

## **KESGRAVE TOWN COUNCIL**

### **Minutes of the Town Council Meeting held on 30 June 2025**

#### **Councillors present:**

A Athwall  
N Beecroft-Smith (*Chair*)  
A Comber  
A Cook  
G Lynch  
J Ogden  
G Ward

#### **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 Gibson, reason – personal, Cllr Skinner, reason – personal following the vote these were accepted.
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.
3. **Minutes of the Annual Town Council meeting** held on 12 May 2025, following the vote these were agreed and signed by the Chair.
4. **Chairman's Communication** – Cllr Beecroft-Smith provided the following update:
  - gave thanks to staff, volunteers and the whole team who participated in making this year's Fun Day on 21 June another outstanding event.
  - The ESC Road Show was in Kesgrave on 25 June, there was a steady flow of residents engaging and the feedback from the ESC team was that there were no direct complaints from anyone about Kesgrave, which was great to hear.
  - Will be attending the SALC 75<sup>th</sup> Anniversary AGM with the Clerk on 1 July in Bury St Edmunds and the ESC Chair and Clerk forum on 8 July at Melton.
  - Encouraged all Councillors to attend the meeting on Mon 7 July here in the council chamber where ESC/IBC and SCC will be giving presentations on LGR.
5. **Clerks/Officer Report/Update** – J Abbott provided the following report:
  - Last meeting a question was asked regarding declarations, this was raised with the Monitoring Officer and their response has been provided to all Cllrs via email.
  - Last meeting it was proposed for an agenda item to debate "Local award / recognition scheme". Due to a very busy agenda, staff and Cllr holidays it's been agreed with the Chair for this to be looked at later in the year.
  - Reiterated the Chairs comments to the fantastic Fun Day event.
  - Attended funding event at ESC with E&E Manager, Sizewell C 'one to watch' when they expand their criteria in the coming 12-18months.

- First part of KHS underpass done with 6th form students & Inspire on the 22 May, to be completed w/c 14 July.
- Held Library Meeting with Library Manager, Suffolk Libraries Deputy CEO and Cllrs Ogden & Gibson – all agreed the need to continue to work in partnership for benefit of community, will wait for the transition to SCC ownership to settle and will then look to meet again.
- All Estate Operatives have now completed and passed SCC Highways training.
- Staff training, team building on Tue 24 June all completed and passed emergency first aid training.
- Two Estate Operatives are attending RoSPA training on Wednesday 2 July.
- Held an additional ESC Partnership meeting with our Partnership Officer and a local business owner/resident who is looking for funding to host a community photography project, involving working with all local schools.
- Wilkinson Drive, Cedarwood School – road lineage completed. The Head Teacher has confirmed some presence of ESC Parking Enforcement Officers. Awaiting confirmation of complete sign off, project complete from SCC & ESC.
- Have completed, via SALC the 'great collaboration' survey – work together on climate & environmental action.

**6. Members of the Public** – two residents present.

**7. County and District Councillor Reports** – District Cllr Lynch advised the following:

- Attended two scrutiny meetings, both of which were held in confidential session so unable to provide a report.
- Two residents made contact regarding access for bin lorries, boat being parked on highway, passed to County/District Cllr Lawson.
- Will attend full council meeting in two weeks' time.

**8. Co-option of a Town Councillor** – one of the attending members of the public confirmed they wished to be co-opted as a Town Cllr. They addressed Council on why they wished to become a Cllr and gave a verbal overview of themselves.

*(both members of the public left the meeting at this point 7.23pm)*

Cllr Lynch proposed to co opt Dr J Ling as a Town Cllr, this was seconded by Cllr Athwall and following the vote unanimously agreed.

*(both members of the public rejoined the meeting at this point 7.34pm)*

Dr J Ling was informed of the decision and signed his Declaration of Office and joined Council for the duration of the meeting.

**9. Finance & Governance** –

a. Finance & Governance committee meeting minutes 2 June 2025 (copy attached) – these were received and noted.

- KTC Policies – These were reviewed at the F&G Committee meeting 2 June 2025 and it was agreed to extend from 2 to every 3 years renewal date, subject to any change in legislation or review if needed before 3 years. All agreed, following the vote, to accept these policies.

b. Schedule of Accounts –

- List of Payments for the period 01/04/2025 to 30/04/2025, 01/05/2025 to 31/05/2025 and 01/01/2025 to 31/01/2025 - all accepted and agreed following the vote.
- List of Receipts for the period 01/04/2025 to 30/04/2025, 01/05/2025 to 31/05/2025 and 01/01/2025 to 31/01/2025 - all accepted and agreed following the vote.

- c. Transfer from the KTC Card Payments Account/Savings to the Current Account March to May 2025 – the transfers were agreed following the vote.
- d. Internal Audit Report 2024-25 – The report was received, no actions to consider – all accepted and agreed following the vote.
- e. Annual Return year ended 31 March 2025 (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 2025
  - Summary of Performance against Budget for 2024/25 – for information only. The Council accepted the amendments agreed at F&G 2 June 2025.
  - Balance Sheet as of 31 March 2025
  - Income & Expenditure Account for the year ended 31 March 2025
  - S137 Report – for information only
  - AGAR 2024\_25 Form 3 - Annual Internal Audit Report (page 3)
  - AGAR 2024\_25 Form 3 – Section 1 Annual Governance Statement 2024\_25 (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 2024\_25 Form 3 - Section 2 Accounting Statements for 2024\_25 (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 2025
    - Bank: Cash and Investment reconciliation as at 31 March 2025
  - Confirmation of the dates of the period for the exercise of public rights form - A Dougall to display the form on the KTC notice board on 30 June 2025.

The Chair signed the return on behalf of the Town Council. All documents accepted and agreed following the vote. Cllr Beecroft-Smith agreed to upload all required documents to the Council website and A Dougall to email the AGAR Form 3 and specified supporting documents to the external auditor, PKF Littlejohn LLP, on 30 June 2025 following the meeting.

- f. CIL Reports as at 31 March 2025 – A Dougall presented the reports. The summary report was provided for background information. Cllr Lynch requested further discussions on how the funding should be spent at a future meeting. All agreed following the vote, to upload the 2024/25 CIL Report to the Council website and email to East Suffolk Council on 30 June 2025.
- g. Flagstone Saving Account – A Dougall presented the Flagstone Monitoring Report dated 13 June 2025, showing details of all accounts. Funds had been transferred back into the Flagstone Holding Account from 3 matured accounts: Cambridge & Counties (20/5/2025), Aldermore (20/05/2025) and the Sainsburys Bank (04/06/2025) and £150,000 transferred from the Hampshire Trust Bank Instant Access account (offering a lower interest rate 3.68% than the fixed accounts). The F&G committee (2 June 2025) agreed to re-deposit into the Bank of Egypt (UK) Ltd (4.12% fixed term 12 months) and Aldermore (4.05% fixed term 12 months). Interest received on the matured accounts totalled £11,986.04. Committee members to email A Dougall directly, if they would like access to the read-only account with Flagstone (F&G members already have access). All agreed, following the vote, to accept the deposits.

## 10. Planning & Development –

- Committee meeting minutes; 12 May 2025, 2 and 16 June 2025 were noted. District Cllr Lynch noted he had responded to the planning application for the Dentist on Penzance Road.
- KTC Speed Indication Devices (SID's) Data – the Clerk informed the data collected indicates most vehicles are travelling at and below 35 mph. When the SID's are in 'active mode – speed displayed' this is reduced. Some data will be sent to In touch and The Flyer magazines to be shared in their August editions. Some additional SID sites have also been requested for the Town, currently awaiting SCC Highways response.

#### **11. Community & Recreation –**

- a. Committee meeting minutes; 16 June 2025 were noted, no questions raised.
- b. Pump Track Project – the revised application has been submitted and is now on the ESC Planning Portal, the P&D Committee have responded.

#### **12. Devolution/Local Government Reorganisation (LGR) – the Clerk advised the following:**

- ESC Survey active – completion date 25 July 2025.
- SCC Survey active – completion date 4 August 2025.
  - Please complete and encourage friends, family and neighbours to do so.
- As already highlighted by the Chair in his report, please do attend the meeting next Monday, 7 July here at the town council office, to receive presentations from both SCC and ESC/IBC.
- SALC continue to promote and engage with both SCC and ESC/IBC, providing newsletters and forums.

#### **13. Kesgrave Town Council Business Plan 2025-28 Consultation – the Clerk confirmed no email, written or phone responses received to the proposed business plan. Cllr Lynch proposed to agree and accept the draft plan; this was seconded by Cllr Ward and following the vote unanimously agreed.**

#### **14. Suffolk County Council Proposal for Bell Lane / Foxhall Road junction improvements with bid of community infrastructure Levy (SIL) application – Following a discussion it was proposed by Cllr Ogden for Kesgrave Town Council to confirm they are fully supportive of improving road safety at this junction and to ensure there is full justification for this type of road layout as opposed to a roundabout. This was seconded by Cllr Cook and following the vote unanimously agreed. The Clerk will also request for KTC to be kept informed of any further developments in relation to this CIL bid and or any other proposals for improving road safety at this location (plan attached to these minutes).**

#### **15. Website review /upgrade, incorporating domain upgrade to .gov.uk – Cllr Beecroft-Smith advised of his proposal for the town council to move to a .gov.uk domain, as outlined in his paper (copy attached to these minutes). The chosen domain name would be 'Kesgrave.gov.uk'. following a discussion it was proposed by Cllr Beecroft-Smith to move forward with the process of changing to 'Kesgrave.gov.uk', this was seconded by Cllr Comber and following the vote agreed. Cllr Beecroft-Smith advised the website upgrade is moving forward and he will be having a meeting with the Clerk and the designer on 2 July, with a view to holding a further working party meeting in the summer.**

**16. Suffolk Association of Local Council (SALC) Area Forum meeting 17 June 2025**  
– Cllr Gibsons report was noted (copy attached to these minutes). No questions raised.

**17. Industry Partner Proposal Program with Suffolk New College** – The Clerk provided an overview of the proposal, which all Cllrs have had sight of (paper attached to these minutes). Cllr Ogden proposed for KTC to be a part of the partner programme and for the Council representative to be Cllr Gibson, this was seconded by Cllr Lynch and following the vote unanimously agreed.

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

**19. Date of Next Meeting** – Monday 21 July 2024, 7.15pm, at the Town Council office – noted.

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

**21. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – agreed, the one member of the public left the meeting at this point.

Agenda items 22a and 23a&b were then discussed in the CONFIDENTIAL part of this meeting.

*this part of the meeting finished at 8.47pm.*

Chair .....Date.....