

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 27 September 2021

Councillors present:

K Archer
P Carr
A Comber
A Cook
R Gibson (*Vice-Chairman of the Council*)
G Lynch
D Mears

Suffolk County and East Suffolk Cllr – D McCallum

Officers present:

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

1. Welcome and to Receive and Accept Apologies for Absence – The Vice-Chair, Cllr Gibson welcomed all those present to the meeting. Apologies received from; Cllr Beecroft-Smith-personal, Cllr Ward – personal, Cllr Athwall-personal, Cllr Ogden-Work, all apologies were agreed following the vote.

2. Declaration of Interests – Cllr A Comber, non-pecuniary interest, item 9. Scout Leader, RFC Director.

3. Minutes of the last Town Council Meeting – held on 26 July 2021, following the vote these were agreed, Cllr Lynch proposed, Cllr Comber seconded.

4. Chairman's Communication – none.

5. Clerks/Officer Report/Update – J Abbott provided the following updates: There has been more information provided by Cloudy IT (SALC contact) regarding equipment for Parishes / Towns to purchase to enable them to hold hybrid meetings (resident's being able to attend virtually). Following a discussion between the Chair, Vice Chair and Cllr Comber (who attended the Cloudy IT webinar) it was agreed that this would not be pursued at this stage due to costings over £3000 and the lack of public interest, before, during and since the covid pandemic. Following a discussion this was support by the Councillors present and agreed it can be revisited should the need from the public or Council change. A Dougall explained that Sudbury Town Council requested the temporary support of a RFO and had asked if A Dougall will be able to help – the Council agreed that the additional hours may be carried out in addition to the role at KTC.

6. Members of the Public – none.

7. County and District Councillor Reports – County & District Cllr McCallum updated the Town Council on the following; local businessman – G Nichols has offered to clear and cutback the hedgerow/paths along northside of Main Road from All Saints roundabout to Dobbs Lane at no cost to the Council. Cllr McCallum is supporting this and is working with SCC Highways and landowners for permission. Council agreed for a 'thank you' to be sent to Mr Nicholls from the Clerk once this has been agreed. Penzance Pharmacy are now offering flu & covid booster jabs.

The East Suffolk Magazine will be using the 'Behind the Mask' poster on the back of their next magazine. Hedges and fencing continue to be a contentious issue in the Town, being dealt with by ESC Planning/Enforcement. Supporting local residents with housing and planning issues. Cllr Lynch advised he has attended ESC Scrutiny meetings, which include discussions on; Council tax, Auditing of ESC Committees, including Planning, Accounts and Green Issues. Cllrs Carr and Gibson asked questions regarding changes to collection of green waste, following a discussion it was agreed the Clerk will look to address concerns raised by residents to ESC via our District Cllrs.

(Cllr D McCallum left the meeting at 7.51pm)

8. Partnership Funded PCSO Reports – J Abbott provided the reports (copies attached to these minutes). Cllr Gibson asked if the reports should be on the KTC website, yes, they should be, apologies given by the Clerk and will address.

9. Finance & Governance –

- a. Finance & Governance Committee meeting minutes; 6 September 2021 – these were received and noted.
- b. Schedule of Accounts –
 - List of Payments for the period 26/07/2021 to 26/09/2021 – all accepted and agreed following the vote.
 - List of Receipts for the period 26/07/2021 to 26/09/2021 – all accepted and agreed following the vote.
 - Additional Payments between 01/04/2021 to 20/06/2021 (not on the schedule presented at the 21 June meeting) - all accepted and agreed following the vote.
- c. Transfer from Savings Account and the KTC Card Payments Account – the transfers made during July and August 2021 for both accounts were agreed following the vote.
- d. Forecast Year-end Income & Expenditure report for 2021/22 – the report was considered and approved. All agreed in favour, following the vote.
- e. Version 2 Draft Budget 2022/23 – to review any requests for consideration – A Dougall presented version 2 updated following the F & G meeting held on 6 September 2021. It was noted that the budget will be discussed further at the next F & G meeting to include feedback from the C & R Committee. All approved following the vote.
- f. External Auditor Report for year-ended 31 March 2021 by PKF Littlejohn LLP – It was noted that the External Audit had been completed on 8 September 2021 with Section 3 signed by the Auditors and stating there were no matters for concern. In line with the Accounts and Audit Regulations, the notice of conclusion of audit was prepared for public inspection. AGAR 2020/21 Sections 1, 2 & 3 and the Annual Internal Auditor Report have been uploaded onto the KTC Website.

10. Planning & Development – Chair of P&D Cllr R Gibson advised he will be attending ESC Planning Committee meeting regarding a planning application, which the P&D committee recommended refuse due to loss of parking/overdevelopment of site.

11. Community & Recreation –

- a. Community & Recreation Committee meeting minutes; 20 September 2021 – these were noted, Cllr Comber noted the lights at Cedarwood Green are due to be in this week as agreed. Two ESC Play areas have now been adopted, works should be complete by end of year. The conservation works at Pergola Piece completed, positive feedback from passing residents. The date for next year's Fun Day will be 9 July 2022.
- b. Kesgrave Underpasses Partnership meeting 7 September – J Abbott confirmed work continues to move forward, a street artist has been agreed and will work with the schools, funding to be sourced.

c. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 16 September 2021 – J Abbott confirmed positive meeting, priority now being discussed is Road Safety, good response to the traffic/safety survey carried out by ESC. Cllrs Comber and Cook also attended.

- Bell Lane Traffic Survey – Following the last meeting and as agreed, the Bell Lane, Heath Primary School Traffic Survey will be taking place from 30 Sep – 19 Oct.

12. Suffolk Climate Change Partnership – J Abbott confirmed she has worked with Cllr Comber to set up a designated webpage for residents to visit and complete survey. J Abbott continuing to work on ways to promote this initiative and hoping to involve local schools.

13. Town Councillor Vacancies – J Abbott confirmed the Chairman and office have received resignations from Cllrs Patten and Shaw, which have been accepted and thanks given for their time as Councillors. A lengthy discussion took place on how the Council can encourage residents to become Cllrs, it was agreed the Clerk will look into promoting via local radio and social media. Cllrs were encouraged to speak with any resident's they feel may be interested.

14. Suffolk Association of Local Councils (SALC) AGM 29 July 2021 – Cllr Gibson attended on behalf of the Council, nothing to report, main topic was Sizewell C. Cllr Gibson will be attending the East Suffolk South Area Forum on 28 September.

15. Other /Urgent Communications – A Dougall sought approval to raise the petty cash tin balance from £250 to £400 to allow sufficient funds to cover van diesel expenses etc. It should be noted that the Petty Cash Float has a maximum limit of £500 (as stated in the KTC Financial Regulations 2021_22 section 6.21a). All agreed, following the vote.

16. Date of Next Meeting – Monday 18 October 2021 at 7.15pm – Town Council office. Cllr Gibson gave his apologies for this meeting.

17. Agenda Items for Next Meeting – None.

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

Agenda items 19 a&b, 20 a&b and 21 a were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.45pm

Chairman**Date.....**