

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 26 September 2022

Councillors present:

A Athwall
N Beecroft-Smith (*Chairman of the Town Council*)
A Cook
A Comber
R Gibson
T Hook
G Lynch
J Ogden
D Mears

Officers present:

J Catling – Events & Estate Manager
A Dougall – Responsible Financial Officer (RFO)

NB: A one minute silence was held at the start of the meeting in honour of the Queen.

- 1. Welcome and Apologies for Absence** – The Chairman welcomed those present to the meeting. Apologies were received from District & County Cllr S Lawson, District & County Cllr D McCallum, and Town Cllr G Ward, reason personal.
- 2. Declarations of Interest** – Cllr A Comber, Item 9 – Scout Leader and Director of RFC, non-pecuniary. Cllr J Ogden, Item 9 – Scout Leader, non-pecuniary.
- 3. Minutes of the Town Council meeting** held on the 18 July 2022, – following the vote these were agreed.
- 4. Chairman's Communication** – Cllr Beecroft-Smith provided the following report:
 - As Chair of Kesgrave Town Council he attended the County Proclamation after the death of Queen Elizabeth II. This was followed by the Local Proclamation at All Saints Church Kesgrave. He also attended a service at Bury St Edmunds. Cllr Beecroft-Smith conveyed his thanks to the office for their planning and hard work during this time.
- 5. Clerks/Officer Report/Update** – J Catling provided the following report, on behalf of the clerk.
 - Town Clerk wanted to thank the staff also for their hard work during the Queen's death.
 - MJH solar panels are now installed. A handover has taken place and the RFO is currently looking into tariffs. Regular data will then be available on how the panels are performing both at the office and the MJH.
 - The grant has been received from Greenprint Forum for the Cedarwood Walk Conservation Project. Work is hoped to start in October (weather dependent.)
 - Ongoing issues with emptying of bins and dog bins in the town, Cllr McCallum continuing to raise with Cllr James Mallinder.

- Kesgrave owned street lights – upgrades as planned have now been done – a small few outstanding due to where power supply is accessed etc, only one post (Trinity Close) had been identified as needing replacing due to a large crack in the concrete post.
- Attended the latest ESC/Chief Ex/Town Clerks meeting – Stephen Baker will be retiring at the end of the year – ESC currently advertising for his position.
- Meeting with local police, KWMCC, Cllr Comber and Jennie to discuss current ASB in the area, ways to improve, a positive meeting – again pro-active Partnership working.
- Attended several ESC Partnership meetings – discussing Road Safety-working with local schools, yp wellbeing – possibility of having a drop in café at KWMCC supported by 4YP.
- Ease the Squeeze – ESC has recently launched a comprehensive scheme to help connect all residents to those needing help with the cost of living crisis. There is a dedicated ESC website (email already sent to all Cllrs with details) and Kesgrave's event, which takes place at Kesgrave Scout Hall on Friday 14 October, 12.30pm – 3.30pm (posters in Town to promote.)
- Defibs – KTC currently purchasing a cabinet for MJH defib to be located outside of the MJH and the All Saints Church Hall external defib and cabinet in process of being passed over to the Town Council to manage
- The clearing of the junction at Bell Lane/Foxhall Road has been completed
- Felixstowe outing and the September Tea party were a great success and tickets sold out.
- Firework tickets go on sale on 3rd October available from the office, the Bell pub and the 2nd Stop Charity shop.

6. Members of the Public – none present.

7. County and District Councillor Reports – County and District Cllr Stu Lawson previously provided a report – circulated previously to Councillors (attached).

Report from Councillor G Lynch

- Ease the Squeeze, ESC initiative as mentioned in Clerks report. KTC to put link onto their website.
- ESC have received a 2.5 million grant from Government over 3 years for rough sleeping, some of this grant will go towards supplying properties for the homeless, help when severe weather conditions occur.
- Garden waste and recycling, the recycling plant that was hit by fire earlier in the year will re-open in Ipswich soon. This should alleviate delays in some of the bins being emptied as currently operatives are having to drive to Lowestoft.
- October is Walking challenge – you can download an app from ESC
- 95% or ordering at ESC will have a purchase order in the future
- It is hoped that a new member of staff be employed in Planning Enforcement, there is an audit plan in place to review the department

8. Partnership Funded PCSO – Kesgrave Town Council (KTC) currently fund a Partnership PCSO with Rushmere St Andrew for 26 hours per week KTC 2/3 and Rushmere 1/3. This agreement ends in March 2023 and Rushmere St Andrew (RSA) have confirmed they will not be renewing. KTC need to decide if they wish to continue to fund a PCSO when the current SLA ends in March 2023. It is requested that this be discussed and agreed at this meeting how the Town Council wishes to proceed. After discussion, Cllr Lynch proposed that the SLA is cancelled, seconded by Cllr Gibson, Cllrs Comber, Athwall, Hook, Ogden, Cook, Mears and Beecroft-Smith voted against.

After more discussions it was agreed that the Town Clerk contact the Inspector to look at ways forward, this is to include, KTC funding the part-time position solo as a 18 hour contract, find another partner. Findings to be presented to the next Full Town Council. This was proposed by Cllr Comber & seconded by Cllr Cook, following the vote, Cllr Hook, Cllr Mears, Cllr Athwall, Cllr Ogden, Cllr Becroft-Smith agreed. Cllr Lynch and Cllr Gibson abstained.

9. Finance & Governance –

- a. Bank reconciliation for August 2022 – due to unforeseen cancellation of the F&G meeting 19 September 2022 (Queen’s funeral), these papers have been included for approval at this meeting - all accepted and agreed following the vote.
- b. Receipts and Payments for August 2022 - all accepted and agreed following the vote.
- c. Detailed Income and Expenditure to 31 August 2022 - all accepted and agreed following the vote.
- d. Trial Balance for August 2022 – for information only.
- e. Schedule of Accounts –
 - List of Payments for the period 01/07/2022 to 31/08/2022 – all accepted and agreed following the vote.
 - List of Receipts for the period 01/07/2022 to 31/08/2022 – all accepted and agreed following the vote.
- f. Transfer from the Savings Account and the KTC Card Payments Account – the transfers made during July/August 2022 were agreed following the vote.
- g. External Auditor Report for the year-ended 31 March 2022 by PKF Littlejohn LLP – A Dougall presented the audited accounts. It should be noted Section 3 (2) refers to the grant payment of £2,561 specified on the ESC Precept letter (dated 6 January 2021), for the reduction to the tax base, hence included as part of the Precept. It should have been included under ‘Total other receipts’. The amendment will be corrected in next year’s AGAR - all accepted and agreed following the vote.
- h. Notice of conclusion of Audit for 2021-22 – In line with the statutory requirement, it was agreed, following the vote, to publish the notice on the website and noticeboard on 27 September 2022.
- i. Draft Budget 2023-24 – A Dougall explained that the draft budget spreadsheet was being prepared and welcomed any comments at this early stage. Cllr Lynch urged to keep the Precept at 0% increase from 2022-23, if possible. It was noted by Cllr Gibson that the data provided by ESC showed KTC to have one of the lowest increases compared with other local councils. Cllr Comber requested a provision for C & R maintenance projects and youth work.

10. Planning & Development –

- a. Committee meeting minutes; 18 July 2022, 1 August 2022, 15 August and 5 September. Received and noted.

11. Community & Recreation – J Catling reported that the zip wire on Oak Meadow had broken due to wear and tear. It was agreed that CIL money that needed to be spent by the end of October be used. Approximately £1500.

12. Other/Urgent Communications – none.

13. Date of Next Meeting – Monday 24 October 2022 at 7.15pm, Town Council office.

14. Agenda Items for Next Meeting – Toy Swap Shop (Cllr Lynch). Robin Spittle leaving.

15. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 – Agreed, no members of the public present.

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

this part of the meeting finished at 8.17pm

Chairman**Date.....**

DRAFT