

# Kesgrave Town Council

Clerk: *Post Vacant*

Deputy Clerk: *Mrs J Francis*

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Ferguson Way

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Ipswich

Suffolk

IP5 2FZ

**MINUTES** of the Annual Meeting of the Kesgrave Town Council held on Monday 18th May 2015 at 7.15pm in the Council Chamber.

**Present:**

Mr N Beecroft Smith

Mr A Comber

Mrs S Fairbrother

Mr G Lynch (Town & Dis Cllr)

Mr R Bridgeman

Mr D Fairbrother

Mrs N Goodchild

Mr J Ogden

**In attendance:**

Mrs J Francis (Deputy Clerk to the Town Council)

Mrs JE Lea (Temporary Clerk to the Town Council)

PCSO J Moss, Safer Neighbourhood Team

PCSO M Sarbutts, Safer Neighbourhood Team

8 Members of the public

Cllr Beecroft-Smith welcomed everyone to the meeting and asked that one minutes silence be observed in memory of Mr Mathew Percy who would have been taking his seat on the Kesgrave Town Council following his election on the 7th May. This was observed

**1. Election of Chairman and Declaration of Acceptance of Office**

Cllr Beecroft-Smith was proposed and seconded and duly elected to serve as Chairman. He read and signed his declaration of Office which was countersigned by the Deputy Clerk.

**2. Apologies**

Apologies were accepted from:

Cllr S Lawson, as Town & District Councillor

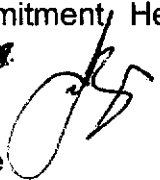
Mrs D McCallum and Mrs S Mower, District Councillors

Mr C Hudson and Mr R Whiting, County Councillors

**3. Co-option to fill seats as there are insufficient Councillors in place following the election on 7th May 2015 and to receive Acceptances of Office.**

Five members of the public had offered themselves for co-option to fill the seats on Council. These were Rev R Spittle, Mr P Mills, Mr K Archer, Mr B Crutchfield and Mr D Isaacs.

Rev Spittle received 6 votes and was duly elected. Mr Mills, Mr Archer, Mr Crutchfield and Mr Isaacs all received 8 votes and were all duly elected. All signed their Declaration of Acceptance of Office and took their places at the table.

The Rev Spittle stated that District Cllr McCallum had expressed interest in co-option to the Town Council but was unable to attend the meeting due to a holiday commitment. He proposed that she be considered for co-option, ~~with the Declaration of Acceptance of Office.~~ 

#### **4. Election of a Vice Chairman and Declaration of Acceptance of Office**

Cllr D Fairbrother was proposed by Cllr S Fairbrother

Cllr S Fairbrother was proposed by Cllr D Fairbrother

Cllr Rev Spittle was proposed by Cllr Bridgeman

A paper ballot was held with Cllr D Fairbrother receiving one vote, Cllr Mrs S Fairbrother receiving two votes and Cllr Spittle receiving nine votes. There was one abstention. Cllr Spittle was duly elected and signed his Declaration of Acceptance of Office which was countersigned by the Deputy Clerk.

#### **5. To agree the appointment of Committee and Council Representatives**

Committee places were agreed during the course of the meeting and the substantive list for 2015/2016 is attached at **Annex 1** to these minutes.

In addition, the **Staffing Sub Committee**: Cllrs Beecroft-Smith, D Fairbrother, S Fairbrother, Goodchild, Lynch and Spittle. This was agreed.

#### **6. Declarations of Interest**

a. **To receive** the Councillors verbal declarations which they have recorded on the form attached at **Annex 2** to the permanent copy of these minutes.

b. **Completion of online forms** Members were reminded to update their Register of Interest on line and new Councillors to complete.

#### **7. Minutes of the last meeting held on 13th April 2015**

The Minutes were approved and signed and dated by the Chairman.

#### **8. To receive the Vice Chairman's report for 2014/2015**

Cllr Beecroft-Smith had no matters to report.

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#### **An adjournment was agreed:**

– **To receive reports from County and District Councillors and Youth Parliament Member**

There was no County Councillors report.



**Cllr Lynch, as District Councillor**, reported that NANT (No Adastral New Town Ltd) application for appeal to the Supreme Court regarding Adastral Park had been refused. A press release from SCDC on this matter is attached at **Annex 3** to the permanent copy of these minutes.

– **To receive Police matters report**

The Police Report had been circulated to Councillors and will be held on file. There was discussion regarding the issues of anti-social behaviour in the Town and at Cedarwood Green POS. It was reported that work on the Police Office in Kesgrave is still on going but it is hoped to be fully functioning in the near future. It was confirmed that the Order to restrict vehicles in the Cedarwood Green area is still awaited from Suffolk Coastal District Council and once in place it will be possible to restrict vehicular movements in that area. The Chairman thanked the Police for their report.

– **To allow members of the public to speak**

A member of the public congratulated Members on their election to Council and asked Cllr Isaacs to say something about himself. This he did.

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**9. Notices and Correspondence**

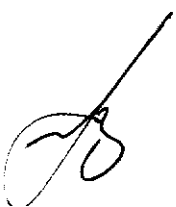
**a. Items for Discussion**

**1.D.** An invitation had been received from Cheryl Tye, inviting a representative from KTC to attend a meeting to be held on 2nd June, at Kesgrave Community Centre, to consider improvements to community life in the town. Cllr Beecroft-Smith agreed to attend this meeting.

**2.D.** Two emails from residents regarding the ongoing problems at Cedarwood Green and the time that the facility is locked were read to Council. Cllr Comber reported that due to damage done to the fencing by youths trying to enter the facility it had been left unlocked over the weekend. It may need stronger fencing and better locks but this would incur a cost.

The following points were made:

- That by leaving the facility unlocked the youths were being rewarded for their bad behaviour.
- That these are young people of Kesgrave and it is important to provide facilities for all ages.
- Hope was expressed that the car issue should be resolved when the Order is in place.
- That the residents are being harassed by these young people.
- That by denying them access to Cedarwood Green there are issues in other areas of the Town.
- That efforts should be made to negotiate with the young people.
- That the Town Council has a duty of care to the Caretaker.
- That consideration should be given to spending money to make the area more secure.



At the close of the discussion Cllr Spittle proposed that the facility be locked at 9pm. There was an equality of votes and the Chairman voted against the motion. Cllr Comber proposed that the facility be locked at 10pm and this be reviewed monthly. There was an equality of votes and the Chairman cast his casting vote in favour of this motion. **6 For: 6 Against. Cllr D Fairbrother and Cllr S Fairbrother asked their votes to be recorded against.**

It was further agreed that a meeting be arranged with the young people and Cllrs Comber and Spittle agreed to attend this meeting.

## **10. Financial & Governance Matters**

**a. Draft Minutes of the last meeting held on 27th April 2015** Members had been issued with a copy of the draft minutes and these are attached at **Annex 4** to the permanent copy of these minutes.

**i. Appointment of Auditor (F&G Item 6.b.)** It was reported that Mr Farthing had stepped down as Council's Internal Auditor and SALC is actively attempting to find a replacement. It was noted that, in future, it would be good practice if the the Internal Auditor was a paid appointment.

**ii. To approve the Annual Accounts for 2014/2015** A copy of the Statement of Accounts for 2014/2015 had been made available for each Councillor and is attached at **Annex 5** to the permanent copy of these minutes. Council **approved** the Accounts. The accounts were signed by the Chairman and Deputy Clerk, as Responsible Finance Officer. A copy of the Annual Return for the year ended 31st March 2015 had also been made available for Council's consideration and is attached to **Annex 6** to the permanent copy of these minutes. Council **agreed** that they complied with all the requirements The Chairman signed the Annual Return which was countersigned by the Deputy Clerk, as Responsible Finance Officer.

**iii. Risk Register (F&F Item 12)** This had been circulated for information. It was suggested that item 10.d. on the register should be upgraded. It was agreed that this be considered by the F&G meeting in July.

**iv. Council resolved that the public and press be excluded for consideration of Items 10.a.v. Staff, since publicity would prejudice staff confidentiality, and these matters be deferred to follow item 22 on the agenda. 11 For: 2 Abstentions**

**v. Staff (F&G Item 14)**

**vi. Confirmation of cheque signatories** Cheque signatories were confirmed.

**b. Receipts and Payments** Copies of the statements of Receipts & Payments were issued to each Councillor and are attached at **Annex 7** to the permanent copy of these minutes.



Cllr Ogden left the room. Council agreed the payments in which he declared an interest.

Cllr Ogden returned to the meeting.

Council agreed the remaining Receipts and Payments be accepted.

c. **Transfer between accounts** No transfers were required.

d. **Transfer of Reserve Funds**

**Internal Transfer:**

Youth Club MJH hire - April	168.00	To MJH
Spark	500.00	To Youth Club
SCDC Enabling Budget	2,000.00	To Youth Club
MJH Project Manager	1,665.00	From MJH

e. **Council resolved that the public and press be excluded for consideration of Items 10.f. Staff Sub Committee, since publicity would prejudice staff confidentiality, and the public interest by reason of the confidential nature of the business. These matters be deferred to follow item 22 on the agenda. 12 For: 1 Abstention**

f. **Staff Sub-Committee**

- i. Draft Minutes of the last meetings held on 14th April 2015
- ii. Gratuity payment (**SSC Item 5**)
- iii. Staffing Structure (**SCC Item 8**)
  - B. Recruitment
- iv. Appointment of Tuesday Lead Youth Worker

**11. Planning and Development Matters**

a. **Election of a Chairman** It was agreed that Cllr Mills be Chairman of the Planning and Development Committee.

b. **Election of Vice Chairman** It was agreed that Cllr Archer be Vice Chairman of the Planning and Development Committee.

c. **Election of F&G Committee representative** It was agreed that Cllr Mills be the committee representative on the F&G Committee.

d. **Planning applications received since 10<sup>th</sup> April 2015, responses for comment/approval and other planning matters** The list of planning applications were comment was required, those which were not contentious and the decisions received had been issued to each Councillor and is attached at **Annex 8** to the permanent copy of these minutes. Comments have been made on two planning applications since the last meeting.

Councillors were reminded that they are entitled to attend meetings of any Committee and could take part in the meeting but could not vote.

## **12. Community Services Matters**

- a. Election of a Chairman** Cllr S Fairbrother and Bridgeman self nominated for this post. Both received a seconder. A vote was taken and Cllr Bridgeman was duly elected.
- b. Election of a Vice Chairman** Cllr S Fairbrother self nominated for this post. This was seconded and agreed.
- c. Election of F&G Committee representative** Cllrs Bridgeman and S Fairbrother self nominated for this post. Cllr Bridgeman was elected.

**Council resolved that the public and press be excluded for consideration of Item 12.d.i. Community Services Matters, Caretaker Position, since publicity would prejudice staff confidentiality, and these matters be deferred to follow Item 22 on the agenda. 12 For: 1 Against**

- d. Draft Minutes of the last meeting held 20th April 2015** Members had been issued with a copy of the draft minutes and these are attached at **Annex 9** to the permanent copy of these minutes.
  - i. Caretaker position** To be deferred to follow Item 22 on the agenda.
  - ii. Safeguarding Officer** It was agreed that Cllr Spittle continue in this post.
  - iii. Appointment of Youth Club Line Manager** It was noted that the appointee would act as a go-between with the Office. It was agreed that Cllr Spittle would be elected to serve until such time as new Office staff are appointed.
- e. Millennium Jubilee Hall** There was nothing to report.
- f. Market** There was no report.
- g. Youth Club** It was noted that numbers are down at the moment possible due to the exam season. It was noted that policies are always under review.

## **13. Recreation and Amenities Matters**

- a. Election of a Chairman** Cllrs Comber and D Fairbrother self nominated and both were seconded. A vote was taken and Cllr Comber was duly elected.
- b. Election of a Vice Chairman** Cllrs Ogden and D Fairbrother self nominated and both were seconded. A vote was taken and Cllr Ogden was duly appointed.
- c. Election of F&G Committee representative** Cllrs Comber and D Fairbrother self nominated and both were seconded. A vote was taken and Cllr Comber was duly elected.



d. **Road, footways and footpaths**

- i. **All Saints Roundabout** There was no report.
- ii. **Bull Drive/Pontins Walk Barriers** This was taken at Item 20 on the agenda.

e. **POS Adoption**

- i. **SCDC Conditional Contract of Sale of Oak Meadow** No further information received to date.

**14. Finance and Governance Committee**

a. **Committee Representatives** Cllr D Fairbrother, Lynch and Ogden self nominated and were seconded. A vote was taken and Cllrs Lynch and Ogden was duly elected.

b. **Election of Chairman** Cllr Ogden was proposed and seconded. A vote was taken and Cllr Ogden was duly elected.

**15. Council Community Representatives** This was taken as Item 5 on the agenda.

**16. Community Information**

Cllr Ogden explained to new Members that the Town Guide needed updating and had been moved on line as a digital guide. The web site link would be forwarded to Members. It was agreed that consideration should be given to preparing a Neighbourhood Plan when new staff are in place.

**17. Kesgrave Library Report**

The Library quarterly report is attached at **Annex 10** to the permanent copy of these minutes. It was unanimously **agreed** the quarterly payment can be made. It was reported that Kesgrave Library had been recognized as the second best library in the county. It was agreed the Town Council would send congratulations on this achievement.

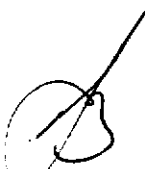
10pm Cllr Archer gave apologies and left the meeting.

**18. General Power of Competence**

It was noted that the Town Council no longer had the General Power of Competence as it no longer had a CILCA qualified Clerk or the criteria of 2/3rds elected Members. Council still could use Section 137 if required.

**19. Provision of Recording equipment**

Cllr S Fairbrother had researched various recording systems which had been tabled. She guided members through the various options and it was agreed that the information would



be emailed to all Councillors and the matter would be an agenda item for the next meeting. It was also confirmed that the equipment, if provided, would be for information only and not used for transcribing the minutes. The Chairman thanked Cllr Fairbrother for the work she had done on the matter.

## **20. Public Open Space**

a. **Bull Drive/Pontins Walk** There is no further progress at the present time.

**21. Report from Clerk and Press Officer.** There were no matters to report.

**22. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion.** No matters had been raised.

**The meeting closed to the press and public at 10.15pm.**

Council was then able to consider the following:

## **10.a. Finance and Governance Matters**

### **v. Staff (F&G Item14)**

Council **agreed** the F&G recommendation that Staff overtime hours and payment in lieu of holiday for 2014/2015 be accepted. It was also **agreed**, in future, any Staff overtime worked should be submitted, for approval, at each F&G Committee meeting.

Council also **agreed** the F&G recommendation, to acknowledge, financially, the extra hours/responsibility taken on by each employee, since the resignation of the Clerk. £500 will be shared, pro rata on the hours worked by the staff on a monthly basis, to be back dated to 1st April 2015, whilst the inter regnum continues.

## **10.f. Staff Sub Committee**

i. **Draft Minutes of the last meeting held 14th April 2015** Members were issued with draft copies of the Staff Sub-Committee minutes held 14th April 2015 and being confidential will be held on file.

**Election of Chairman:** Cllr S Fairbrother self nominated. This was seconded and agreed.

ii. **Gratuity Payment (SSC Item 5)** The Deputy Clerk left the meeting. It was confirmed that it was no longer legal to pay gratuity payments to staff. It should be possible to improve the pension provision for existing members of staff and this would be discussed at the next meeting of the Staffing Committee and reported to the next meeting.

### **iii. Staffing Structure (SSC Item 8)**



**B. Recruitment** It had been agreed to appoint two staff members, one being the Clerk and Proper Officer and the other the Business and Facilities Manger/RFO. Adverts had been placed on notice boards and on the web site and SALC will be advertising at no cost. The advert would appear in the EADT on Wednesday and in the Kesgrave News.


**iv. Appointment of Tuesday Lead Youth Worker** Council were informed that Mrs Redden, as Tuesday Lead Youth Worker, has had to step down, due to personal circumstances, and Mr Andrew Galloway has been appointed as her replacement.

**12.d. Community Services Matters**

**i. Caretaker Position** After discussion it was agreed to continue to employ Mr Rayworth, on a self employed basis, in the capacity of Business Facilities Manager and MJH/CWG Caretaker until the posts are filled. Cllrs D and S Fairbrother voted against this proposal.

**There being no further business the meeting closed at 10.40pm**

Chairman .....



Date .....

8-6-2015

Date of next meeting Monday 8th June at 7.15pm

