

KESGRAVE TOWN COUNCIL

Minutes of the Annual Town Council Meeting held on 15 May 2023

Councillors present:

A Athwall
N Beecroft-Smith
A Comber
A Cook
R Gibson
T Hook
G Lynch
D Mears
J Ogden
G Ward

Officers present:

J Abbott – Town Clerk
A Dougall – RFO

1. **Election of Chairman and Declaration of Acceptance of Office** – Cllr N Beecroft-Smith (Chairman for 2022/23) asked if any members wished to put themselves forward for Chairman of the Town Council for 2023/24. Cllr Gibson proposed Cllr N Beecroft-Smith, and this was seconded by Cllr Athwall, Cllr Beecroft-Smith accepted the nomination and following the vote this was unanimously agreed. Cllr Beecroft-Smith read and signed his declaration of office which was countersigned by the Clerk.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – The Chairman, Cllr Beecroft-Smith asked if any members wished to put themselves forward for Vice-Chairman of the Town Council for 2023/24. Cllr Athwall proposed Cllr R Gibson, and this was seconded by Cllr Lynch, Cllr R Gibson accepted the nomination and following the vote this was unanimously agreed. Cllr Gibson read and signed his declaration of office which was countersigned by the Clerk.
3. **All Councillors Declaration of Acceptance of Office and Receiving of Electronic Summons** – All remaining Cllrs, which were present signed their declaration of office which were countersigned by the Clerk. All Cllrs agreed to and signed the 'receiving of electronic summons'.
4. **Welcome and Apologies for Absence** – The Chairman welcomed all those present, no apologies received.
5. **Declarations of Interest** –
 - a. To receive, any interests, (these can be made at any point during the meeting) – none.
 - b. Reminder to all Councillors to complete 'Register of Interest' and 'Candidate Expenses form' – J Abbott reminded all Cllrs to complete these by the timescales indicated. A few Cllrs advised they had either not received an email and / or the expenses form from ESC. J Abbott agreed to email all Cllrs tomorrow for anyone

to respond with any issues they are having, and she will endeavour to resolve with the elections team at ESC.

6. Appointment of Committee Members – The Chairman asked all Cllrs (in alphabetical order) for them to confirm which committee they wish to sit on. Once the committee members for P&D and C&R had been established, the members of those committee were asked to nominate and vote for the Chairman of that committee. Cllr Gibson was nominated and unanimously voted for chair of P&D. Cllr Comber was nominated and unanimously voted for chair of C&R. As per KTC's Terms of Reference the members of the F&G committee were confirmed. The Chair of the F&G committee will be the first agenda item of the committees first meeting and all vice chairs will be decided at the first meetings of the committees.

7.

a. Planning & Development Committee – 2023/24:

Cllr Athwall

Cllr Beecroft-Smith

Cllr Cook

Cllr Gibson (Committee Chairman)

Cllr Ogden

Cllr Ward

b. Community & Recreation Committee – 2023/24:

Cllr Athwall

Cllr Comber (Committee Chairman)

Cllr Hook

Cllr Lynch

Cllr Mears

Cllr Ogden

c. Finance & Governance Committee – 2023/24:

Cllr Beecroft-Smith

Cllr Comber

Cllr Gibson

Cllr Lynch

Cllr Ogden

8. Appointment of Council Representatives – J Abbott went over the list of representatives and highlighted the 'vacant' positions. Following the vote, the list was unanimously agreed (copy attached).

9. Minutes of the Town Council meetings –

a. Full Town Council meeting held on 20 March 2023, following the vote these were agreed.

b. Extraordinary Town Council meeting held on 24 April 2023, following the vote these were agreed.

10. Chairman's Communication – Cllr Beecroft-Smith thanked everyone for voting for him to be Chairman for the 2023/24 term and congratulated Cllr Gibson on being Vice Chairman. Cllr Beecroft-Smith also congratulated District Cllrs S Lawson, G Lynch and D McCallum on being elected for another term. Cllr Beecroft-Smith confirmed he had as Chairman for 2022/23 attended the service at St Edmundsbury Cathedral on 7 April for the Kings Coronation.

11. Clerks/Officer Report/Update – J Abbott provided the following report.

- Zurich Insurance are the Town Councils Insurance provider for the next three years. Following the full and detailed review, they were the most cost effective

and best service provider. Again, thanks to the RFO and Cllr Gibson for all their work.

- Thank you received from CAS for their grant of £750.00.
- Kesgrave Cruisers have arranged and will be hosting Kesgrave's first 10k Road Race on Sunday 2 July 2023. The Town Council have helped publicise the event on their social media platforms.
- The KTC Street Light upgrade project has now been completed with the remaining three columns having now been upgraded. Final invoice awaited from SCC. Cllr Gibson wished to thank the Clerk for all her work on this project, which has resulted in a great saving for the Town Council.
- Traveller encampments at Park & Ride – District and County Cllr McCallum is in contact with SCC and ESC looking for improvements re accessing the site.
- Rogue Traders in Kesgrave – reported by the Clerk to Citizens Advice following resident's complaints re advertising boards, cold calling etc. This was then reported by Trading Standards in the local newspaper & publicised on Kesgrave Community FB page.
- Attended meeting at Cedarwood School on 28 April with SCC Cllrs McCallum and Lawson, ESC Community Officer Andy Joliffe, The Head Teacher and local residents regarding the ongoing issue of dangerous parking, this was an informative and constructive meeting with action points. Next meeting scheduled for Friday 9 June.
- Working with Suffolk Wildlife Trust (SWT) on conservation projects in the Town, including Legion Green and attending this year's Fun Day. SWT with support of the Town Council carried out a bird box making workshop at the Forget Me Not Café, which was very well received, and the office have received a 'thank you' from the café organisers. An article has been included for the next edition of In Touch magazine.
- KWMCC Play Area improvements are now complete, positive feedback received.
- SCO Felixstowe trip this Wednesday 17 May, sold out and fingers crossed for good weather!

The RFO confirmed as agreed that the changes to the staff pensions, has now been implemented and all staff have been notified of the changes via letter.

12. Members of the Public – none present.

13. County and District Councillors Reports – District Cllr G Lynch confirmed he had also been contacted by residents concerned about possible rogue traders in western Kesgrave and that he had raised this with the appropriate authorities and spoke to Cllr McCallum who confirmed she had been speaking with the Clerk and dealing with the matter as well.

14. Finance & Governance –

a. Action Plan for the Internal Auditor Report for year ended 31 March 2022 – The RFO confirmed the report, which was agreed. Cllr Gibson also highlighted the need for a review of our investments especially with interest rates continuing to rise. The RFO will be reviewing this, and Cllr Gibson confirmed happy to support if required.

b. Code of Conduct Policy – J Abbott apologies for error, however this policy was reviewed last year with relevant changes made/updated. No changes or updates required this year; therefore, the policy will be reviewed again in 2024 as previously agreed.

c. Grant Request – Cedarwood Primary School; Kings Coronation Conservation Project – following a detailed discussion, it was proposed by Cllr Gibson and seconded by Cllr Comber to provide a £800 grant for a conservation project in celebration of the King's Coronation, following the vote this was agreed.

15. Planning & Development – Committee meeting minutes; 20 March 2023, these were noted.

16. Other/Urgent Communications – none.

17. Date of Next Meeting – Monday 26 June 2023 at 7.15pm at Town Council Office.

18. Agenda Items for Next Meeting – none.

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

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

this part of the meeting finished at 8.09pm

ChairmanDate.....

DRAFT