

KESGRAVE TOWN COUNCIL

Minutes of the Town Council Meeting held on 22 April 2024

Councillors present:

N Beecroft-Smith (*Chairman of the Town Council*)

A Cook

R Gibson

G Lynch

J Ogden

A Skinner

Officers present:

J Abbott – Town Clerk

A Dougall – RFO

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, Cllr Ward, reason – personal and Cllr Athwall, 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 J Ogden, Item 8. – Scout Leader, non-pecuniary.
3. **Minutes of the Full Town Council meeting** held on 18 March 2024, following the vote these were agreed and signed by the Chair.
4. **Chairman's Communication** – Cllr Beecroft-Smith again highlighted that there are currently three Town Councillor seats vacant and reminded all Cllrs of the Annual Town Meeting next Monday 29 April at 7.15pm, which will be held at the Millennium Jubilee Hall. Cllrs were asked if they wished any additional items to be discussed at the ATM, all Cllrs were in agreement with the items already listed. The Chair confirmed he has been invited and will be attending the D Day commemoration at Bury St Edmunds Cathedral on 6 June. The Chair also reminded all Cllrs to consider which committees they wish to be members of ahead of the Annual Town Council meeting on Monday 13 May.
5. **Clerks/Officer Report/Update** – J Abbott provided the following report.
 - Attended the East Suffolk Community Partnership Annual Forum held at Trinity Park on 22 March, very well attended and good networking event.
 - Confirmed the email sent to all Cllrs and various stakeholders sharing the East Suffolk Well Minds leaflet.
 - Attended SALC East Suffolk Area Forum 20 March on behalf of Cllr Gibson. SCC gave a presentation on 'Plug in Suffolk', SCC will be attending Kesgrave Fun Day 29 June to promote this initiative.
 - Cllr Gibson attended the SPARK meeting on behalf of the Clerk on 15 April. They confirmed the partnership with KTC is working well for the benefit of the community.
 - The office has received a 'thank you' from Kesgrave Library for their latest grant payment and for the Councils continued support.

- The new Suffolk Police module is working well for Kesgrave with PC Matt Finch being the Community Police Officer for Kesgrave & Bixley. PC Finch is very active in the community and is providing reports for us to share on social media and in In Touch magazine, this includes dates he will be in the Town for residents to be able to meet with him. (Cllr Gibson confirmed PC Finch has been invited to attend a DAS event at KWMCC on 8 May).
- The Events & Estate Manager and Administrator attended the 'What's On in Kesgrave' event at KWMCC on 12 April, which was very well attended and a great networking event.

6. Members of the Public – None.

7. County and District Councillors Reports –

- District Cllr G Lynch advised on the following; attended two Scrutiny meetings this month, discussed environmental issues; the need for better communication between all levels of local authorities (County, District & Towns/Parishes). The district wants to encourage towns and parishes to take part in community litter picks (Cllr Lynch noted this already happens in Kesgrave with various groups, individuals and KTC employees). The issue of the type of weed killer, which is currently used, (stopped using glyphosate in 2022) however not as effective in some instances. ESC Net Zero targets / objectives were reviewed. ESC Leader looking to reintroduce the youth council. Discussions around rural transport and trials which have taken place in Beccles. Cllr Skinner enquired about Kesgrave's carbon footprint, the Chair advised several years ago the Council carried out a survey with Groundworks East, however this could be revisited. Cllr Skinner will discuss further with the Clerk in coming weeks.

8. Finance & Governance –

a. Schedule of Accounts –

- List of Payments for the period 01/03/2024 to 31/03/2024 - all accepted and agreed following the vote.
- List of Receipts for the period 01/03/2024 to 31/03/2024 - all accepted and agreed following the vote.

b. Transfer from the Savings Account and KTC Card Payments Account for March 2024 – the transfers were agreed following the vote.

c. Councils and .gov.uk domains for email addresses as recommended by NALC – A Dougall reported the recommendation to move to a .gov.uk domain available to government departments. This document was published in the recent SALC newsletter with full explanation. In summary, councillors should avoid using their private email for council business. The Council acknowledged that councillors were already assigned separate email addresses and private email addresses were not used for council business. Transferring from @kesgravetowncouncil.org.uk to .gov.uk domain may provide further benefits. Cllr Ogden proposed that further investigations should be sought on a possible move to the gov domain and the additional costs involved, seconded by Cllr Skinner. Following the vote, 4 in favour, 2 against, investigations to proceed.

9. Planning & Development –

- a. Committee meeting minutes; 18 March 2024 and 8 April 2024 were noted. (copy attached to these minutes).
- b. Pump Track Application – Cllr Gibson summarised the report he has provided, and all Cllrs have had access to consider and review (report attached to these minutes), which provides a full and detailed update on the project. Following a

discussion, it was unanimously agreed to proceed as recommended by Cllr Gibson –

Proposed Next Steps – *These are the proposed actions it is felt need to be taken to move matters forward on which I am seeking Council's approval. The initial priority is to get our planning re-application submitted and not prolong further the period of doubt for residents or ourselves.*

The Clerk also advised of the update provided at tonight's P&D meeting –
"The Clerk advised the ESC Planner for the pump track contacted the office last week to apologise for the delay in providing an update following our submission of the required noise assessment. Our application is being discussed with senior planners this week and we will be updated accordingly".

10. Community & Recreation –

- a. Committee meeting minutes; 8 April 2024 were summarised by Cllr Ogden, Vice Chair of the committee, no questions raised. (copy attached to these minutes).
- b. Kesgrave Road Safety – The Clerk confirmed awaiting the date for the installation of the five SID (Speed Indication Device) posts. The office has been in correspondence over the last few months with SCC and Cllr McCallum with regards to fixing and/or replacing the permanent SID on Main Road (nr to Kiln Farm entrance). We are currently awaiting costings with a view to using Cllr McCallum's Highways Budget to replace the SID and for it then to be in the ownership of KTC. The road safety improvement scheme for Cedarwood School/Wilkinson Drive is out for a second consultation following feedback received. SCC have also advised they are awaiting the design and costings for possible road safety improvements at Heath School, Bell Lane.

11. Community Engagement Strategy – Cllr Beecroft-Smith advised various interactions have been uploaded to the Council's Facebook page over the last month, including meeting notices of planned meetings and sharing other stakeholders posts, relevant for our community. The Chair advised looking to upload a special video and photos for D Day celebrations on 6 June. The Facebook page now has 1,000+ followers. Cllr Skinner asked about KTC promoting our events on 'Ipswich.love' – no cost and very much based around supporting local community run events, agreed to forward the office details for consideration. Various discussion around the council's website being updated, the office will consider how to move forward.

12. Other/Urgent Communications – Cllr Gibson was aware Cllr McCallum has recently undergone surgery and requested for KTC to send our well wishes. The Clerk will action this request.

13. Date of Next Meetings – Annual Town Meeting, Monday 29 April, 7.15pm at the Millennium Jubilee Hall and the Annual Town Council Meeting, Monday 13 May 2024, 7.15pm, at the Town Council office – noted.

14. Agenda Items for Next Meeting – Cllr Gibson asked for the 'Annual Business Plan Review' to be added.

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

Cllr Lynch requested for agenda item 18. Flagstone Account to be held in open session. Following the vote this was unanimously agreed.

18. Flagstone Account – A Dougall presented the draft procedures to administer the account. The following amendments were proposed:-

- The F&G Chairman will have the casting vote, if a majority vote cannot be reached by email to agree the proposed accounts.
- A confirmation email by F & G members should be returned within 5 working days, unless apologies received, as evidence for approval that transactions have been completed correctly.
- All processed transactions to be reported to Full Council every 6 months.
- Decisions outside the strategy should be discussed by Full Council for approval before a decision is made.

Cllr Ogden proposed, seconded by Cllr Lynch, to agree the amendments and accept the revised procedures. All agreed, following the vote.

Agenda items 16a, 17 a&b and 19 were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.36pm.

Chair Date