

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Virtual Teams Meeting held on 18 January 2021

Councillors present:

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

D McCallum (East Suffolk District 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 P Carr, work and Cllr G Lynch, work.

2. Declaration of Interests – Cllr Beecroft-Smith, Non-Pecuniary interest for item 9a – Chairman allowance. Cllr A Comber, Non-Pecuniary interest for item 9a&b and 11d- Scout Leader and Kesgrave Market. Cllr J Ogden, Non-Pecuniary interest for item 9a&b – Scout Leader and Library Community Group. Cllr A Athwall, Non-Pecuniary interest for item 9a Library Community Group.

3. Minutes of the last Meeting – held on 16 November 2020, following the vote these were agreed.

4. Chairman's Communication – Cllr Beecroft-Smith welcomed everyone to the meeting and wished all a Happy New Year. He hoped this year would be a positive and proactive year for the Council. Cllr Beecroft-Smith wished to remind all Cllrs who are seeking advice or information regarding Council processes and procedures to do so in the correct way. He advised to speak to another Cllr, and for new Cllrs to refer to their 'buddy' Cllr or speak to him as Chair or J Abbott as Clerk, there's also information on the Town Council website. He reminded all Cllrs that SALC will only speak with the Clerk or Chairman. If the Clerk or Chair are unable to answer your question straight away, they will refer to the correct authorities and come back to you.

(Cllr D Shaw arrived – 7.19pm)

5. Clerks/Officer Report/Update – J Abbott updated Council on the meetings and work carried out so far, this new year. Work starts this evening by SCC Highways on the Bell Lane / Foxhall Road improvements. The Local Government Boundary Commission for England; Electoral Review of Suffolk, recommendations have been submitted for Kesgrave Town Council. Being a member of the Kesgrave, Rushmere St Andrew, Martlesham, Purdis Farm, Carlford

and Fynn Valley Community Partnership Group, attending forums and working with stakeholders and partners to use funding for the benefit of the community. Formed part of this groups Community Partnership Environmental Grant Scheme and was on the panel where 13 applications were considered for grants, including the Town Council and all Kesgrave primary schools. Supporting the Kesgrave Collaboration Forum, this is a partnership of community groups to share a set of principles that will support further community development across Kesgrave. Part of this work included the Christmas Gift bags, which were delivered to over 100 Kesgrave resident's and were greatly received (many 'thank you' telephone calls, cards and emails) this was managed by the office. The Town Council continue to head up the Kesgrave Emergency Support and are continuing to receive requests for shopping, prescription collections, which the office are managing. J Abbott stated she continues to work very closely with Andy Joliffe, ESC Communities Officer and as a result the office will be looking to deliver 100 of East Suffolk's Well Being boxes to the isolated elderly resident's due to Covid-19. J Abbott along with J Catling-Green, District Cllrs, Lawson and McCallum and Cllr Comber attended a virtual Mental Health First Aid Awareness training course, this was funded by ESC and was very beneficial in helping us support all our community, especially during this pandemic.

6. Members of the Public – none.

7. County and District Councillor Reports – District Cllr G Lynch asked the Clerk to advise the following in his absence: VCSE Bounce Back Fund, details on the ESC website. ESC is also working on better recycling in Suffolk and re educating the community, part of this will be leaflet drops to households. District and County Cllr S Lawson provided the following report: To thank the Town Council, District, and partnerships for all the community work that has taken place during December and the New Year. A big thanks to ESC Community Officer Andy Joliffe much of this work goes unseen but has such positive impacts for our community. Approx. £2,000 of his Enabling Communities budget for District and Locality budget for County to use in next few weeks, If, there are any local organisations, groups, sporting teams, clubs or charities that do need help please contact him. They can join Café 66, Dementia Café, Heath Primary School, KHS, DAS and sports from football to tennis to Petanque to utilise this source of grants in our area. Continuing to campaign on the drainage issues along Woodbridge Road and Bell Lane, the Route 66 (noisy buses) during off peak times and various flooding, since the new year this has moved forward with new funding and re-structures. To thank Town Council office, despite being closed due to Covid-19 the level of service has not changed, all calls/emails have been responded to in the normal timely manner. Very pleased to report that the improvement works on Bell Lane/Foxhall Road are now being undertaken, a lot of work behind this, great news for the Town. District Cllr McCallum informed the meeting, she had spoken with the family member of the person who lost their life at the Foxhall Road/Bell Lane junction and who has been campaigning for improvements. She also thanked Andy Joliffe and the Town Council office for their continued work for the benefit of the community. Cllr McCallum confirmed all District Cllrs will help businesses / individuals in applying for grants as a result of being affected by Covid-19. She is attending many virtual meetings at District in relation to supporting our community in the longer term as a result of the impacts of this pandemic. Worked with various stakeholders in highlighting the issue of our elderly and vulnerable being 'scammed' and how to educate and support them.

8. Partnership Funded PCSO Reports – these were noted.

9. Finance & Governance –

- a. Finance & Governance Committee meeting minutes; 11 January 2021- these were received and noted.
 - MJH hire charges during Covid-19 – the Council considered and agreed the F&G proposal (as per minutes 11 January 2021) to continue offering a 50% reduction in the MJH Hall hire charge for all regular existing hirers until September 2021. The reduction may be offered to new hirers where there is a commitment to multiple bookings. One-off and Corporate business hirers may be offered a reduction at the discretion of the office staff, otherwise, the full rate will be charged. The Council

would like to help and support local businesses that benefit Kesgrave residents. All in favour following the vote.

- Draft Budget 2021/22 – A Dougall presented the updated version of the Draft Budget as agreed at the F & G meeting held on 11 January 2021. All agreed following the vote, to accept this version as the Final Approved Budget for 2021/22.
- b. Schedule of Accounts –
 - List of Payments for the period 16/11/2020 to 17/01/2021 – all accepted and agreed following the vote.
 - List of Receipts for the period 16/11/2020 to 17/01/2021 – all accepted and agreed following the vote.
 - Additional Payments for the period 19/10/2020 to 15/11/2020 – agreed following the vote.
- c. Transfer from Savings Account – the transfers made during December 2020 were agreed following the vote. The transfers from the KTC Card Payments Account to the Current Account for the October, November and December 2020 markets were noted.
- d. Precept requirement for 21/22 – Following the approval of the Final 2021/22 Budget, it was confirmed that the Precept requirement for 2021/22 is £299,800 (rounded to nearest hundred). This means that the tax charge remains unchanged from 20/21 at £63.07 (0% change) for a Band D property. All in favour, following the vote, to submit this figure to East Suffolk Council.
- e. Internal Auditor for the year end accounts 31 March 2021 – the decision to appoint was considered and agreed. All in favour for A Dougall to contact the Internal Auditor to audit the accounts for the year ending 31 March 2021. If not available, SALC to be contacted.

10. Planning & Development – Committee meeting minutes; 16 November 2020, 30 November 2020, 14 December 2020 and 4 January 2021 – these were noted.

11. Community & Recreation –

- a. Committee meeting minutes: 7 December 2020 – these were noted.
- b. C&R Committee members; Cllr D Mears wishes to join this committee, following the vote this was agreed. Cllr Comber, Chair of C&R welcomed him to the committee.
- c. Kesgrave Fun Day 2021 – J Abbott advised despite Covid-19 we are still hopeful to have a Fun Day, however this would need to be later in the year – possible date is 31 July, however this could be later, even in September. Council vote in support of this decision.
- d. Kesgrave Market – Cllr Comber confirmed January's Market was a Click & Collect only, however this was very well supported and he has been working on improving how orders can be made online. February's Market is likely to be the same set up due to Covid-19.
- e. MJH; Lockdown 3 – J Abbott advised the hall is currently closed and will remain so while we are in this Lockdown, all staff and hirers have been and will be continued to be updated regularly.
- f. Woodbridge & District ASB Meeting 14 January 2021 – Cllr Comber advised the following matters were highlighted, discussed; Graffiti issues, unlocked motor vehicles, scams, for all crimes to be continued to be reported, every time they happen (even if reported previously on a different date/time) – either via 101 or online. It is very important for the Police to have evidenced based statistics to enable them to tackle these issues.

12. Report from Clerk and Press Officer – None.

13. Other /Urgent Communications – The Chair, Cllr Beecroft-Smith advised he wished to discuss a matter concerning staff and Councillors, however due to the sensitivity and private nature of this he confirmed this will be done in the confidential part of this meeting.

14. Date of Next Meeting - Monday 15 February 2021 at 7.15pm, online via Microsoft Teams.

15. Agenda Items for Next Meeting – None.

(Cllr McCallum left the meeting at this point - 8pm)

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

Agenda items 17a&b and 18a&b were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.02pm

Chairman Date.....

DRAFT