

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 20 March 2023

Councillors present:

A Athwall
N Beecroft-Smith (*Chairman of the Town Council*)
A Cook
R Gibson
S Kandula
G Lynch
G Ward

Officers present:

J Abbott – Town Clerk

1. **Welcome and Apologies for Absence** – The Chairman welcomed those present to the meeting. Apologies were received from Cllrs, T Hook-reason personal, A Comber-reason personal, J Ogden-reason personal and Cllr D Mears-reason personal, following the vote these were all accepted. Apologies also noted from District and County Cllrs S Lawson and D McCallum and RFO-Angela Dougall.
2. **Declarations of Interest** – none.
3. **Minutes of the Town Council meeting** held on the 20 February 2023, – following the vote these were agreed.
4. **Chairman's Communication** – nothing to report.
5. **Clerks/Officer Report/Update** – J Abbott provided the following report.
 - Meeting date changes for June – F&G will now be on Monday 19 June and C&R will be on Monday 5 June.
 - SCC Street Lighting running costs – Last year's average cost per column £68, this year's average cost £11, which is because of the LED upgrade and sensors. Without the upgrade the average cost would have been £140 per column. Reduction in cost is also down to following SCC Lighting schedule – off at 11.30pm on at 6am.
 - Portable Speed Indicator Device (SID) has been ordered with SCC Locality funding.
 - MP Dr Poulter's office have asked if the Town Council wish to facilitate a Town Zoom meeting, like we did during the pandemic. Council asked for some dates to be considered and a meeting arranged if possible.
 - The Contact for this year's Grounds Maintenance with Norse - Legion Green, Cedarwood Walk and Oak Meadow has been agreed and is in budget.
 - The Events and Estates Manager had a site visit with Vertas, the current contractor for the Millennium Sports Ground (MSG), all works in order and in line with the FA works that have taken place.
 - Suffolk Day is in Ipswich on Wednesday 21 June 2023, the Chairman of Kesgrave Town Council will be invited.

- MJH Sheds have arrived (Parkrun & Army Cadets) – delay in erecting due to staff shortages.
- Attended Road Safety Forum, Community Partnership – highlighted issue with Heath & Cedarwood Primary Schools, also issues with the Highschool. Also attended a follow up subgroup meeting re school road safety with Andy Joliffe, funding agreed for Rock Papers Scissors to carry out workshops in the schools (who agree) re road safety-designing artwork for posters, banners etc.
- Resurfacing at KWMCC, painting and a new piece of kit to go ahead end of April (after easter holidays).
- Tea Party for April has sold out.
- Few places left for SCO Felixstowe Trip which is in May this year due to coach availability & cost.
- The Town Council assisted KWMCC in selling tickets for their Coronation afternoon tea on Fri 5 May and we wish them well for the event.
- Fun Day preparations going very well.

6. Members of the Public – none present.

7. Partnership Funded PCSO Reports – PCSO Clarkes reports were noted. (Copies attached to these minutes). The Chair, N Beecroft-Smith noted this would be PCSO Clarkes last report for Council as the SLA comes to an end on 31 March 2023. Council agreed for the Clerk to send a 'thank you' for the work he has carried out on behalf of the Town Council and to wish him well in his new role.

8. Finance & Governance –

- a. Finance & Governance committee meeting minutes 6 March 2023 (copy attached). To receive, consider and agree the following recommendations.
 - Draft KTC Financial Regulations 2023/24 – Cllr Lynch proposed, and Cllr Cook seconded, following the vote this policy was accepted.
 - Draft KTC Standing Orders 2023/24 – Cllr Lynch proposed, and Cllr Athwall seconded, following the vote this policy was accepted.
- b. Draft Internal Audit Review and Plan for year ending 31 March 2023 – Cllr Lynch proposed, and Cllr Athwall seconded, following the vote this document was agreed.
- c. Draft Risk Register 2023/24 – Cllr Lynch proposed, and Cllr Cook seconded, following the vote this document was agreed.
- d. Draft Risk Assessment Folder front sheets (Estate and Play) – Cllr Lynch proposed, and Cllr Cook seconded, following the vote these forms were agreed.
- e. Draft Internal Control Statement and Report for year ending 31 March 2023 – Cllr Lynch proposed, and Cllr Athwall seconded, following the vote this report was accepted.
- f. Draft KTC Terms of Reference 2023/24 – Cllr Lynch proposed, and Cllr Cook seconded, following the vote this policy was agreed.
- g. Draft KTC Asset Register for the year ending 31 March 2023 – following the vote the document was agreed. Council wished to thank the RFO for all her work in updating and finalising this document.
- h. Schedule of Accounts –
 - List of Payments for the period 01/02/2023 to 28/02/2023 – all accepted and agreed following the vote.
 - List of Receipts for the period 01/02/2023 to 28/02/2023 – all accepted and agreed following the vote.
- i. Transfer from the KTC Card Payments Account to current account – the transfers were agreed following the vote.

9. Planning & Development – Committee meeting minutes; 20 February 2023 and 6 March 2023, these were noted.

10. Community & Recreation –

- a. MJH Access Road/Driveway – upgrade lighting columns to LED – following a discussion Council requested another quote for the works to consider further.
- b. Kesgrave Conservation projects – J Abbott provided the following update.
 - Longstrops Pond, some works have recently been carried out by Greenways and they will be carrying out further works in the autumn / winter.
 - The Clerk and Events and Estate Manager will be meeting with Suffolk Wildlife Trust (SWT) in April to discuss ways of improving Conservation in Town Council owned areas, such as Legion Green. Hoping for Jason Rubbish Walks / Wombles to join the meeting as well.
 - Tree planting in Cedarwood Walk was finished Sunday 26 February by volunteer Emily and Graham EO.
 - Some more bird boxes have been erected around the Town.
 - Pergola Piece has been tided/weeded and are looking to add some additional planting.
 - A Small Whites Goods recycling bin (bright pink!) has been installed at Tesco by ESC.
 - SWT will be attending the Fun Day doing 'bug house' making with children and residents.

11. KTC Business Plan 2021-24 Final Version – Cllr Gibson confirmed this is the final version, the only amendment is an update on all Council run events, which have taken place and those that now form part of the annual calendar. Following the vote, the plan was unanimously agreed.

12. East Suffolk and Town Council Elections – Thursday 4 May 2023 – J Abbott advised following her recent email, she confirmed that all nomination papers need to be in the office by 12pm 27 March and they will be submitted to ESC 10am 28 March. All nomination papers must be submitted by hand (they cannot be posted) by 4pm 4 April.

13. Other/Urgent Communications – none.

14. Date of Next Meeting – Annual Town Meeting Monday 17 April at 7.15pm, at the Millennium Jubilee Hall. Annual Town Council Meeting Monday 15 May 2023 at 7.15pm at Town Council Office.

15. Agenda Items for Next Meeting – none.

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

Agenda items 17a and b, 18a and b and 19 were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.35pm

Chairman Date.....

DRAFT