

## **KESGRAVE TOWN COUNCIL**

### **Minutes of the Full Town Council Meeting held on 21 June 2021 at the Millennium Jubilee Hall (MJH)**

#### **Councillors present:**

K Archer  
A Athwall  
N Beecroft-Smith  
P Carr  
A Comber  
A Cook  
D Fairbrother  
R Gibson  
G Lynch  
J Ogden  
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 N Beecroft-Smith welcomed those present. Apologies were received from Cllr B Patten, reason personal and Cllr D Mears, reason personal. Following the vote these were accepted.

**2. Declaration of Interests** – Cllr A Athwall, non-pecuniary interest, item 12. Member of Kesgrave Library Group. Cllr D Fairbrother, non-pecuniary interest, item 20. Local resident.

**3. Minutes of the last Annual Town Council Meeting** – held on 4 May 2021, following the vote these were agreed.

**4. Chairman's Communication** – Cllr N Beecroft-Smith confirmed today is Suffolk Day! Cllr Beecroft-Smith also noted the following: Kesgrave Fun Day 31 July 2021, there will be a Town Council Stall and he will be looking to put together a questionnaire to enable Cllrs to engage with the Community, he will therefore be looking for Cllrs to volunteer an hour of their time to man the stall. He noted the new Kesgrave Market Banners located around the Town, which look great. Cllr Fairbrother today sent an email to Cllr Beecroft-Smith tending his resignation with affect from 1 July for personal reasons. Cllr Beecroft-Smith confirmed Cllr Fairbrother had served on the Town Council for 10 years, 6 of those with his late wife and fellow Cllr Steph. Cllr Beecroft-Smith thanked him for his service to the Council and the Community and wished him well for the future.

**5. Clerks/Officer Report/Update** – J Abbott provided the following updates: The ESC Taxi Consultation was responded to following Councillor's email responses, in principle, in support of CCTV if correct legislation/safeguards in place. Several 'thank you' s' received from residents regarding the successful NP referendum.

**6. Members of the Public** – District & County Cllr D McCallum. Cllr McCallum spoke as a resident regarding this year's Kesgrave Fun Run, which will take place on Sunday 8 August and the theme is "Superhero's" in thanks to all the fancy dress runners during lockdown, which lifted the community. Debbie has had loads of volunteers to help with the fun run, including the Kesgrave Krusiers running club, which is fantastic.

**7. County and District Councillor Reports** – County & District Cllr McCallum reported on the following; recently elected as Suffolk County Cllr. Had a meeting today with the new SCC Highways portfolio holder and fellow County Cllr Lawson, discussed Quebec Drive, Verges at Bell Lane and Dobbs Lane's junctions with Foxhall Road and the Dr Watson Lane junction, strategies on how these areas should be managed, also discussed potholes, positive meeting. Confirmed now a member on the SCC Development & Regulations Committee. Thanked KTC for supporting the 'Behind The Mask' poster campaign. Written report received from Cllr Lawson, J Abbott highlighted the following; white line marking carried out in Bell Lane and Dobbs Lane – he will continue to work with SCC Highways on these issues. Worked with and agreed for First Buses to always use quieter buses on Kesgrave route 66, due to noise pollution for residents. Potholes at Orchard Grove addressed with SCC Highways, now complete. Lighting issues in Trinity Close now resolved with SCC. ESC has agreed to adopt a new Air Quality Strategy. Some of his funding has been used for the Kesgrave Wombles and Oak Tree Community Farm. Cllr Lynch advised he has been returning to normal 'face to face' and some hybrid meetings, work being done on recycling within the District, South performing better than the North – better education needed, ESC have a litter picker team out in the District, some of his enabling budget has been used to support AFC Kesgrave and the Kesgrave Fun Day.

**8. Partnership Funded PCSO Reports** – J Abbott confirmed there were reports provided by PCSO Miles (copies attached to these minutes). J Abbott confirmed a credit had been received from Suffolk Constabulary regarding the period of leave PCSO Miles had taken, which was over the stipulated time in the Service Level Agreement. Cllr Archer asked about the parking issues on Cambridge Road connected to the Hairdressers, which is mentioned in the report. Cllr McCallum spoke as she facilitated the meeting between the hairdressers, resident's, Police, and herself, confirmed most issues now resolved and it was a very positive meeting with all parties being able to express views and concerns. It was noted as a positive way to work through matters like this if they arise in the future.

*(Cllr D McCallum left the meeting at 8.08pm)*

## **9. Finance & Governance –**

- a. Finance & Governance Committee meeting minutes; 7 June 2021 – these were received and noted.
  - Policies – Cllr Gibson has produced a comprehensive Policy Review Control Table to record the details and status of all policies. All policies are available to view on the shared 'Councillors' folder. The policies due for renewal have been reviewed as stated on the control sheet and it was agreed at the F & G meeting on 7 June 2021 to present these policies to Full Council. Following the vote, it was agreed to accept these policies agreed by the F & G Committee as per stated version. It should be noted that the agenda cannot include a hyperlink to the shared folder, as members of the public do not have access to the shared area. However, information will be added on the agenda showing where the files can be located.
  - Business Plan – Cllr Gibson explained that the draft Business Plan is a live document and version 3 can be viewed on SharePoint. It was agreed by Full Council to continue to accept any further amendments until the next FC meeting in July. This revised document will then be published for public review and any feedback/contributions will be considered before agreeing the final document at the September Full Council meeting. The Business Plan will then form part of the budgeting process from November onwards.
- b. Schedule of Accounts –
  - List of Payments for the period 1/04/2021 to 20/06/2021 – all accepted and agreed following the vote.
  - List of Receipts for the period 1/04/2021 to 20/06/2021 – all accepted and agreed following the vote.

- c. Transfer from Savings Account and the KTC Card Payments Account – the transfers made during 26/04/2021 and 15/06/2021 were agreed following the vote.
- d. Internal Audit Report – A Dougall presented the year-end Internal Audit Report (20/21) and the recommendation to investigate higher interest accounts was discussed. All agreed following the vote to accept the report and investigate higher interest accounts, but acknowledged that interest rates are exceptionally low at the moment.
- e. Annual Return 2020/21 - A Dougall presented the completed Annual Return (AGAR Part 3) for the year ended 31 March 2021 and all the supporting documentation. AGAR Part 3 (Section 1) Annual Governance Statement 2020/21 was discussed point by point, and all agreed to 'yes' for each question following the vote. AGAR Part 3 (Section 2) Accounting Statement 2020/21 was then agreed following the vote. It was noted that boxes 4 and 6 for the year ended 31 March 2020 have been restated as per 2020 Practitioners Guide, due to the change of recording non-salary related items. Box 4 has been restated to include only direct staff costs, e.g., salary, NI, pensions. Box 6 to include other indirect staff costs, e.g., training, mileage etc. 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 28 June 2021 and 6 August 2021.

**10. Planning & Development** – Committee meeting minutes; 24 May and 7 June – these were noted. Cllr Gibson confirmed the Kesgrave Neighbourhood Plan (NP) was 'Made' 26 May 2021. Cllr Gibson confirmed there were 3 errors with the maps within the NP but these have now been resolved. Cllr Gibson also highlighted a planning matter concerning 102 Main Road, which the P&D Committee have concerns with, this has been brought to the attention of ESC the Legal Planning Authority (LPA) via a letter from the Clerk and this will be monitored.

**11. Community & Recreation –**

- a. Community & Recreation Committee meeting minutes; 12 April – these were noted, Cllr Comber highlighted the 4YP Youth Club has re-opened and attendance positive, play area adoptions ongoing, the Kesgrave Wombles doing great work, the Fun Day organising going well. No questions raised.
- b. Kesgrave High School Pen Pal Scheme – J Abbott advised the office has been supporting the school in this new initiative, delivering letters / gifts to some of the older resident's supported during Covid. The scheme has so far been greatly received by the resident's and pupils taking part.
- c. Kesgrave Underpasses, Partnership working – J Abbott confirmed she has met with our PCSO, Police, ESC Community Officer and Suffolk County Cllr Lawson on tackling the graffiti, décor and lighting issues in all underpasses in the Town. Looking to involve schools in designing artwork, relevant to current matters such as mental health, environment, covid etc.
- d. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 17 May 2021 – J Abbott confirmed work ongoing around conservation and green projects, looking to better engage with partners, like Norse.

**12. Kesgrave Library Premises** – J Abbott confirmed she had met with Suffolk Library's along with Cllrs Comber and Gibson regarding possible sites, locations in the Town for a larger premise for the Library, as they have outgrown their current premises. The Council will support the Library where needed.

**13. Report from Clerk and Press Officer** – None.

**14. Other /Urgent Communications** – None.

**15. Date of Next Meeting** – Monday 26 July 2021 at 7.15pm, likely to be held at the Town Council office, however this is subject to change and Cllrs reminded to check emails and website.

**16. Agenda Items for Next Meeting** – None.

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

Agenda items 18 a&b, 19 a,b&c and 20 were then discussed in the CONFIDENTIAL part of this meeting.

*this part of the meeting finished at 8.25pm*

Chairman ..... Date.....

DRAFT