

# KESGRAVE TOWN COUNCIL

## Minutes of the Town Council Meeting held on 26 June 2023

### Councillors present:

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

### Officers present:

J Abbott – Town Clerk  
A Dougall – RFO

- 1. Welcome and Apologies for Absence** – The Chairman welcomed all those present, apologies received from Cllr Hook, reason – personal, Cllr Ward, reason – personal and Cllr Kandula, reason – work, following the vote these were accepted. Apologies also noted from District and County Cllr McCallum.
- 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.

*(Cllr G Lynch arrived at 7.17pm)*

- 3. Minutes of the Annual Town Council meeting** held on 15 May 2023, following the vote these were agreed.
- 4. Chairman's Communication** – Cllr Beecroft-Smith advised he attended Suffolk Day on 21 June, which was this year held in Ipswich. The Chair confirmed Kesgrave Fun Day will be on 8 July and encouraged everyone to attend and if they haven't already and are able, to offer their help to the Events & Estate Manager. The Chair also encourage Cllrs to engage with residents at the event.
- 5. Clerks/Officer Report/Update** – J Abbott provided the following report.
  - The office is receiving multiple daily complaints via email, phone and the front desk re Grass cutting across the Town. Discussed with District and County Cllr D McCallum advising we need a statement from Norse / ESC Services to explain the reasons for the continued lack of, and inconsistent service.
  - Upcoming SCC Highways drainage work along Beech Road – 3 July, impacting bus service, alternative route Edmonton Road, Oregon Road, bus stops should be updated with this information.
  - Reminder of the Kesgrave 10k Road Race this Sunday, 2 July.
  - Reminder of Fun Day on 8 July, organising going very well, always in need of more help setting up clearing away etc.

- Site meeting on 26 June with Cllr McCallum at Martlesham Park & Ride, met with the CEO of the Green Light Trust who operate from the site and the adjoining woodlands.
- KTC Tea Party held on 21 June, great event with the September tea party already sold out!
- Attended Zoom SALC Climate Forum 6 June – presentation from Daniel Wearing Greenprint Forum.
- Attended ESC Road Safety Teams Forum.

**6. Members of the Public** – 2 members of the public present.

- One resident confirmed their details and they wished to speak regarding agenda item 12. Street Lighting.  
The Chair proposed to bring this agenda item forward, which was agreed. Following a lengthy discussion between the resident and Cllrs it was proposed and seconded to engage with residents at the Fun Day to confirm what the majority would like to happen with the street lighting timings and to bring back to the meeting on 17 July to agree. Following the vote this was agreed (2 voted against and 1 abstention).
- The other member of the public didn't wish to speak.

*(One member of the public left at this point – 7.42pm)*

**7. County and District Councillors Reports** – District Cllr G Lynch confirmed he had attended recent ESC meetings, advising he is no longer chair of a committee. Many changes, which is to be expected with the change in leadership, however all need to work together for the benefit of East Suffolk.

**8. Co-option of a Town Councillor** – J Abbott confirmed she had spoken with Andy Skinner who is very keen to become a Town Cllr, he was hoping to attend this evening but was held up working away. However, he had provided a CV, which Cllrs had seen. Following a discussion, Cllr Gibson proposed to co-opt Andy Skinner, this was seconded by Cllr Athwall and following the vote unanimously agreed. J Abbott will ensure all paperwork etc is completed.

**9. Finance & Governance** –

- a. Finance & Governance committee meeting minutes 19 June 2023 – following the vote these were agreed. (copy attached).
  - KTC Policies (as listed in the Draft F&G mins) - It was agreed following the vote, to accept all 25 policies.
- b. Schedule of Accounts –
  - List of Payments for the period 01/03/2023 to 30/04/2023 – all accepted and agreed following the vote.
  - List of Receipts for the period 01/03/2023 to 30/04/2023 – all accepted and agreed following the vote.
- c. Transfer from the KTC Card Payments Account to Current Account – the transfers were agreed following the vote.
- d. Internal Audit Report 2022-23 – The report was received and the comment regarding the software prescriptive wording on the balance sheet was acknowledged but understood unable to change. The income and expenditure account will appear before the balance sheet when scanned for the website – all accepted and agreed following the vote.

e. Annual Return 2022-23 (AGAR Form 3) – A Dougall presented the Annual Return (AGAR) along with the supporting documents, in the following order, for approval:-

- Supporting Statement for the year ended 31 March 2023 (2 amendments agreed at F&G 19 June 2023) – all accepted and agreed following the vote.
- Summary of Performance against Budget for 22/23 – all accepted for information only.
- Balance Sheet as of 31 March 2023 – all accepted and agreed following the vote.
- Income & Expenditure Account for the year ended 31 March 2023 – all accepted and agreed following the vote.
- S137 Report – all accepted for information only.
- Earmarked Reserves as of 31 March 2023 – all accepted for information only.
- AGAR 2022\_23 Form 3 - Annual Internal Audit Report (page 3) – all accepted and agreed following the vote.
- AGAR 2022\_23 Form 3 – Section 1 Annual Governance Statement 2022\_23 (page 4) – Cllr Beecroft-Smith read each assertion and a summary highlighting the key considerations from the JPAG guide was provided. All assertions were considered individually with a vote to agree approval for each one. The statement was completed and signed by the Chair.
- AGAR 2022\_23 Form 3 - Section 2 Accounting Statements for 2022\_23 (page 5) – A Dougall explained the reinstated values for boxes 2 and 3, year ending 31 March 2022, were due to the movement of the Council Tax Support Grant £2,561 from box 2 to 3. Box 2 should be the annual precept only £299,800. This was as per instruction by the External Auditor, PKF Littlejohn LLP, stated in section 3 AGAR 2021/22. All accepted and agreed following the vote.
- Supporting documents for the External Auditor:-
  - Explanation of any significant variances in section 2
  - Reconciliation between Box 7 and Box 8 in section 2
  - Reserves reconciliation for the Annual Return 31 March 2023
  - Bank: Cash and Investment reconciliation as at 31 March 2023All accepted and agreed following the vote.
- Confirmation of the dates of the period for the exercise of public rights form – all accepted and agreed following the vote. A Dougall to display the form on the KTC notice board on Wednesday 28 June 2023.

It was agreed that the Chairman was authorised to sign the return on behalf of the Town Council and will place all relevant documents on the website in line with the dates specified on the exercise of public rights form. It was agreed that A Dougall will email the AGAR Form 3 and specified supporting documents to the external Auditor, PKF Littlejohn LLP on 27 June 2022.

**10. Planning & Development** – Committee meeting minutes; 22 May 2023 and 5 June 2023, these were noted (copies attached).

**11. Community & Recreation –**

- a. Community & Recreation committee meeting minutes 5 June 2023 (copy attached). To receive, consider and agree, the following recommendations.
- Pump Track in Kesgrave

Cllr Comber confirmed the recommendation as stated in the minutes, no questions raised. Cllr Comber proposed, and Cllr Gibson seconded, following the vote this was unanimously agreed.

- b. Kesgrave Climate and Conservation Working Party – J Abbott confirmed the group met on 22 June for its first meeting. It was an enthusiastic meeting with lots of positive ideas. It was agreed to put together a poster / information board to discuss at the Fun Day and then go over any feedback at the next meeting, which is to be confirmed.

**12. SCC (part night /all night) Street Lighting on main bus route in the Town** – This item was initially discussed under agenda item 6. Cllr Gibson suggested at the Fun Day residents are given a couple of options to consider. Which were.

- Leave as they currently are – all streetlights off at 11.30pm and on again (when dark) at 6am.
- Reinstate street lighting for the current bus route to coincide with operating hours (Penzance Road, middle section of Bell Lane, bus link, Ropes Drive) – off at 12pm and on again (when dark) at 5.30am.

**13. Suffolk Association of Local Councils (SALC) East Suffolk Area Forum 6 June 2023** – Cllr Gibson confirmed he attended the Zoom Forum as SALC Rep. it was well attended, 32 persons, largest one to date. The Chair of the Forum confirmed in future there will only be joint North and South Forums. Guest Speaker was Marjorie Barnes Head of Regional External Affairs & Development for EDF at Sizewell. A discussion on the Planning Sub-Group and meetings which had taken place between SALC members and ESC Planning Department. Main objectives; to receive formal feedback from ESC on the groups survey results and for the group to put together a ‘wish list’ of proposals.

**14. Other/Urgent Communications** – none.

**15. Date of Next Meeting** – Monday 17 July 2023 at 7.15pm at Town Council Office.

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

*(The remaining member of the public left at his point)*

**17. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – following the vote this was agreed.

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

*this part of the meeting finished at 8.22pm*

Chairman .....Date.....