

KESGRAVE TOWN COUNCIL

Minutes of the Town Council Meeting held on 24 June 2024

Councillors present:

A Athwall
N Beecroft-Smith (*Chairman*)
A Comber
A Cook
R Gibson
J Ogden
A Skinner
G Ward

Officers present:

J Abbott – Town Clerk
A Dougall – RFO
F Murray – Work Experience University Student

1. **Welcome and Apologies for Absence** – The Chair welcomed all those present, apologies received from Cllr Hook, reason – personal, following the vote these were accepted. Apologies also noted from District & County Cllrs McCallum & Lawson.
2. **Declarations of Interest** – To receive, any interests, (these can be made at any point during the meeting) – Cllr A Comber, Item 7. – Scout Leader and Director of RFC, non-pecuniary.
3. **Minutes of the Annual Town Council meeting** held on 13 May 2024, following the vote these were agreed and signed by the Chair.
4. **Chairman’s Communication** – Cllr Beecroft-Smith reminded all present the Town Council has 14 seats, and currently there are 3 seats vacant. The Chair confirmed he attended the D Day 80 Service at Bury St Edmunds Cathedral. He also reminded all those present that the Kesgrave Fun Day is this Saturday, and volunteers are still needed.
5. **Clerks/Officer Report/Update** – J Abbott provided the following report.
 - Attended the ESC Town Clerk/Chief Ex meeting on 16 July.
 - Met with the Chair of AFC Kesgrave, discussed possible funding sources; S106, CIL etc for providing the infrastructure at the new Hollies site. A follow up meeting was had with officers at ESC on how they could support the club with funding opportunities.
 - Attended the SALC network event on the .gov.uk domain. As discussed at a previous full council meeting some further investigation and work on this topic will be undertaken in the next few months.
 - Hosted a catch-up meeting with our CPO-Matt Finch, again discussed the importance of reporting matters to the police, either via 101, 999 or on-line – no reporting, no police action.

- Have experienced some unforeseen short term staff shortages, impact to day to day has been kept to a minimum. Thanks to staff who have stepped in to cover at short notice.
- Fun Day this Saturday! help on the day, setting up, manning the KTC stand is needed.
- Grass Cutting in the Town. Daily questions, complaints. The office is in weekly contact with the ESSL Assistant Grounds Manager.
- Maintenance on the CCTV at the MUGA will be carried out at the end of July.
- The damaged fence panels at the MUGA will be replaced shortly, works have been ordered.
- Fentons Way crossing miss use by young people (YP). This was an issue highlighted by residents at the ATM this year. Ad hoc site visits have been carried out by staff, Police and ESC Officer. An incident was witnessed by a member of staff where a YP deliberately rode their bike directly in front of their moving car, this has been reported to Police. It is also noted that the Police have been into the high school to talk about this matter.
- SID posts estimated installation date of 19 July.
- The RFO & Cllr Ogden attended a Zoom meeting today on the proposed statutory amendments to the Financial Regulations, further details will follow in coming months.

6. Members of the Public – none.

7. Finance & Governance –

- a. Schedule of Accounts –
 - List of Payments for the period 01/04/2024 to 30/04/2024 - all accepted and agreed following the vote.
 - List of Receipts for the period 01/04/2024 to 30/04/2024 - all accepted and agreed following the vote.
- b. Transfer from the KTC Card Payments Account to the Current Account for April 2024 – the transfers were agreed following the vote.
- c. Internal Audit Report 2023-24 – The report was received, no actions to consider – all accepted and agreed following the vote.
- d. Annual Return year ended 31 March 2024 (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 2024
 - Summary of Performance against Budget for 23/24 – for information only
 - Balance Sheet as of 31 March 2024
 - Income & Expenditure Account for the year ended 31 March 2024
 - S137 Report – for information only
 - Earmarked Reserves as of 31 March 2024 – for information only
 - AGAR 2023_24 Form 3 - Annual Internal Audit Report (page 3)
 - AGAR 2023_24 Form 3 – Section 1 Annual Governance Statement 2023_24 (page 4) – Cllr Beecroft-Smith read each statement with Council agreeing 'Yes' to each assertion, following the vote. The statement was completed and signed by the Chair.
 - AGAR 2023_24 Form 3 - Section 2 Accounting Statements for 2023_24 (page 5)
 - 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 2024

- Bank: Cash and Investment reconciliation as at 31 March 2024
- Confirmation of the dates of the period for the exercise of public rights form – Cllr Beecroft-Smith agreed to upload all required documents to the Council website and A Dougall to display the form on the KTC notice board by Wednesday 26 June 2024.

The Chair signed the return on behalf of the Town Council. A Dougall to email the AGAR Form 3 and specified supporting documents to the external auditor, PKF Littlejohn LLP on 25 June 2024. All documents accepted and agreed following the vote. The Chair and Clerk gave special recognition and thanks to the RFO for all her work.

- e. Asset and Inventory Registers as at 31 March 2024 (updated with amendments to 31 March 2024) with a summary report for the website – All agreed to accept the Asset Register for the 2023/24 accounts following the vote. A Dougall explained that the summary version of the Asset Register had been completed for the KTC website for security reasons. Cllr Gibson, seconded by Cllr Athwall, proposed to accept this report for the website and following the vote, all agreed.
- f. CIL Reports as at 31 March 2024 – A Dougall presented the reports. The summary for the KTC website and to be emailed to East Suffolk Council. All agreed following the vote.
- g. Flagstone Saving Account – A Dougall presented the Flagstone Portfolio Summary Report dated 22 May 2024 showing the initial deposit of £500,000 (less fees) spread over the 5 deposit accounts as agreed by all the F&G Committee. A change to the procedure notes for administering the account was discussed. The RFO to email all F&G members following a change to the account to prompt all to check their Flagstone Accounts (read-only), but a confirmation email back to the RFO is not necessary to confirm this check. All agreed, following the vote, to accept the amendment.
- h. Election of Finance & Governance Committee Chair and Vice Chair – Cllr Beecroft-Smith asked for any nominations for Chair/Vice-Chair of this committee. Cllr J Ogden was nominated by Cllr Gibson as Chair, seconded by Cllr Athwall, Cllr Ogden accepted the nomination and following the vote this was unanimously agreed. Cllr Gibson was nominated by Cllr Athwall as Vice-Chair, seconded by Cllr Comber, Cllr Gibson accepted the nomination and following the vote this was unanimously agreed.
- i. Grant Application, Kesgrave Kestrels FC – The committee reviewed the grant application. Cllr Gibson, seconded by Cllr Ogden, proposed to award a grant of £500 for the Kesgrave Kestrels Football Club but not for a defined age category. It was noted that this award was strictly a grant scheme and not sponsorship. All agreed, following the vote.

8. Planning & Development –

- a. Committee meeting minutes; 13 May 2024, 3 June 2024 and 17 June 2024 were noted (copies attached to these minutes). Cllr Gibson (Chair of P&D) highlighted the update on the proposed mast at Long Stroops; the Heads of Terms are agreed in principle, our solicitors will only be instructed when/if planning consent is obtained.
- b. Pump Track Application – The Clerk confirmed the position as advised at the P&D meeting on 17 June; *the additional sound assessment had been received and had been submitted to the LPA along with our amendment to the initial planning application.*

9. Community & Recreation –

- a. Committee meeting minutes; 17 June 2024 were noted, no questions raised.
- b. Kesgrave, Rushmere St Andrew, Martlesham, Calford and Fynn Valley Community Partnership meeting 10 June 2024 – The Clerk confirmed herself and Cllr Comber attended as the town council representatives. The meeting focused on discussing and agreeing the partnerships three priorities for the coming year, which were; Road Safety, Intergenerational, and Volunteering. More workshops will take place over the next month to focus on each priority's main objectives.

10. KTC Business Plan, second annual review – the Clerk confirmed the document had been circulated with final amendments following the last meeting. The review has been very positive, highlighting how many projects and tasks have been actioned and completed in the last year. The plan will be due a 3year review with new and additional tasks in 2025. Cllr Gibson proposed to accept the plan, this was seconded by Cllr Comber and following the vote this was unanimously agreed. (Copy attached to these minutes).

11. Engagement Strategy: next step; - review of other Town/Parish Council websites, proposal for resident survey – Cllr Skinner undertook a review as agreed at the last meeting and provided a written report, which was circulated to all members ahead of the meeting (copy attached to these minutes). Cllr Skinner highlighted that in general our website is clear and easy to use. It's therefore recommended that we put a communication survey together for residents to complete before considering any further changes/upgrades. Cllr Gibson thanked Cllr Skinner for all the work he has currently undertaken on this project, especially being so new to his role as a town Cllr. Following a discussion it was proposed by Cllr Gibson, seconded by Cllr Athwall and unanimously agreed for Cllr Skinner and the Clerk to put together a 10-question survey monkey questionnaire (no charge) and for this to be initially promoted at the Fun Day on Saturday 29 June.

12. Other/Urgent Communications – the Chair allowed for the Clerk to discussion the following two matters:

- CP Related Physical Activity Opportunity – the clerk advised an email had been received from our ESC Community Officer advising of a funding opportunity to have a 'Box Up' installed in the Town. *"A Box Up provides free sports and play equipment for rental to local people that are registered on the app. Residents register their details, including payment details, and are then able to rent (free of charge) sports equipment for up to four hours. When they're finished with the equipment, they return it to the box. If the kit isn't returned, then a charge is paid automatically. The equipment is purchased by ourselves in most cases and replaced if necessary, whilst the Box Up systems maintenance is done by the company itself. It's a great opportunity to enable people to try new sports, use equipment they cant necessarily afford themselves, and get outside and more active"*. Following a discussion, it was agreed to promote this possible facility at the Fun Day this Saturday, to see what the views are of local residents. To gage where they would suggest is the best location in the Town and what sort of sport equipment, they would like available.
- Dobbs Lane, additional street light column – the clerk advised a resident had requested for a street light column to be installed between 85-91 on Dobbs Lane, due to there being no streetlights on this stretch of the road. Following an initial request by office admin, SCC street lighting confirmed this is possible and provided estimated costings of £1950 + VAT (please note this does not included traffic

management costs). Following a discussion this was supported in principle, however Council are aware (where streetlights are owned by KTC) that there are other roads in the town which would benefit from additional street lighting columns. It was therefore suggested and supported for the Clerk to enquire with SCC if KTC identify all possible locations in the town (roads where KTC Own the street lighting) which would benefit from additional column(s) and for them to provide an estimate on works as one scheme.

13. Date of Next Meeting – Monday 22 July 2024, 7.15pm, at the Town Council office – noted.

14. Agenda Items for Next Meeting – none.

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

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

this part of the meeting finished at 8.26pm.

Chair**Date**.....