

KESGRAVE TOWN COUNCIL
Minutes of the Annual Meeting of the Full Town Council Meeting held on
9th May 2016 in the Council Chamber, Kesgrave Town Council

Councillors:

K Archer
N Beecroft-Smith
R Bridgeman
A Comber
B Crutchfield
D Fairbrother
S Fairbrother
N Goodchild (*Apologies*)
D Isaacs
S Lawson
G Lynch
J Ogden
P Mills
R Spittle
G Thomas
I Wallace

In Attendance:

Mrs S Clements (Town Clerk).
Mrs D Jimpson (Business and Finance Manager).
Mrs C Marsh (Service Development Administrator)
District Councillor McCallum
District Councillor Mower
County Councillor Hudson
County Councillor Whiting
Mr M Bentley – Parish Clerk, Rushmere St Andrew Parish Council
Mr Leigh Jenkins - Police Business Liaison Manager
Inspector Roger Salmon
PSCO Michael Sarbutts
Three Members of the Public, including Ms Sue Hall, Public Transport Liaison Officer – Kesgrave Town Council.

1. **Election of a Chairman and Declaration of Acceptance of Office** – Councillor Beecroft-Smith was proposed, seconded and subsequently duly elected to serve as Chairman of the Council to serve for the ensuing year, following the vote.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – Councillor Ogden was proposed, seconded and subsequently duly elected to serve as Vice Chairman for the Council to serve for the ensuing year, following the vote. There were two abstentions to the vote.
3. **Welcome and to Receive Apologies for Absence** – Councillor Beecroft-Smith welcomed Mrs Christine Marsh, Service Development Administrator to the Town Council. Apologies for absence were received from Town Councillor Goodchild.

4. **Appointment and Composition of Town Council Committees (Planning & Development, Finance & Governance, Community & Recreation, Personnel Committee and Appeals)**– Councillors completed and submitted Committee Preference Forms in advance of this Meeting. The composition and membership of Councillors serving on the said Committees was subsequently agreed. (The Election of Chair and Vice Chair for these Committees will be the first items of business at the first relevant Committee Meetings). **(Full details with the Minute Book)**.

5. **Terms of Reference- Committees of the Town Council** – Councillors noted the Revised Terms of Reference (agreed on the 11th April 2016 and previously received).

6. **Register of Interests** – Councillors were reminded to review, consider and update their respective Register of Interests online.

7. **Council and Officer Representatives** – Councillors proposed, seconded, voted and subsequently agreed the following Representatives to serve for the ensuing year:-
 - Suffolk Association of Local Councils & Larger Councils Groups – SALC Representative/s – Councillor Archer will serve for the ensuing year.
 - Internal Independent Auditor- Councillors noted that the Business and Facilities Manager will endeavour to investigate other suitable options and solutions for this role.
 - Press Officer – The Clerk will serve for the ensuing year.
 - Safeguarding Officer - The Clerk will serve for the ensuing year.
 - 12PT (or equivalent) Representative- Councillor S Fairbrother will serve for the ensuing year.
 - Kesgrave Conservation Representative; The Clerk confirmed that Mrs Judith Francis has agreed to continue to provide updates for the ensuing year.
 - Public Transport Liaison Officer/s- Miss Sue Hall and Councillor D Fairbrother will serve for the ensuing year.
 - SPARK (Sport, Amenities and Recreation in Kesgrave Representative) – Councillor Mills will serve for the ensuing year.
 - Footpath Warden/Representative (Parish Path Partnership) – Councillor Thomas will serve for the ensuing year.
 - Open Spaces Representative – Councillor Comber will serve for the ensuing year.
 - Town Tree/Hedgerow Warden (Planning and Development & General) – Councillor Crutchfield will serve for the ensuing year.
 - Youth Club Representative/s – Councillors Bridgeman and Wallace will serve for the ensuing year.
 - Patient Participation Group – It was noted that Councillor Mills will report back to the Town Council if appropriate, following his attendance at this forum.

8. Declarations of Interest – Councillors made declarations as follows:-

<u>Name of Member</u>	<u>Type of Interest</u>	<u>Details about Interest</u>	<u>Minute Number</u>	<u>Details in Interest Book</u>
Town Councillor Comber	Non-Pecuniary	Kesgrave News as Chairman	17	Yes
Town Councillor Ogden	Non-Pecuniary	Director of Suffolk Libraries	17	Yes
Town Councillor Spittle	Non-Pecuniary	As Reverend to All Saints Church, Kesgrave	24	Yes

9. Minutes – The Minutes of the last Full Town Council Meeting held on the 11th April 2016 were received, considered and agreed. (**Copy with Minute Book**).

10. Officers Report/Update – There were no updates.

11. Chairman's Communications- Town Councillor Beecroft-Smith thanked Councillors for electing him to serve as Chairman of the Town Council for the ensuing year. He congratulated Councillor Ogden on being elected to serve as Vice Chairman of the Council. Councillor Beecroft-Smith also thanked last year's Vice Chairman Councillor Spittle for his support. He thanked Councillor Ogden in advance for continuing to support him for the next year and representing the Council at various external meetings and events. Councillor Beecroft-Smith reminded Councillors about being pro-active and getting involved with the community rather than just attending Council Meetings. He thanked Councillor Archer for coordinating the Community Fun Day/Queen's 90th Birthday event on the 11th June 2016, which will be an ideal opportunity to chat to local people about what they would like to see in Kesgrave. The Chairman emphasised the importance of the Town Council representing the views of its electorate. For example what would local residents like to see if Tesco Parcels of Land are purchased, what do people want in terms of Play Area and Open Spaces and he commented on the importance of the Working Group for this and the Neighbourhood Plan Steering Group. Councillor Beecroft-Smith advised the Meeting that the date for Suffolk Coastal District Council to consider again and make a decision on the planning application for 300 dwellings off of Bell Lane has not as yet been set, but that this date is imminent.

12. County and District Councillors Reports – The written reports were received, considered and noted. (**Copies in the Minute Book**). Presentations were received as follows:-

County Councillors Hudson and Whiting in their written report reported on Suffolk's Schools and the "Raising the Bar" initiative, Preferred allocation of Primary School places, Ofsted results, The Mental Health Foundation and young people, Greenest County awards winners, Suffolk Fire and Rescue Service and the "Be Water Aware" initiative and Suffolk Trading Standards returning funds to victims of rogue traders.

County Councillor Hudson reported on the Park and Ride Scheme at Martlesham where the service will be retained going forward, now that savings have been filtered in. He asked the Town Council to reaffirm its position with regard to the pending planning application where 300 dwellings off of Bell Lane, Kesgrave is proposed by a developer. It was noted that the planning application has been deferred by the Local Planning Authority – Suffolk District County Council, where a date for its next Planning Committee Meeting has not as yet been set for District Councillors to determine the said proposal. County Councillor Hudson spoke about the needs of vulnerable people, and that the County Council now need to prioritise these social care matters.

County Councillor Whiting reported on his special responsibility at the County Council for Property including the Park and Ride scheme. He spoke about savings that the County needs to make, including the emergency services.

County Councillor Whiting spoke about the design for outstanding Highway alterations in Kesgrave. He also spoke about the changes to the landfill opening days and times and updates on drainage schemes. County Councillor Whiting advised Councillors that they should email him directly with any significant flooding matters so that the key areas can be addressed and prioritised accordingly.

Town and District Councillor Lawson reported on meetings that he had attended, including Licencing. He spoke about this financial year's Enabling Community Budget which can be combined with another District Councillor's Enabling Community Budget for a larger community project. Town and District Councillor Lawson thanked District Councillor McCallum for her sterling efforts in organising the Kesgrave 5K Fun Run.

Town and District Councillor Lynch reported on the latest position regarding Police Stations in the area and the changes as a result of the Policing Review. He commented that he was pleased to see that the Town Council's flagpole has now been erected. Town and District Councillor Lynch advised the Meeting that he has assisted the Kesgrave Kestrel's via his Enabling Community Budget and he advised the meeting that he still has a small amount of funding remaining. He commented on his work regarding Highway referrals and pot holes in the Town.

District Councillor McCallum provided an update on the Kesgrave 5K Fun Run.

She thanked Town and District Councillor Lawson and Town Councillors Isaacs Lynch and Thomas for their respective assistance for this worthwhile and popular community event, together with her small team of regular volunteers. She also commented on the road worker who donated in memory of his late mother towards the event. District Councillor McCallum commented on feedback received from a member of the public about the traffic lights being out of sequence at the Bell Lane junction when turning right, where it was noted that this is because of the timing set up by the Highways Department. She was pleased to note that Suffolk Coastal District Council Officers will be attending the next Meeting of the Neighbourhood Plan Steering Group. District Councillor McCallum commented that she had attended the Town Council's Planning and Development Committee Meeting earlier on this evening. She spoke about the tree in the closed churchyard of All Saints Church, where Councillor Spittle confirmed that this is maintained by Suffolk Coastal District Council's contractors.

District Councillor Mower reported on Devolution and the media coverage regarding the Suffolk, Norfolk and Cambridgeshire proposals and emphasised the importance of engaging with communities and key groups. She advised that a new website has been set up with information about the East Anglia Devolution information and also that the Suffolk Coastal District Council website has been enhanced. District Councillor Mower advised Councillors that a preferred bidder has been selected for the sale of the District Council's existing headquarters site at Melton Hill. She reported that the "Nominate your Local Heroes" awards are open for nominations from the business and community, where the deadline is the 30th June 2016, with winners being announced in September 2016. District Councillor Mower advised Councillors about the Suffolk Coastal Community Health Workshops for 2016 which aim to support individuals and families, including support for dementia, isolation and staying active. She provided an update about the Composting Offer and the Suffolk Waste Partnership new scheme, which aims to help people to compost garden waste at home. District Councillor Mower also reported on the "Part Night Street and Footway Lighting Scheme" (more information to follow) and the recent Roads survey carried out by Community Action Suffolk (CAS). She spoke about Grange Meadow and the latest position regarding the anti-social behaviour and vandalism in this area, including the costing involved, where the high costs clearly fall outside of the Community Enabling Budgets of District Councillors.

13. **PCSO and Safer Neighbourhood Team (SNT) Update** – Councillors welcomed Inspector Roger Salmon and PCSO Sarbutts to the Meeting and thanked them for attending and making presentations about Policing in the Community and the Suffolk Local Policing Review. Councillors also received and noted the update from the Safer Neighbourhood Team. It was noted that 495 crimes had been committed in Kesgrave during the year. In addition, Councillors noted increases in staffing levels at the Safer Neighbourhood Team (SNT) offices at Heath Road, Ipswich, where Kesgrave is covered by PC's from this office as well as the PCSO currently jointly partly funded by Kesgrave and Rushmere St Andrew. (**Copy Report in Minute Book**).
14. **Policing Review** - Councillors noted that a full-time PCSO, shared with Kesgrave and Rushmere St Andrew will work 1,715 hours per annum in total, less annual leave for 2016/2017.

With regard to the detail required within the quarterly report and how this differs with the current reporting system, Councillors asked that they receive the same information as that provided by Rushmere St Andrew within the said future reports. They noted that Rushmere St Andrew has asked for a higher level quarterly report at Police Sargent level or similar. PCSO Michael Sarbutts and Inspector Roger Salmon addressed the meeting and provided an update and clarified Councillors queries, including concerns about the revised working shifts of the current part funded PCSO, who finishes his shift at 6pm. Councillors are aware that contact has been made with SALC and the Legal Policing Team with a view to improving the generic Revised Service Level Agreement for 2017/2018 and making this more professional, robust and “fit for purpose”. (Naturally this Council and Rushmere St Andrew has not agreed to the 2017/2018 Agreement as yet). It was also noted that an apology has been received from the Police Business Liaison Manager – Mr Leigh Jenkins regarding the lateness of forwarding the requested copy of the Revised Service Level Agreement to this Council. **(Copy Report in Minute Book).**

- 15. Members of the Public** – Members of the Public addressed the Meeting to speak about Transport and Pedestrian matters and the proposed Working Group. One member of the public spoke about Highway matters and issues in the Town, including Ropes Drive and rights of way issues, (County Councillor Whiting noted the details). A member of the Public also commented on a letter from a member of the public which appeared in the May 2016 edition of the Kesgrave News. A comment was also made about the Extraordinary Town Council Meeting held on the 13th January 2016 and the voting of Councillors.

Inspector Salmon, PCSO Sarbutts and Mr M Bentley left the meeting at this point.

District Councillor McCallum left the meeting at this point.

- 16. Transport & Pedestrian Proposed Working Group & Proposed crossing at the junction of the A1214 and Cambridge Road** – Miss Hall, the Public Transport Liaison Representative addressed the Meeting. Councillors considered the details as presented by Miss Hall and as received in her written report, including the request for the installation of a series of pedestrian crossings across the A1214. A member of the public also spoke about this matter also. County Councillor Whiting responded to these requests. It was noted that the County Council has confirmed that it placed the design order for the agreed scheme at this location with its contractors - KMG on 22nd December 2015 at a cost of £5,163.96. The design will be received on the 30th June 2016 and thereafter the County Council will place a works order, provided the design and cost of the scheme are acceptable. County Councillor Whiting requested that the Town Council formerly logs the overgrown hedging and vegetation areas via the County Council system, as this data works as evidence. District Councillor McCallum also raised her concerns about overgrown vegetation and she emphasised the problems in establishing landowners. A full and detailed discussion ensued.

It was agreed to set up a Transport and Pedestrian Working Group where the first Meeting will be held at the Town Council Offices on the 20th June 2016 at 7.15pm.

It was noted that David Chenery, Assistant East Area Highways Manager from Suffolk County Council, Mr Kevin Curtis (local resident), Mr John Fenton (local resident), Miss Sue Hall, Town and District Councillor Lawson, Town Councillors Ogden and Thomas, PCSO Sarbutts, have already agreed to be members of the Working Group. **(Copy Report with Minutes)**.

County Councillors Hudson and Whiting left the meeting at this point.

One member of the public left the meeting at this point.

17. Finance and Governance

- Annual Return 2015-16 – Councillors approved The Annual Governance Statement, and the Year-End Accounts, for 2015-16, along with the supporting documents, and authorised the Chairman to sign the return on behalf of the Town Council, following the vote. **(Copies in the Minute Book)**
- Internal Audit report – Councillor received the year-end internal audit report. **(Copy in the Minute Book)**
- Schedule of Accounts – Councillors received, considered and agreed payments in the sum of £22,651.49 following the vote. They noted that a transfer of £110,000 was needed to the savings account. **(Copy in Minute Book)**.
- Finance and Governance Committee Meeting Minutes & Confidential Minutes – 25th April 2016 – Councillors received, considered and agreed these Minutes, following the vote as presented by Councillor Ogden. Councillors D and S Fairbrother voted against any rental increases. **(Copy in Minute Book)**.
- Other Finance and Governance Matters – Mrs Jimpson reported on the request received from a member of the Public for a “No Through” road sign off of Ferguson Way. Following the vote, it was agreed not to pursue this Highway matter any further.

18. Planning and Development Committee Meeting – 9th May 2016 – Councillors noted that the Planning and Development Committee Meeting was held this evening, (9th May 2016) and prior to this Meeting as presented by Councillor Mills. **(Minutes to follow)**.

19. Community Services Committee Meeting Minutes – 18th April 2016 – Councillors received, considered and agreed the Community Services Committee Meeting Minutes following the Meeting held on the 18th April 2016, including the financial recommendations. Councillors agreed that The Hive do not need to pay the 50% retention fee if the Millennium Jubilee Hall (MJH) is hired during its fortnightly hiring agreement.

20. Report from the Clerk and Press Officer – Councillors noted updates with regard to the Community Fun Day/Queen’s 90th Birthday Celebrations on Saturday, 11th June 2016 at the Millennium Jubilee Hall and Field and the 1940’s Dance on Sunday, 12th June 2016 at the Kesgrave Social Club, including thanking the small volunteer/steering group, local groups, clubs and associations for

joining in with the events with stalls and displays. Also thanks to the generosity of the local business community and shops for donating prizes.

Councillors also noted that local residents are being asked to get involved in the Play Area and Open Spaces Working Party, an article asking for Youth Club volunteers and details about the link for members of the public to access for the Crime Update for the Town have been published.

- 21. Nativity Event – 17th December 2016** – Councillors received and considered the details. A discussion ensued. It was agreed that the Town Council will support this event in principle and agreed (following the vote), that Councillor Ogden would represent the Town Council and keep it updated on this event as it progresses.
- 22. Suffolk Coastal Business and Community Award Schemes** – Councillors received and considered this Scheme and the various categories. It was agreed to nominate District Councillor McCallum, Mr Alan Comber and Mrs Celia Comber under the “Services to the Community – Individual Awards” and Jenny Evans, Park Run Co-ordinator under the “Health and Wellbeing Award”. It was also agreed to nominate Mr Kevin Archer for his work in coordinating the Summer Event/Queen’s 90th Birthday celebrations under the “Services to the Community – Individual Award” and the 2nd Stop Charity Shop under the Services to the Community – Group Award”.
- 23. Resignation of Town Councillor** – Councillors were disappointed to note that Town Councillor Isaacs has tendered his resignation and they thanked him for his time on the Town Council. The Chairman confirmed that the formal letter of resignation has been received by the Town Council from Councillor Isaacs. They noted that the Returning Officer at the District Council has been informed. The formal Notice will be displayed as required under Section 84 of the Local Government Act 1974 regarding the casual vacancy. The notice commences from receipt of the formal resignation letter by the Chairman from Councillor Isaacs. (29th April 2016). The Returning Officer will ensure that the said notice avoids any EU Referendum and annual canvassing dates.
- 24. Chairman/Clerk Other/Urgent Communications** – The Clerk reported that an urgent item had been received from All Saints Church, Kesgrave, asking for the Town Council’s support in principle for a community grant application that the Church is making to Viridor. Following the proposal which was seconded and subsequently voted on, the Council agreed to support All Saints Church in principle, as a community minded Church. (Councillor Spittle declared a non-pecuniary interest for this item).
- 25. Newsletters & Circulars** – The following were received and noted:-

 - Kesgrave News - latest edition.
 - Kesgrave Flyer – latest edition.
- 26. Resolution to exclude the Public and the Press** – In pursuant of the Public Bodies (Admission to Meetings) Act 1960, to consider and agree to exclude the

Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially.

27. Youth Club – Mrs Jimpson will report recent sensitive incidents which occurred at the Millennium Jubilee Hall and Field and at Kesgrave Town Council Youth Club to the Town Council. (Kesgrave Town Council underwrites Kesgrave Youth Club).

Miss S Hall and one member of the Public left the Meeting at this point.

Date of the next Full Town Council Meeting – Monday, 13th June 2016 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.

There being no other business, this part of the Meeting was closed in order to facilitate the confidential item.

Chairman**Date.....**