

KESGRAVE TOWN COUNCIL

Minutes of the Town Council Meeting held on 31 March 2025

Councillors present:

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

Officers present:

J Abbott – Town Clerk
A Dougall – RFO

1. **Welcome and Apologies for Absence** – Cllr Beecroft-Smith, welcomed all those present. Apologies received from Cllr Cook, reason – personal and Cllr Gibson, reason personal, following the vote these were accepted.
2. **Declarations of Interest** – Cllr Athwall item 8.k – Kesgrave Library Group member, non-pecuniary.
3. **Minutes of the Town Council meeting** held on 17 February 2025, following the vote these were agreed and signed by the Chair.
4. **Chair's Communication** – The Chair provided the following update:
 - He attended the Ipswich Civic Reception on 18 March.
 - He advised the office has been contacted by ESC re bringing their roadshow to Kesgrave this summer. He suggested along with the Clerk for this to take place in and around RFC Square and Tesco, following a discussion this was supported by council and for the Clerk to go back to ESC to agree.
5. **Clerks/Officer Report/Update** – J Abbott provided the following report.
 - Suffolk New College are promoting our Cllr vacancies within their 'apprenticeship talent pool and student body' (connection was made via Cllr Gibson at a KWMCC networking event).
 - Cllr Comber attended ESC Partnership meeting 24 Feb– all funds for 2024/25 used and the last grants agreed were for; Computer/IT support in Grundisburgh, Chinwag Rushmere and KHS Bike Shelters. Our Community Partnership Officer Andy Joliffe has been promoted to ESC Community Partnership Manager, a replacement has been appointed, Patricia Matos Ferreira-Whittaker.
 - Attended ESC Town Council Conference with Cllr Gibson on 27 Feb, this was a good networking event.
 - Held a meeting with 4YP, attended by Cllr Comber and the Events & Estate Manager. The new SLA for 2025-28 has been finalised and

signed. Also attended the 4YP 25th Anniversary with Cllr Comber on Fri 21 March.

- Attended the SALC Larger Councils network event 12 March, the main topic covered, discussed was Devolution/LGR.
- Attended the ESC Chief Executive meeting 27 February, topics discussed were SCC Highways, ESSL and Devolution/LGR.
- RFO advised the AGAR for year ending 31 March 2025 to be submitted to the external auditors PKF Littlejohn LLP no later than 1 July 2025.

6. Members of the Public – none.

7. County and District Councillor Reports – District Cllr G Lynch provided the following verbal report.

- Attended ESC Audit meeting, discussed; auditing of Council's / Parishes. Auditing rule changes for local government, training to be attended.
- Attended ESC Scrutiny meeting, discussed; the 'better recycling' changes for businesses and later for domestic waste.
- Attended ESC Full Council meeting, discussed; changes to seasonal parking charges in towns. Youth Council requesting to be involved in CIL spending. Devolution/LGR. 'Telecare' service no longer being provided by local authorities due to cost.

8. Finance & Governance –

- a. Finance & Governance committee meeting minutes 3 March 2025 – these were noted, and the following recommendations were discussed:
 - Draft KTC Standing Orders 2025/26 – NALC have issued an update to the Financial Regulations model to comply with new procurement legislation. To ensure consistency with the Financial Regulations sections 18a.v, 18c, 18d, 18f of the Standing Orders will be updated. All in favour, following the vote, to accept these Standing Orders with these amendments.
 - Draft KTC Terms of Reference 2025/26 – All in favour to accept, following the vote.
- b. NALC update 5 March 2025 to the KTC Financial Regulations – revisions have been made to the current policy, sections 5.4, 5.7 and 5.11, due to changes in The Procurement Act 2023 and the Procurement Regulation 2024. All in favour, following the vote, to accept this revised version as the current policy.
- c. Draft Internal Audit Review and Plan for year ending 31 March 2025 – only a date change has been made. Following the vote, the plan was accepted.
- d. Draft Risk Register 2025/26 – Following the vote, the Council agreed to accept the changes to the register with the addition of an extra risk to cover the KTC Offices. Reference to be made to disaster recovery/business continuity.
- e. Draft Risk Assessment Folder front sheets (Estate and Play) – Agreed amendments to include: Aerial Green, Long Strops, Millennium Sports Ground, possible Pump track, CCTV at CWG/Offices to be regular inspected and serviced, Pump House, Container, MJH electrical installations (5 yr certificate). All agreed, following the vote, to accept these changes and the revised sheets.
- f. Internal control checks by Councillor(s) on the financial procedures for the year ending 31 March 2025 – Cllr Ogden offered to conduct tests, following the vote, this was agreed before the Internal Audit is carried out.

- g. Schedule of Accounts
 - List of Payments for the period 01/02/2025 to 28/02/2025 – all accepted and agreed following the vote.
 - List of Receipts for the period 01/02/2025 to 28/02/2025 – all accepted and agreed following the vote.
- h. Transfer from the KTC Card Payments Account to Current Account – the transfers for February 2025 were agreed following the vote.
- i. Action Plan for the 2023/24 Internal Audit Report (year ended 31 March 2024) – all accepted and agreed following the vote.
- j. Just42 SLA Funding – J Abbott presented the new SLA for 2025/26 and confirmed £4,000 funding from KTC. All agreed, following the vote, to accept the SLA.
- k. Kesgrave Library; service contract change – J Abbott confirmed that she had contacted Daniel, Suffolk Libraries Ltd, for clarification. Suffolk County Council are hoping to take the library service back in-house from 1 June 2025, consequently, it will no longer be possible to provide a grant directly to the library, as part of SCC. Funding may be possible directly to the current Library Working Group charity. It was agreed, following the vote, to transfer the outstanding 2024/25 grant (£5,750) and 2025/26 budget allocation (£11,500) into a EMR for future projects.
- l. Draft KTC 2025/26 Meeting Calendar – All in favour, following the vote, to the new dates.

9. Planning & Development –

- a. Committee meeting minutes: 17 February 2025, 3 March 2025 and 17 March 2025 – these were noted. Cllr Lynch expressed his dissatisfaction of the Orchard Grove application(s). (copies of minutes attached).

10. Community & Recreation –

- a. Pump Track Project – The Clerk advised of a recent site visit to the pump track site, which was attended by Cllr Comber, Events & Estate Manager, the benefactor and the contractors. A possible re design to enhance the physical activity and utilise the permitted footprint of the pump track site more effectively, was suggested. Following a discussion, council agreed to support a possible re design and for this to be managed by our architect company to consult with ESC Planning.
- b. Millennium Jubilee Hall (MJH) –
 - Commercial Food and Waste recycling – The Clerk confirmed that we now have food waste and glass recycling at the hall. This is not currently a legal requirement for the hall, however due to the domestic changes happening next year, it was felt that it would be positive to introduce this now at our community building. New internal bins have been provided in the kitchen area to facilitate these changes.
 - Redecoration of the premises – The Clerk confirmed three companies were approached to quote for the re painting of the hall. Due to the size of the premises one company advised the job was too big and one declined to quote. The company who has provided a quote comes within budget and have met with the Events and Estate manager and administrator on site. following a discussion, it was agreed for the works to go ahead as per the estimate and for this to be carried out in school holidays to ensure as little impact to the majority of regular hirers as possible.
- c. Kesgrave Fireworks, admission prices – The Clerk advised since the fireworks event has been held at the high school the admission fees have not been increased. Due to the cost increase for all the services we use, to be able to put on the event, it was suggested that this year's ticket prices are increased. Following a discussion it was proposed by Cllr Comber, seconded by Cllr

Skinner to increase the ticket prices to; adult £6 and child £4, following the vote this was agreed.

11. Devolution / Local Government Reorganisation (LGR) – The Clerk advised of the Devolution consultation and asked if council wished to respond as a body to the consultation. Following a discussion, it was agreed for the Clerk to put together a response and for this to be circulated to all Cllrs to agree ahead of submission. It was also supported to promote the consultation with all residents using the government posters / QR code via KTC social media, websites and noticeboards.

12. Kesgrave Town Council Business Plan –

- a. Draft Plan 2025-28 – The Chair asked for any comments on the draft plan. Following a discussion, the Chair suggested for the front design to be in line with KTC branding/logo. All Cllrs present confirmed they agreed with the Chair's proposed amendment and were fully supportive of the plan. Thanks were given to Cllr Gibson for all his work in putting the draft plan together. Council agreed following these amendments for the draft plan to go forward to consultation.
- b. Plan 2021-24 third/final annual review – The Chair asked for any comments, following a discussion the Chair advised he would like to add to the Chair's statement, to include a section on 'becoming a town Cllr' this amendment was agreed by Council and following this update for the plan to be published on the town council website.

13. Other/Urgent Communications – The Chair requested to discuss the current position of the website and proposal for a website upgrade. The current website is approaching 10yrs old and whilst the website design / layout remains relevant the 'back office' section is no longer compatible with new software updates/upgrades. Following a discussion it was agreed to set up a Working Party to work with our current provider to upgrade the website and to review moving over to a .gov.uk domain, in line with SALC and NALC recommendations. The following Cllrs agreed to be a part of the Working Party; Beecroft-Smith, Comber, Ogden and Skinner.

14. Date of Next Meetings – Monday 28 April Annual Town Meeting at 7.15pm, held at the Millennium Jubilee Hall (MJH) and Monday 12 May the Annual Town Council meeting at 7.15pm, Town Council Office.

15. Agenda Items for Next Meeting – none.

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

Agenda items 17a, 18a,b&c and 19a&b were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 9.11pm.

ChairDate.....