

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Virtual Teams Meeting held on 19 October 2020

Councillors present:

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

S Lawson (East Suffolk and Suffolk County Cllr)

Officers present:

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

1. Welcome and to Receive and Accept Apologies for Absence – The Chairman N Beecroft-Smith welcomed those present and confirmed meeting etiquette. Apologies were received from Cllr Patten – reason work, following the vote they were accepted.

2. Declaration of Interests – Cllr A Comber, Non-Pecuniary interest for item 9b&c - Scout Leader and Kesgrave Market. Cllr J Ogden, Non-Pecuniary interest for item 9b&c – Scout Leader and Library Community Group. Cllr A Athwall, Non-Pecuniary interest for item 9b&c Library Community Group. Cllr D Mears Non-Pecuniary interest for item13 – Employee. Cllrs P Carr, R Gibson and G Lynch Non-Pecuniary interest for item13 – Trustees.

3. Minutes of the last Meeting – held on 21 September 2020, following the vote these were agreed. (Cllr Archer and Cllr Cook abstained).

4. Chairman’s Communication – Cllr Beecroft-Smith welcomed our two new Cllrs, A Cook and D Mears to the Town Council and their first full Town Council meeting.

5. Clerks/Officer Report/Update – None.

6. Members of the Public – one present when meeting started but left before this agenda item. (7.22pm)

7. County and District Councillor Reports – Suffolk County and East Suffolk Cllr S Lawson provided a verbal report and confirmed he had met with J Abbott, Town Clerk last week to discuss current issues. He confirmed he is and will continue to pursue all issues surrounding the Foxhall Road/Bell Lane junction. Cllr Lawson welcomed any questions, Cllr Comber stated the Rushmere end of Main Road had had path cleared, will the Kesgrave section also be done, Cllr Lawson confirmed he is looking into this. East Suffolk Cllr Lynch advised he has been re-

elected as Chair of Governance. All outstanding ESC accounts have now been signed off, a review will take place due to increased costs for future accounts. Cllr Lynch advised ESC Scrutiny meetings are reviewing how Covid-19 was managed. ESC funding of 'Granpads' very well received. Cllr Beecroft-Smith congratulated Cllr Lynch on his re-election.

8. Partnership Funded PCSO – PCSO reports received, no comments.

9. Finance & Governance –

- a. Committee meeting minutes: 5 October 2020 – these were noted.
- b. Schedule of Accounts –
 - List of payments – payments for the period 21.09.2020 to 18.10.2020 and an additional payment for period 20.07.2020 to 20.09.2020 were discussed. Following the vote, the payments were agreed by Council (Cllr Cook abstained).
 - List of receipts – receipts for the period 21.09.2020 to 18.10.2020 were agreed following the vote.
- c. Draft Budget 2021/22 – A Dougall enquired if the Councillors were happy with the current format of the budget report and asked for any additional comments. All Councillors agreed that the format should remain the same as in 20.21. Cllr Gibson requested that the S137 Grant budget be increased in 21.22 considering Covid affecting many local charities. It was agreed that a draft budget will be produced by A Dougall for the next F&G meeting 02.11.2020.
- d. External Auditor Report by PKF Littlejohn LLP – A Dougall presented the completed External Auditor Report and Certificate for 2019.20. It was agreed that the Notice of Conclusion and supporting documents should be placed on the KTC website for public inspection w/c 02.11.2020.
- e. GDPR: Councillor emails – A Dougall explained that KTC Councillor emails were no longer forwarded to their personal email accounts. Each Councillor has a separate Kesgrave Town Council email account. This follows the advice from SALC to be GDPR compliant. Cllr Comber offered assistance if needed to enable the accounts.
- f. Grant Request: The Birches Medical Centre - J Abbott presented the request for funding the rental of a portacabin for 6 months at the practice, to ensure there is a secure room to treat patients with respiratory symptoms and possible Covid19. All agreed following the vote to the full funding request of £1219.20. It was recognised that this facility could greatly benefit the residents of Kesgrave during this difficult time.

10. Planning & Development – Chairman Beecroft-Smith informed the meeting that Cllr A Cook wished to join the P&D Committee following the last two meetings he has attended and observed. All Council agreed and Cllr Cook was thanked for joining this committee.

- a. Planning & Development Committee meeting minutes; 21 September 2020 and 5 October 2020, these were noted.
 - 5 Oct 2020 mins; Item 10. Planning for the future – the Government Planning White Paper – this was noted and following the vote agreed. J Abbott will respond accordingly.

11. Community & Recreation –

- a. Remembrance Service; Wednesday 11 Nov – it was noted that due to Covid-19 a small 'invite only' ceremony will take place including representatives from the local

schools. Information and signage for the public will be added to the website in due course. Possible prerecording of the service for all the community.

b. Foxhall Road / Bell Lane – Cllr Lawson updated under item 7.

c. Youth Provision; Hang Out / Level 2 Bus – 4YP doing well with the Hang Out, numbers increasing weekly. No young people attended Level 2 Bus as yet, however new venture so will take time.

d. Kesgrave Market – Saturday Market went very well, new people attending and additional stall holders, florist outside. First time of serving refreshments since lockdown, this was busy and very well received by new and existing customers.

12. The Local Government Boundary Commission for England; Electoral Review of Suffolk: Draft Recommendations – the paper was discussed, however there was some confusion, SC Cllr Lawson agreed he will seek some further clarification and will report back to the Clerk ahead of the next full Town Council meeting.

13. Kesgrave War Memorial Community Centre (KWMCC); Conversion to a Charitable Incorporated Organisation (CIO) – J Abbott advised an email had been received from the Charity's Secretary informing the Town Council of its intentions. Following the vote Council agreed as custodian of KWMCC they support this process and for the Clerk to sign, on behalf of Council relevant documentation as presented by KWMCC's Solicitors. (Cllrs Gibson, Carr and Lynch abstained).

14. Suffolk Association of Local Councils (SALC); Suffolk Coastal Area Forum 23 Sep 2020 – Cllr Gibson attended this virtual forum and made the following points; Little Bealings PC noted a change in the new Local Plan with regard to Countryside policy, which they believe may lead to developers forcing infill projects, SCC Highways 'Quiet Road' scheme and Sizewell C; closing date 30 Sept for registering an interest whether you're in favour or against. J Abbott confirmed she has since received details on the SCC 'Quiet Road' scheme and Kesgrave do not fulfil any of the criteria. J Abbott also confirmed she has registered an interest in Sizewell C, should Council's position change.

15. Report from Clerk and Press Officer – nothing to report.

16. Other /Urgent Communications – None.

17. Date of Next Meeting - Monday 16 November 2020 at 7.15pm, online via Microsoft Teams.

18. Agenda Items for Next Meeting – None.

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

Agenda items 20a&b and 21a,b&c were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.20pm

Chairman **Date**.....