandemic.

11. Partnership Funded PCSO – Reports received and noted from PCSO Ellie Miles.

12. Finance & Governance –

- a. **Internal Audit Report** – A Dougall presented the completed Action Plan for the 18/19 Internal Audit Report to show the action taken for each recommendation. The Internal Audit Report for the year ended 31 March 2020 was received and the recommendations discussed. The comments concerned the rounding flaw of figures by the software package (to the nearest pound) and the method adopted by local councils in the completion of the Asset Register. It was explained that Kesgrave Town Council completes the Asset Register in accordance with the advice from SALC (based on the asset cost on the date of purchase with no depreciation). It was agreed following the vote, that the Council will continue with the existing method used to update the Asset Register in line with other Councils and does not wish to change the method of asset valuation. A Dougall will add an additional column to show the lifespan of the assets.

- b. **Annual Return 2019/20** – A Dougall presented the completed Annual Return (AGAR Part 3) for the year ended 31 March 2020 and all the supporting documentation. AGAR Part 3 (Section 1) Annual Governance Statement 2019/20 was discussed, and all agreed to ‘yes’ for each question following the vote. AGAR Part 3 (Section 2) Accounting Statement 2019/20 was then agreed following the vote. It was agreed that the Chairman would sign the hardcopy AGAR Part 3 on behalf of the Town Council. Following the vote, it was agreed that A Dougall will email the approved AGAR Part 3 plus supporting documentation to the External Auditors PKF Littlejohn LLP. The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return was presented and agreed following the vote. The dates agreed for public inspection were between 20 July 2020 and 31 August 2020.
- c. **Schedule of Accounts**
 - List of payments for the period 16/03/20 to 31/03/20 (2019/20), 01/04/20 to 10/06/20 (2020/21) and additional payments not on the previous schedule for the period 17/02/2020 to 15/03/2020 were presented and following the vote agreed by Council.
 - List of Receipts for the periods 17/02/20 to 31/03/20 (19/20) and 01/04/20 to 10/06/20 (20/21) were considered and agreed following the vote.
- d. **Transfer from Savings Account** – transfers made on 08/04/20 were presented, following the vote this was agreed by Council.
- e. **Amended KTC Insurance 20/21** – the updated insurance schedule was presented showing the adjustments for additions and disposals in 19/20. It was noted that Zurich Insurance will not make an additional charge for these adjustments.
- f. **Subscriptions and Memberships** – A report was issued showing the payments made in 19/20. It was agreed that the same subscriptions/memberships would be approved for 20/21. Following the vote, all agreed.

13. Planning & Development – Committee meeting minutes; 16 March 2020 and 1 June 2020 to consider the following recommendation –

- KTC formal response to ESC - Suffolk Coastal Local Plan Consultation on Main Modifications. Following the vote, it was agreed for Cllr Gibson’s report to be submitted.

14. Neighbourhood Plan (NP) – Cllr R Gibson provided a full and detailed report. Cllr Archer proposed and Cllr Athwall seconded for Council to accept the recommendations of the KNPS for the Clerk and Cllr Gibson to produce the Referendum version of the Kesgrave Neighbourhood Plan, following the vote this was agreed.

15. Community & Recreation –

- a. Community & Recreation Committee meeting minutes; 15 June 2020 – noted.
- b. Rupert Fison Square – matter with Third Party Solicitors to agree an amended Deed of Easement.
- c. Foxhall Road / Bell Lane – Suffolk County Cllr Lawson provided an update in his report under item 10.
- d. Kesgrave Market – during lockdown the Market has been providing a ‘Click & Collect’ type service to support the local stall holders and continue to provide a service to the community. This has been very well received by all involved.
- e. KTC Van Policy – this was received, considered and following the vote agreed.

16. Land Adoption – J Abbott advised she had been contacted by the Land Management Company of Fenton’s Wood. They have asked if the Town Council wish to adopt the Wood along with a strip of land in Hares Close and Bugsby Way. The only cost to the Town Council would be

the legal fees. This proposal was discussed and following a vote, agreed for this to be actively pursued with Cllr Gibson leading and supported by the Clerk.

17. Report from Clerk and Press Officer – J Abbott advised the water fillers at the Town Council office and MJH have been installed. This will be promoted to resident's via In-Touch.

18. Other /Urgent Communications – none.

19. Date of Next Meeting - Monday 20 July at 7.15pm online via Microsoft Teams. If government guidelines change this may be changed to a meeting at the MJH.

20. Agenda Items for Next Meeting – None.

21. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 – Full Council considered and agreed following the vote.

Agenda items 22, 23a & b and 24 were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.46pm

Chairman**Date**.....