

KESGRAVE TOWN COUNCIL

Minutes of the Annual Town Council Virtual Teams Meeting held on 4 May 2021

Councillors present:

K Archer
A Athwall
N Beecroft-Smith
P Carr
A Comber
A Cook
D Fairbrother
R Gibson
G Lynch
D Mears
J Ogden
G Ward

Officers present:

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

(Technical issues delayed the start of the meeting – started at 7.25pm)

1. Election of Chairman and Declaration of Acceptance of Office – Cllr N Beecroft-Smith (Chair for 2020/21) asked if any members wished to put themselves forward for Chairman of the Town Council for 2021/22. Cllr K Archer proposed Cllr Beecroft-Smith, this was seconded by Cllr A Cook, Cllr Beecroft-Smith accepted the nomination and following the vote this was agreed. (Cllr Beecroft-Smith will visit the Council office to sign his declaration in the week).

2. Election of Vice Chairman and Declaration of Acceptance of Office – The Chairman, Cllr Beecroft-Smith asked if any members wished to put themselves forward for Vice-Chairman of the Town Council for 2021/22. Cllr K Archer proposed Cllr R Gibson, this was seconded by Cllr A Cook, Cllr Gibson accepted the nomination and following the vote this was agreed. (Cllr Gibson will visit the Council office to sign his declaration in the week).

3. Welcome and to Receive and Accept Apologies for Absence – Cllr N Beecroft-Smith welcomed those present and confirmed meeting etiquette. He thanked everyone for his re appointment as Chairman. Apologies were received from Cllr B Patten, reason work. District Cllr McCallum and District / County Cllr Lawson. Following the vote these were accepted.

4. Declaration of Interests –

- a. To receive any interests – Cllr A Comber non-pecuniary interest, item 13a. Kesgrave Scout Leader. Cllr J Ogden non-pecuniary interest, item 13a. Kesgrave Scout Leader.
- b. The Chair reminded all Cllrs to check and update (if applicable) their 'Register of Interests' via the ESC website.

5. Appointment of Committee Members – The Chairman proposed for item 'b' and 'c' to be taken first as the F&G committee is to include the chairs of the P&D and the C&R committees.

- a. Finance & Governance (F&G) - the following members were agreed; (the Chairman for this committee will be agreed at the first F&G meeting) Cllrs R Gibson, A Comber, N Beecroft-Smith, K Archer, D Fairbrother, G Lynch, J Ogden and B Patten.

b. Planning & Development (P&D) – the following members were agreed; Cllrs N Beecroft-Smith, A Cook, G Ward, D Shaw and R Gibson. R Gibson proposed to remain Chairman of P&D, this was agreed following a vote.

c. Community & Recreation (C&R) - the following members were agreed; Cllrs P Carr, D Mears, K Archer, A Athwall, G Lynch, J Ogden and A Comber. A Comber proposed to remain Chairman of P&D, this was agreed following a vote.

6. Appointment of Council Representatives – J Abbott confirmed the draft list had been circulated with all current reps confirming they wish to continue. The two ‘vacant’ positions – Public Transport Liaison Officer (PTLO) and Tree/Hedgerow Rep will be covered by the office staff until filled. (Copy attached).

7. Minutes of the last Town Meeting – held on 15 March 2021, following the vote these were agreed.

8. Chairman’s Communication – Cllr N Beecroft-Smith confirmed he attended the HM Lord Lieutenants County Service of Commemoration of, and Thanksgiving for, His Royal Highness the Prince Philip, Duke of Edinburgh on Friday 16 April at St Edmundsbury Cathedral. Cllr Beecroft-Smith also thanked the office staff for their seamless response to the Dukes death in updating the website, flag lowering, following protocol with official statements etc. Cllr Beecroft-Smith confirmed there was a total of 16 persons who attended the virtual Annual Town meeting on 19 April, this meeting for the Town has not been greatly attended for many years, however, is a legal obligation to be held by the Council. Cllr Beecroft-Smith reminded everyone that its voting day on Thursday 6 May, with everyone having 3 votes; Police Crime Commissioner, Suffolk County Councillors and the Kesgrave Neighbourhood Plan referendum, he encouraged everyone to use their vote.

9. Clerks/Officer Report/Update – J Abbott provided the following updates; has attended many meetings in the last month, including – discussions about the underpasses and ways to improve, this was partnership working with Police, SCC and ESC. SALC Forums, ESC Partnership environment meetings, discussion re conservation in Kesgrave. J Abbott confirmed new legislation re Covid-19 for the MJH, reviewing guidance from ACRE. Reminded Cllrs that meeting locations are subject to change depending on Covid-19 restrictions, please keep an eye on emails. Discussions with Parkrun organisers re start date, needs to be in line with other local Parkruns. J Abbott confirmed the Kesgrave War Memorial Community Centre (KWMCC); Conversion to a Charitable Incorporated Organisation (CIO) had been signed, there were some questions re KTC remaining custodial trustees, however this is no longer applicable-all parties were happy to sign and accepted there was relevant legislation in place to protect this asset for the Town and Community.

10. Members of the Public – None.

11. County and District Councillor Reports – no written or verbal reports from District or County Cllrs due to the pre-election period (purdah).

12. Partnership Funded PCSO Reports – J Abbott confirmed there were reports provided by PCSO Miles for March and April 2021. No questions raised.

13. Finance & Governance –

a. Schedule of Accounts –

- List of Payments for the period 15/03/2021 to 31/03/2021 – all accepted and agreed following the vote.
- List of Receipts for the period 15/03/2021 to 31/03/2021 – all accepted and agreed following the vote.

b. Transfer from Savings Account and the KTC Card Payments Account – the transfers made during March 2021 were agreed following the vote.

- c. Final KTC Asset Register 2020/21 – A Dougall presented the previously approved Asset Register with just one addition for the storage container on the KTC car park (purchased after the Full Council meeting held 15 March 2021). The revised balance as at 31 March 2021 is £1,120,949. Following the vote, all agreed to approve the changes to the revised Asset Register.
- d. KTC Insurance Schedule for 2021/22 – A Dougall presented the Insurance Schedule for 2021/22. The insurance cover with Zurich runs from 31 March 2021 to 30 March 2022. The original schedule has been revised to include asset additions/disposals during 2020/21 as per the Asset Register. Each amended schedule states the revised adjustment premium, if any, not the full premium paid. The final schedule attached has all the revised details and shows the adjustment premium as zero. The earlier versions are available if a copy is required. The new premium of £5,418.45 includes the annual van insurance.
- e. Subscriptions & Memberships paid in 2020/21 – to review for 2021/22 – The summary provided showed the subscriptions paid in 2020/21 and proposed costs for 2021/22. The 2021/22 costs for PRS/PPL are likely to be reduced due to the decreased activity in the MJH hall. Following the vote, it was agreed to purchase all the subscriptions as in 2020/21.
- f. Response to the Internal Auditor Report for the year ended 31 March 2020 – A Dougall presented the completed Action Plan for the 2019/20 Internal Audit, stating the action taken following the comments raised by the Auditor. It was noted that the costs of the assets on the register are included at their acquisition cost (as per JPAG guidance March 2021 section 5.148 page 57), but this differs from the insurance value. All agreed to accept following the vote.
- g. MJH – outstanding hirers' payments (debtors) – J Abbott explained that a repayment agreement had been issued to the one outstanding debtor, following an email response to request repayment in monthly instalments.
- h. KTC Policies – Cllr Gibson explained that he is progressing through the list of policies, having reviewed 17 and drafted 7 new ones. He will continue reviewing and discuss at the next F & G meeting.

14. Planning & Development – Committee meeting minutes; 15 March, 29 March, 12 April and 26 April – these were noted. Cllr Gibson highlighted some issues with fences being erected at the front of private gardens, which had not obtained planning permission and the committee objected to these – Grange Farm is open plan, didn't align with street scene, ESC Planning have refused these retrospective applications and the matter is now with ESC Planning Enforcement.

15. Neighbourhood Plan – Cllr Gibson reiterated the NP Referendum is this Thursday 6 May – please vote. Cllr Gibson also confirmed that ESC has voted for the NP to be 'made' subject to the outcome of the referendum, this would not normally be done until after the vote, however with meeting restrictions due to Covid-19 from 6 May they held their meeting early.

16. Community & Recreation –

- a. Community & Recreation Committee meeting minutes; 12 April – these were noted, no questions raised.
- b. Woodbridge and District ASB Meeting 15 Apr 2021 – Cllr Comber confirmed the following was discussed; revamping the current meeting protocol to align with targets and priorities. Reminder to how important it is to report ALL ASB, Police can not address unless evidence there is an issue.

17. Local Authority Remote Meetings: Call for Evidence – J Abbott clarified that virtual meetings are no longer legal and various authorities including SALC, NALC, SCC, ESC has argued this power should remain, many benefits, including environmental impact. Government is therefore asking for Councils, Cllrs, the public to complete the 'call for evidence' questionnaire. Following a discussion, it was proposed by Cllr Beecroft-Smith and seconded by Cllr Athwall for the Clerk to respond on behalf of the Council stating the Council would always strive to hold public 'face to face' meetings, with a consideration given to hybrid meetings. However, the need for virtual meetings as an option is a necessity as the pandemic has shown, therefore local authorities should be given

the authority to decide if a virtual meeting needs to be held for the benefit and safety of Cllrs, staff and the community. Following the vote this was agreed (Cllr K Archer abstained).

18. Suffolk Association of Local Councils (SALC); Area Forum – 25 March 2021 – Cllr Gibson confirmed he attended, and the following was discussed; Sizwell C. The remote meeting call for evidence, Areas Forums are still permitted to be held virtually and this is very beneficial as no travel, meaning there is a higher attendance.

19. Report from Clerk and Press Officer – None.

20. Other /Urgent Communications – None.

21. Date of Next Meeting – Monday 21 June at 7.15pm to be held at the Millennium Jubilee Hall (MJH) – please note: this is subject to change, Cllrs reminded to check emails and website.

22. Agenda Items for Next Meeting – None.

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

Agenda items 24 and 25 a,b&c were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.36pm

Chairman**Date.....**