

# **KESGRAVE TOWN COUNCIL**

## **Minutes of the Full Town Council Meeting held on 23 January 2023**

### **Councillors present:**

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

### **Officers present:**

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

- 1. Welcome and Apologies for Absence** – The Chairman welcomed those present to the meeting. Apologies were received from Cllrs, T Hook-reason personal, G Lynch-reason work, D Mears-reason personal, following the vote these were all accepted. Apologies also noted from District and County Cllr S Lawson.
- 2. Declarations of Interest** – Cllr A Comber, Item 9 – Scout Leader and Director of RFC, non-pecuniary. Cllr R Gibson, Item 9 – DAS Secretary & Trustee, non-pecuniary.
- 3. Minutes of the Town Council meeting** held on the 28 November 2022, – following the vote these were agreed.
- 4. Chairman’s Communication** – Cllr Beecroft-Smith wished everyone present a Happy New Year. He confirmed there are three full Town Council meetings left for this Council’s term, ahead of the local elections on 4 May 2023. He reminded all present that they must be registered to be able to vote and for election.
- 5. Clerks/Officer Report/Update** – J Abbott provided the following report.
  - As part of the Suffolk Climate Change Partnership J Abbott has signed up to have a ‘Thermal Imaging Camera’ from 14 Feb to 20 Feb. Looking for volunteers to assist with carrying out a survey of community buildings in the Town and a selection of homes (a mix of small large, old new, houses bungalows).
  - Held a meeting with the shift Estate Operative’s to discuss the year head, tasks /objectives etc. Also discussed the Lawn Cemetery which will now be managed by them.
  - KTC owned street lighting – all lights now follow the SCC lighting programme; 11.30pm off and on at 6am. Cllr Cook has highlighted some possible inconsistencies with street lighting in the town which are on 24-7, J Abbott has raised this with Cllr Lawson, who is making enquiries.
  - KWMCC play area – seesaw fixed, looking to use Cllr Lawson’s remaining ECB grant money for additional piece of play kit for pre-school. The re painting of the equipment will be undertaken by the Estate Operatives in the spring. J

Catling also looking for additional funding to update the surfacing in the play area.

- SPARK have been provided with a funding request from J Catling to support KTC events in 2023. This request was considered at Spark's committee meeting on 16 January 2023, which Cllr Gibson attended as our Spark representative. J Catling has been asked for some more information before a final decision is made.
- Cedarwood Walk tree planting is due to be completed in the next few weeks.
- Conservation areas in the Town, looking to enhance with bird boxes being installed, will purchase locally and will be responsibly sourced.
- Business Plan – reviewed by Cllrs Gibson and Comber along with J Abbott and J Catling, updated version to be presented next month.

**6. Members of the Public** – none present.

**7. County and District Councillor Reports** – District and County Cllr Stuart Lawson provided a written report, which J Abbott read through – no questions raised. (Copy attached to these minutes).

**8. Partnership Funded PCSO Reports** – PCSO Clarkes reports were read by J Abbott, no questions raised. (Copies attached to these minutes).

**9. Finance & Governance** –

- a. Finance & Governance Committee meeting minutes; 9 January 2023 – these were noted.
- b. Schedule of Accounts –
  - List of Payments for the period 01/11/2022 to 31/12/2022 – all accepted and agreed following the vote.
  - List of Receipts for the period 01/11/2022 to 31/12/2022 – all accepted and agreed following the vote.
- c. Transfer from the KTC Card Payments Account for November 2022 and December 2022– the transfers were agreed following the vote.
- d. Version 6 Draft Budget 2023-24 – A Dougall presented the report, confirming the only updates from the previous version were the revised projected figures for 2022/23 and the summary on page 5 with proposed precept requirements for a 9% increase per Band D property as discussed at the F & G meeting held 9 January 2023. The 9% increase would still require additional funding from reserves to support the budget but for one-off items of expenditure. Without this increase, the reserves would be depleted in future years. It was felt that an explanation should be provided in the Business Plan. Cllr Gibson proposed the 9% increase, seconded by Cllr Ogden, all agreed, following the vote.
- e. Precept requirement for 2023/24 – rounding the precept to the nearest £100, resulted in a percentage increase of 8.98%. All agreed following the vote to set the Precept requirement at £357,300 (£74.03 pa per Band D property, £6.10 pa increase). A Dougall will submit the completed form and budget information to East Suffolk Council before 27 January 2023.
- f. Internal Auditor for the Year End Accounts 31 March 2023 – 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.

**10. Planning & Development** – Committee meeting minutes; 12 December 2022 and 9 January 2023, these were noted.

Cllr Gibson, Chair of P&D advised at the P&D meeting this evening, members discussed the 'Levelling-up and Regeneration Bill: reforms to national planning policy

– Consultation’. The P&D committee agreed for Cllr Gibson to respond to the consultation on behalf of Council.

#### **11. Community & Recreation –**

- a. Community & Recreation committee meeting minutes; 16 January 2023 these were noted, no questions raised.
- b. Wilkinson Drive – request from a resident for a ‘no through road sign’ – J Abbott advised of the request received from a resident. Following a discussion, Council asked for this request to be made direct to ESC as the authority responsible for road/street name signs for their consideration, before Council comment further.
- c. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 9 January 2023 – J Abbott confirmed herself and Cllr Comber attended this meeting as members of this forum and to represent Kesgrave. The main topic was around Road Safety in our villages and towns, including local schools. The great work (with funding support from this forum), which has taken place already and the upcoming plans in the coming months.
- d. Cedarwood Primary / Wilkinson Drive Parking – J Abbott confirmed several residents, along with the Head Teacher have emailed the Town Council office regarding the ongoing issue of parking and safety in this location. Whilst the Town Council is not the responsible authority for roads and parking enforcement, the Clerk is working with ESC, SCC and Police in looking at ways to address the issues and concerns raised.

#### **12. East Suffolk and Town Council Elections – Thursday 4 May 2023 –** J Abbott confirmed she attended an Election Briefing via Zoom held by SALC and ESC on 18 January 2023. The presentation was informative and very useful. The points to note today.

- Notice of Election: Thursday 16 March 2023, this is the date which is also noted as the ‘pre-election period’, aka – the ‘period of heightened sensitivity’.
- Nomination papers will be available from the Clerk in February (can also be downloaded).
- Completed nomination papers must be submitted by 4pm on Tuesday 4 April 2023.
- The Clerk can make an appointment at ESC to bring in nomination papers (they have to be hand delivered).
- Contested / Uncontested Election.
- Cllr Email accounts / access will be revoked on / just before 9 May 2023 when all outgoing Cllrs retire.
- To vote on 4 May 2023, all voters will have to provide photo ID, this is the first time this will be requested. There is a national advertising campaign, however ESC will also help to promote. KTC will also support this via our events and website/social media.

Cllr N Beecroft-Smith asked for this item to remain on the agenda leading up to the elections to ensure all current information is circulated.

#### **13. KTC Meetings Calendar 2023/24 –** J Abbott confirmed the proposed meeting dates, and noted the Annual Town Meeting will be held on Mon 17 April 2023 at the Millennium Jubilee Hall (this is permitted to take place with pending elections). Due to pending elections and bank holiday Mondays, there is a larger gap in between P&D

meetings April/May, if this becomes an issue then a meeting may be called for on an alternative day to a Monday. Following the vote, the proposed calendar was agreed.

**14. Other/Urgent Communications** – Cllr R Gibson confirmed he’s attending the ‘Ease the Squeeze’ meeting on 26 January.

**15. Date of Next Meeting** – Monday 20 February 2023 at 7.15pm, Town Council office. Cllr A Athwall gave apologies for this meeting.

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

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

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

*this part of the meeting finished at 8.30pm*

**Chairman .....****Date.....**