

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 24 January 2022

Councillors present:

A Athwall
N Beecroft-Smith (*Chairman of the Council*)
A Comber
A Cook
R Gibson
G Lynch
J Ogden
G Ward

District & County 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 Chair, Cllr Beecroft-Smith welcomed all those present to the meeting. Apologies received from; Cllr Carr-work, Cllr Mead-personal, following the vote these were accepted. Apologies also noted from District & County Cllr S Lawson.

2. Declaration of Interests – Cllrs A Comber and J Ogden, non-pecuniary interest, item 9. b – Scout Leaders. Cllr A Athwall, non-pecuniary interest, item 9. i – Library Community Group member.

3. Minutes of the last Town Council Meeting – held on 29 November 2021, following the vote these were agreed.

4. Chairman's Communication – Cllr Beecroft-Smith wished everyone a happy new year and hoped the year ahead will be a positive one for the Town.

5. Clerks/Officer Report/Update – J Abbott provided the following update; many surveys completed on behalf of the Town Council for SALC, SCC, PCC and ESC. The Town Council will be taking delivery of two Oak Trees from ESC as part of the 'Treebilee' initiative next month, these are to be planted on Oak Meadow and Grange Meadow. J Abbott also wanted to note a non-pecuniary interest in item 11.b as a resident of Trinity Close.

6. Members of the Public – D McCallum confirmed the Bike Show will take place at the Bell Public Inn on 30 April 2022 and the Kesgrave Fun Run on 1 May 2022.

7. County and District Councillor Reports – County & District Cllr McCallum provided the following update; attended ESC Planning meeting in Lowestoft. Confirmed the small bungalow on Main Road North side, has been demolished confirming the new build to be a replacement dwelling. The Hedge row and trees along North side of Main Road from Bell Lane to Hall Road have been cut back by a contractor paid for and arranged by Trucks R Us, (with SCC and landowners' permission) they are also looking at machinery to clear the footpaths. Investigating how the death of a resident in The Walk, who went undetected in their home for three weeks, big impact on the neighbours. Looking into safety of Bugsby Way with SCC Highways, following a

resident highlighting concern. Has used all of their ESC enabling budget 2021/22 supporting many KTC projects, the 'behind the mask' campaign, Masked Players, and the Kesgrave/Martlesham Underpasses.

Cllr Lawson's report was noted – no questions raised (attached to these minutes).

District Cllr Lynch advised on the following; attended many meetings covering issues on budget increases, social housing, north / south levelling up.

Cllr Gibson asked about the Complaint made by Parishes (not KTC) on the Planning process at ESC, Cllr McCallum confirmed the Planning referral process is reviewed every year. Cllr Gibson wished to thank all three District/County Cllrs for their dedicated work and continued partnership working with the Town Council, this was supported by all those present.

Cllr D McCallum left the meeting at 7.38pm

8. Partnership Funded PCSO Temporary Post and Update – J Abbott confirmed a new PCSO has been appointed, however awaiting training, checks etc, which has delayed them starting. PCSO's G Read and H Canning continue to cover this role and have been involved in recent parking issues at Cedarwood Primary, thefts at Tesco and ASB at the Library. PCSO Canning will be visiting and engaging with residents at upcoming events at the Library, Chinwang and Forget me Not café.

9. Finance & Governance –

- a. Finance & Governance Committee meeting minutes; 10 January 2022 – meeting cancelled.
- b. Schedule of Accounts –
 - List of Payments for the period 29/11/2021 to 23/01/2022 – all accepted and agreed following the vote.
 - List of Receipts for the period 29/11/2021 to 23/01/2022 – all accepted and agreed following the vote.
- c. Transfer from Savings Account and the KTC Card Payments Account – the transfers made during December 2021 for the Savings account and for November/December 2021 for the KTC Card Payments account- these were agreed following the vote.
- d. Version 4 Draft Budget 2022/23 – A Dougall explained only two changes to Version 4 presented at the Full Council meeting 29/11/2021 as:- i) increase of £210 to Admin 4028 to allow for a 20% increase to the Office 365 licence and ii) decrease of £50 to Admin 4030 for the confirmed SALC/NALC subscription fee. The revised total budget requirement for 2022/23 is £436,906 (income less expenditure) less funding from KTC reserves £110,284 results in a precept requirement of £326,622 - Following discussion, all agreed except Cllr Lynch, with the amendments and voted in favour to approve the 2022/23 Draft Budget.
- e. Precept Requirement for 2022/23 – Following the vote, all agreed in favour, except Cllr Lynch, with the precept requirement of £326,700 (rounded). Based on the tax base of 4809.30 for Band D equivalent properties for 2022/23, the charge for a Band D property will be £67.93 per annum . The charge in 2021/22 was £63.07, giving an annual increase of £4.86 (7.71%) in 2022/23. This increase was felt necessary in order to deliver the objectives of the Kesgrave Town Council Business Plan and fund projects supported by the residents. It was agreed that A Dougall will submit the precept requirement form to East Suffolk Council with an accompanying report by the deadline 28 January 2022.
- f. Internal Auditor for the year end accounts 31 March 2022 – Following the decision to appoint an internal auditor, it was agreed that A Dougall will contact Mr David Hunt to conduct the internal audit. If unavailable, then SALC will be contacted. All agreed in favour following the vote.
- g. VAT registration – A Dougall explained that KTC was now registered for VAT and has received a confirmation letter from HMRC dated 13 January 2022 stating the successful

enrolment to submit VAT returns online (quarterly). The main change is the requirement to charge VAT on supplies, e.g., ticket sales to events.

- h. Costings for Hire of Football Pitch/Services at MSG/MJH – J Abbott explained that the price for the hire of the football pitch(es) had been reviewed, primarily for use by Kesgrave Kestrels. All costs were included to make the charges fair and transparent to any future clubs wishing to hire, extra costs can be charged separately. No charges had been made during Covid. The revised charge for 2021/22 has been reduced from previous years. All agreed in favour, following the vote to adopt the new price list with immediate effect.
- i. Library Grant for Qrt 2 and Qrt3 (1 July 2021 – 31 December 2021) – J Abbott highlighted that the attached report showed that the Library has played a key role in the community during this period, having exceeded expectations during a very difficult period with library attendees on the increase. All agreed, following the vote, to approve payments for both quarters, totalling £5,750 (£2,875 per quarter).
- j. Revised Contracts for Services (Telephone/Broadband/Electricity/Gas) – A Dougall presented a summary report showing the status of the service contracts as at 18 January 2022 for information. The new BT contract period should read 24 months not 1 year. The dates for renewal should be observed to consider other options. Cllr Gibson requested that future versions of the report should indicate the impact on the environment, e.g., savings due to the MJH solar panels.
- k. Grant requests – J Abbott explained that organisations now complete the standard application form providing all the required information.
 - a. Suffolk Accident and Rescue Service (SARS) - Following discussion, it was agreed that the charity fulfilled the requirements of the Grants Policy. Following the vote, all agreed to a donation of £250 as in 2020/21 (not £300 as requested).
 - b. St Elizabeth Hospice - Following discussion, it was agreed that the charity fulfilled the requirements of the Grants Policy. Following the vote, all agreed to a donation of £1,000 towards the cost of the specialist reclining chairs.

10. Planning & Development –

- a. Committee meeting minutes; 29 November 2021 and 13 December 2021, these were noted (copies attached).
- b. Transport Strategy for the East – it was agreed following a review that this had been shared with the residents via the KTC website and the Community webpage to respond and due to the type of survey it wasn't applicable for the Town Council to provide a response.

11. Community & Recreation –

- a. Oak Meadow – J Abbott confirmed two quotations had been obtained to replace or repair the damaged safety surface under the spider net, following the vote it was agreed to proceed with 'quote 1' and to replace the surfacing - £15,000 + VAT.
- b. Trinity and Histon Close – J Abbott confirmed this area, following a request by the resident's had become a 'SCC No Cold Calling Zone (NCCZ)' they have requested permission to put up two signs on KTC owned lampposts, following the vote this was agreed.
- c. Platinum Jubilee – J Abbott confirmed the following is currently being planned; SCO Tea Party, Lighting of the Beacon with a crown being made for the beacon, Fun Day, Commemorative Jubilee Shopper Bag, Treebilee, initiative with the High School-flower bed on Legion Green nr Memorial.
- d. Woodbridge & District ASB Meeting 20 January 2022 – Cllr Comber provided the following update; local priorities were reviewed – parking issues at and near to the Towns schools was discussed.

e. 4YP Youth Club Provider 2/3-year Contract April 2022 – following a discussion it was proposed by Cllr Gibson and seconded by Cllr Lynch to proceed with a 3 year contact with effect from 1 April 2022.

f. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 10 January 2022 – J Abbott confirmed the current priority is Road Safety and Kesgrave are currently focusing on School Safety at Heath Primary School.

12. Other /Urgent Communications – none.

13. Date of Next Meeting – Monday 21 February 2022 at 7.15pm – Town Council office.

14. Agenda Items for Next Meeting – new highway code – impact on main road / understand legislation.

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

Agenda items 16a, 17a&b and 18a were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.35pm

Chairman **Date**.....