

KESGRAVE TOWN COUNCIL

Minutes of the Annual Town Council Meeting held on 13 April 2024

Councillors present:

A Athwall
N Beecroft-Smith
A Comber
J Ogden
A Skinner
G Ward

Officers present:

J Abbott – Town Clerk

1. **Election of Chairman and Declaration of Acceptance of Office** – Cllr N Beecroft-Smith (Chairman for 2023/24) asked if any members wished to put themselves forward for Chairman of the Town Council for 2024/25. Cllr Athwall proposed Cllr N Beecroft-Smith, and this was seconded by Cllr Ogden, Cllr Beecroft-Smith accepted the nomination and following the vote this was unanimously agreed.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – The Chairman, Cllr Beecroft-Smith asked if any members wished to put themselves forward for Vice-Chairman of the Town Council for 2024/25, no Cllrs present put themselves forward. The Clerk advised Cllr Gibson confirmed he would re stand as Vice-Chairman. Cllr Athwall proposed Cllr R Gibson, and this was seconded by Cllr Skinner, following the vote this was unanimously agreed.
3. **Welcome and Apologies for Absence** – The Chair welcomed all those present, apologies received from Cllr Hook, reason – personal, Cllr Gibson, reason – personal, Cllr Mears, reason – personal, Cllr Cook, reason – personal and Cllr Lynch, reason – work, following the vote these were accepted.
4. **Declarations of Interest** –
 - a. To receive, any interests, (these can be made at any point during the meeting) – none.
 - b. Reminder to all Councillors to check and update ‘register of interest’ via the ESC website – the Chair reminded all Cllrs present.
5. **Appointment of Committee Members** –

The Chair asked if any Cllrs wished to add or remove themselves from any committees. Cllr Ward advised he no longer wished to be a member of the P&D committee due to other commitments. Cllr Skinner confirmed he would like to join the F&G committee. The Clerk advised Cllr Gibson had confirmed he wished to remain on both P&D and F&G, Cllr Cook wished to remain on P&D. There had been no other changes or requests received.

 - a. Planning & Development Committee;
 - Cllr Athwall
 - Cllr Beecroft-Smith

- Cllr Cook
- Cllr Gibson
- Cllr Ogden
- b. Community & Recreation Committee;
 - Cllr Athwall
 - Cllr Comber
 - Cllr Hook
 - Cllr Lynch
 - Cllr Mears
 - Cllr Ogden
- c. Finance & Governance Committee;
 - Cllr Beecroft-Smith
 - Cllr Comber
 - Cllr Gibson
 - Cllr Lynch
 - Cllr Ogden
 - Cllr Skinner

- 6. Appointment of Council Representatives** – The Clerk went over the list of representatives, Cllr Comber had suggested there should be a library representative and the members of the ESC Kesgrave, Rushmere St Andrew, Martlesham, Calford and Fynn Valley Community Partnership, which are currently Cllr Comber and the Clerk, should also be listed. Cllr Athwall agreed to be the library representative, following the vote the list along with the noted changes were agreed. (copy attached to these minutes).
- 7. Minutes of the Full Town Council meeting** held on 22 April 2024, following the vote these were agreed and signed by the Chair.
- 8. Chairman's Communication** – Cllr Beecroft-Smith highlighted the Town Council has 14 seats, and currently there are 3 seats vacant. The Chair confirmed the Annual Town meeting, which was held at the MJH on Monday 29 April was well attended. Several issues were raised, road safety, fido/litter bins, overgrown trees/hedges, all of which are currently being reviewed by the office. The Chair confirmed he attended the launch of the Suffolk Community Awards 2024 at the KWMCC on 30 April. The Chair highlighted that Kesgrave Fun Day is on Saturday 29 June, volunteers will be needed on the day, if anyone can assist to please speak to the office.
- 9. Clerks/Officer Report/Update** – J Abbott provided the following report.
- Attended the ESC Partnership Road Safety Forum, via Teams – a positive and informative networking forum.
 - The updated alarm and new CCTV was installed at the town council office last week.
 - The annual Felixstowe outing for Kesgrave's older residents took place on Wednesday 1 May, the sun came out and a wonderful time was had by all! Thanks to the Events & Estate staff and to all those that helped on the day.
 - There was a fire in Cambridge Road today, which resulted in many residents being asked to vacate their homes for safety reasons. Fortunately, nobody was reported injured, and all residents were able to return within a few hours once the Emergency Services had dealt with the incident. The office had provisionally, within minutes of being aware of the situation arranged either the KWMCC or Scout Hall would be able to provide shelter with light refreshments for any residents if required. This again highlighted the strong working partnerships within the town for the benefit of our community.

- 10. Members of the Public** – two members of the public present, neither wished to speak.
- 11. County and District Councillors Reports** – The Clerk read out the written report provided by County & District Cllr S Lawson, no questions raised. (a copy of the report is attached to these minutes).
- 12. Finance & Governance** –
- a. Flagstone Account – The Clerk advised an email had been sent to all 2023/24 F&G committee members today to approve the proposed Flagstone schedule.
- 13. Planning & Development** –
- a. Committee meeting minutes; 22 April 2024 were noted. (copy attached to these minutes).
 - b. Pump Track Application – The Clerk confirmed what was discussed and noted at this evenings P&D meeting;
The Clerk advised at the Annual Town Meeting in April a local resident asked what the cost would be to maintain a pump track? Following enquiries with contractors who install pump tracks and with play inspection companies, it was concluded that the cost to maintain would be very similar to that of a play area. (The Town Council already own and manage the majority of play areas within the Town). The Town Council Operatives would include the pump track on their daily checks and routine maintenance would be carried out by them. All play areas have a quarterly and annual risk assessment carried out by an external inspection company and the pump track would be added. The Town Council have an annual budget already in place for play space repairs/remedial work.
- 14. KTC Business Plan, second annual review** – the Clerk confirmed the document had been circulated with the meeting papers for review. No questions raised, it was noted that this was the first draft and subject to any further amendments it will be proposed for agreement at the next full council meeting. (Copy attached to these minutes).
- 15. Community Engagement Strategy, investigate and review KTC website and provision of town guide/magazine** – Cllr Skinner confirmed his paper, which had been circulated to all members ahead of the meeting. Following a discussion, it was proposed by Cllr Beecroft-Smith and seconded by Cllr Athwall for Cllr Skinner to undertake the review and report back at the next full council meeting, following the vote this was unanimously agreed. (Copy attached to these minutes).
- 16. Other/Urgent Communications** – none.
- 17. Date of Next Meeting** – Monday 24 June 2024, 7.15pm, at the Town Council office – noted.
- 18. Agenda Items for Next Meeting** – none.
- 19. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – agreed, the two members of the public present left the meeting.

Agenda items 20a and 21a&b were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 7.56pm.

Chair**Date.....**

DRAFT