

KESGRAVE TOWN COUNCIL

Minutes of the Town Council Meeting held on 18 March 2024

Councillors present:

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

Officers present:

J Abbott – Town Clerk
J Catling – Events and Estate Manager

- 1. Welcome and Apologies for Absence** – The Chair welcomed all those present, apologies received from Cllr Hook, reason – personal, Cllr Comber, reason – personal, Cllr Mears, reason – personal and Cllr Ward, reason – personal, following the vote these were accepted. Apologies also noted from District and County Cllrs D McCallum and S Lawson.
- 2. Declarations of Interest** – Cllr A Athwall, Item 8.i – Member of the Community Library Group, non-pecuniary. Cllr J Ogden, Item 8. – Scout Leader, non-pecuniary. Cllr A Skinner, item 11. – member of working group, non-pecuniary.
- 3. Minutes of the Full Town Council meeting** held on 19 February 2024, following the vote these were agreed and signed by the Chair.
- 4. Chairman's Communication** – Cllr Beecroft-Smith advised the Annual Town Meeting will be held at the Millennium Jubilee Hall on Monday 29 April, 7.15pm, this is a meeting for the residents of Kesgrave, confirming the Pump Track will be an agenda item. The Chair also highlighted that there are currently three Town Councillor seats vacant.
- 5. Clerks/Officer Report/Update** – J Abbott provided the following report.
 - Suffolk County Council's Local Transport Plan Consultation is live until 8 April and thanked all those that have shared the consultation and completed as a Kesgrave resident.
 - Held a catch-up meeting with the Events & Estate Manager and 4YP. Matters arising will be discussed at the next Community & Recreation Committee meeting on Monday 8 April.
- 6. Members of the Public** – Ten members of the public present and two Police Officers – Sargent Rob Thorn and PC Matt Finch. The Chair proposed to bring forward agenda item 9.b – Pump Track to be discussed at this point in the meeting, following the vote this was agreed. An answer question session between the residents and the Police took place, covering resident's concerns; ASB could increase in the area if the pump track goes ahead, how to report and record ASB with the Police – depending on nature

of incident phone 101, 999 or access online reporting. The importance of reporting matters to the Police, 'if not reported, they don't know about it and can't react or provide resource when available'. The resident's thanked the Police for attending and the Chair for facilitating the Q&A within the Council meeting.

(the Resident's left the meeting at this point)

The Chair, Councillors and Officers thanked the Police for attending and the work they are undertaking in the Town supporting the community.

(the Police Officers left the meeting at this point)

Cllr Gibson Chair of P&D confirmed the position with the pump track application as covered and noted in the P&D meeting earlier this evening; *"The Clerk advised the Noise Assessment has been referred to ESC Planning for further consideration and advice from their environmental team, who requested for the assessment to be carried out"*.

Cllr Gibson advised the following was also discussed at the P&D committee meeting this evening; ***"Pre-Planning Application Consultation – Proposed Installation of telecoms apparatus at Millennium Way"*** – *Cllr Gibson explained the reason for the pre planning consultation and invited the members of the public present to ask questions and make comment. Following a discussion, committee members unanimously agreed to support in principle the installation of the mast, noting the need to improve signal in this area for the community, but also being aware of relevant policy within the Kesgrave Neighbourhood Plan. The committee voted to put this recommendation to full council at this evening's full council meeting, held at 7.15pm"*. Cllr Lynch proposed, and Cllr Cook seconded to accept this proposal, following the vote this was agreed.

7. County and District Councillors Reports –

- a. District Cllr G Lynch advised on the following; attended ESC full council meeting, discussed bio diversity & ecology emergency – task group to be set up and review an action plan, council housing discussed – existing supply brought up to required standard with consideration given to install solar / pumps, capital investment strategy reviewed. Attended Scrutiny meetings, discussed environment strategy and auditing.

8. Finance & Governance –

- a. Finance & Governance committee meeting minutes 4 March 2024 – these were noted, and the following recommendations were discussed;
 - Draft KTC Financial Regulations 2024/25
 - Draft KTC Standing Orders 2024/25
 - Draft KTC Terms of Reference 2024/25Cllr Lynch proposed to accept the recommendation and Cllr Cook seconded, following the vote this was agreed.
- b. Draft Internal Audit Review and Plan for year ending 31 March 2024 – the only change is the date, following the vote the plan was accepted and the Chair signed the document.
- c. Draft Risk Register 2024/25 – the only change is the date, following the vote the register was agreed.
- d. Draft Risk Assessment Folder front sheets (Estate and Play) – no amendments, updates required, only the date change, following the vote the form was agreed.

- e. Internal control checks by Councillor(s) on the financial procedures for the year ending 31 March 2024 – Cllr Ogden put himself forward to carry out the checks, following the vote this was agreed. Cllr Ogden will agree a date and time with the RFO.
- f. Draft KTC Asset Register for the year ending 31 March 2024 – all amendments and recommendations were noted, with thanks to the RFO for the detailed review and update. It was agreed for the register to be accepted following the vote.
- g. Schedule of Accounts –
 - List of Payments for the period 01/02/2024 to 29/02/2024 - all accepted and agreed following the vote.
 - List of Receipts for the period 01/02/2024 to 29/02/2024 - all accepted and agreed following the vote.
- h. Transfer from the KTC Card Payments Account to Current Account – the transfers were agreed following the vote.
- i. Kesgrave Library grant for qtr2 & qtr3 (2023/24) – all accepted and agreed following the vote.
- j. Action Plan for the 2022/23 Internal Audit Report (year ended 31 March 2023) – all accepted and agreed following the vote.

9. Planning & Development –

- a. Committee meeting minutes; 19 February 2024 were noted. (copy attached to these minutes).
- b. Pump Track Application – discussed and noted under agenda item 6.

10. Community & Recreation –

- a. Kesgrave Road Safety – The Clerk confirmed five SID (Speed Indication Device) locations have been agreed by SCC Highways, posts have been ordered and now awaiting installation. The Police carried out speed checks along Penzance Road and Ropes Drive w/c 4 March, no issues were reported. Discussions are ongoing with SCC Highways regarding safety improvements at Cedarwood School.
- b. Kesgrave Cruisers Alan Brown 10K Race – The Clerk advised she had been contacted by the organisers to confirm the race will take place again this year on Sunday 30 June, with some slight changes to the route and road closures. No questions raised, the Chair commented another great event for the Town and the Town Council are in full support.

11. Suffolk Devolution pre-engagement community sessions – Cllr Gibson confirmed both himself and the Clerk attended separate engagement community sessions and have provided a copy of the PowerPoint presentation to all Cllrs should they wish to view. Cllr Gibson commented he thought this was overall a positive for the County by having more control for local decision making and funding, however there is some questions around the proposed Mayor / Leadership role.

12. Community Engagement Strategy – Cllr Beecroft-Smith confirmed the Town Council Facebook and Instagram accounts are active with regular posts being monitored.

13. Other/Urgent Communications – none.

14. Date of Next Meetings – Full Council, Monday 22 April 2024 at 7.15pm at Town Council Office and the Annual Town Meeting, Monday 29 April at 7.15pm at the Millennium Jubilee Hall.

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

this part of the meeting finished at 8.40pm.

Chair Date

DRAFT