

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
18th June 2018 in the Council Chamber, Kesgrave Town Council

Councillors:

A Athwall
K Archer
N Beecroft-Smith (Chairman of the Council)
R Bridgeman
A Comber (*Apologies*)
D Fairbrother (Vice Chairman of the Council)
S Fairbrother
G Lynch
C Marsh
P Mills
R Patten (*Apologies*)
R Spittle (*Apologies*)
L Ventriglia
G Ward

In Attendance:

Mrs S Clements (Town Clerk)
One Member of the Public

1. **Welcome and to Receive Apologies for Absence** – The Chairman welcomed everybody to the Meeting. Apologies for absence were received from Town Councillors Comber, Patten and Spittle and also District Councillor Mower, District and County Councillor Lawson and County Councillor Whiting.
2. **Declarations of Interest** – No declarations were made.
3. **Minutes** of the last Full Town Council Meeting held on the 14th May 2018. These Minutes were received, considered and agreed, following the vote. (**Copy in Minute Book**).
4. **Clerks Report/Update** –
 - **Minute Number 13 – County and District Councillors Reports** – The Council noted that the Clerk has made contact with the LPA (Local Planning Authority) with regard to the Town Council's role as statutory consultee on all planning matters in Kesgrave. The LPA has confirmed that it considers that the Town Council's Planning and Development, which meets each fortnight responds professionally in all of its recommendations and that the said Committee is making correct references to local and national policies and any material consideration references. The Clerk has also recently provided some guidance notes for new Town Councillors regarding the Town Council's role.
5. **Chairman's Communications** - The Chairman – Town Councillor Beecroft-Smith welcomed new Town Councillor G Ward to this first full Town Council Meeting.

Councillor Beecroft-Smith thanked Mrs Catling-Green the Town Council's Service Development Co-ordinator for her very hard work in co-ordinating the very successful and popular Kesgrave Fun Day held by the Town Council on Saturday, 9th June 2018 and he sincerely thanked all of those who were involved in this community event and those who helped. He reminded Councillors about the Senior Citizen's Outing on Tuesday, 21st August 2018 and asked for volunteer helpers to please contact the Town Clerk and office directly. The Chairman reminded the Meeting about the rescheduled imminent Public Inquiry regarding the proposal to build 300 new houses on Land off of Bell Lane/Long Strops which is being held at the District Council offices from the 26th-29th June 2018. He reminded the Meeting that Grainger plc is currently working on proposals and an application for 1300 new houses at Long Strops. The Chairman thanked the new Vice Chairman of the Town Council; Town Councillor D Fairbrother and also Town Councillor S Fairbrother for attending the Southwold Town Mayor's Civic Parade and Church Service on Sunday, 27th May 2018 on behalf of the Town Council. Councillor Beecroft-Smith advised the Meeting that he had attended the Sudbury Town Council event on the 21st June 2018 and also supported the Ipswich Mayor's recent event. He advised Councillors that a new Service Development Officer has been appointed, primarily to work at the Millennium Jubilee Hall (MJH). This is Mr Malcolm Clark who has extensive experience in running community halls, in local government, youth and also in the commercial sector. Councillor Beecroft-Smith thanked Councillors S Fairbrother and Ventriglia for supporting the Clerk and being on the interview panel for this particular appointment. The Chairman also thanked the Vice Chairman for kindly agreeing to attend the official opening of the Cricket Club nets on Sunday, 1st July 2018. He reminded Councillors that Kesgrave Library will be extending its opening days and hours from the 2nd July 2018 and advised Councillors that the Town Council's Data Protection Policy has been slightly changed to remove all references to the DPO (Data Protection Officer), following the recent advice from NALC and SALC. (National Association of Local Council and Suffolk Association of Local Councils).

6. **Members of the Public** – The Member of the Public present did not wish to speak.
7. **County and District Councillors Reports** - Councillors received and noted the written Reports, verbal presentations and asked questions and raised points of clarification. (**Copies with Minute Book**).
The written Report from County Councillor Whiting was noted, including updates regarding; the resurfacing overnight of the A1214 from Heath Road roundabout, consultation on the 20 mph speed limit on Woodbridge Road, Ipswich and a social care initiative that County Councillor Whiting is working on with Age UK Suffolk.
An email was received from District and County Councillor Lawson, but this was received too late for this particular Meeting. (Received at 7pm on the 18th June 2018).
Town Councillors asked if written reports to the Council could be provided a few days before any given Town Council Meeting.

District Councillor Lynch did not submit a written Report. He verbally updated the Meeting regarding the District Council's Shadow Meetings.

District Councillor Mower's full and detailed written report was received and noted. (**Copy in Minute Book**).

8. **Fully-Funded PCSO Report & Safer Neighbourhood Team Police Report/s in Partnership with Rushmere St Andrew Parish Council & Review of SLA (Service Level Agreement) Letter** - Councillors received and noted these Reports and noted that there were no further updates regarding the review of the SLA. (**Copies in Minute Book**)

9. **Finance and Governance**

- Schedule of Accounts – Councillors received, considered and approved, following the vote, payments in the sum of £19,002.11, including a transfer from the savings account of £15,000.00. (Copy with Minute Book).
- Finance and Governance Committee Meeting Minutes – 21st May 2018 – Councillors received, considered and approved these Minutes following the vote, including the grant of £500 to Cancer in Suffolk, (subject to the organisation obtaining match-funding for the total amount required for this project), the bank reconciliation, the £575 repair quotation for the air conditioning and heating at the MJH, the hire income for the MJH office, the duration of Town Council Meetings, and the Induction New Councillor Policy. (Minutes in relevant Minute Book).
- Other Finance Matters – The Clerk advised the Council that she has made contact with Mrs J Lea with regard to Mrs Lea attending the Planning and Development Committee Meeting and full Town Council Meeting on the 16th July 2018 and in the capacity of Temporary Clerking duties due to staff annual leave. (Mrs Lea has previously assisted the Town Council in this regard). The Council agreed to this necessary professional, senior level assistance following the vote.

10. **Planning and Development Committee Meetings Minutes – 14th May and 4th June 2018** – Councillors received and noted the Minutes of the Planning and Development Committee Meetings as above, following the vote. (Minutes in relevant Minute Book).

11. **Community Services Matters**

- Community and Recreation Committee Meeting Minutes – 4th June 2018 – Councillors received, considered and agreed these Minutes following the vote, including the purchase of a basic pay-as-you-go mobile for the Caretaker/Litter Pickers, and acceptance of the reduced projector quote for the MJH. (Millennium Jubilee Hall). (Minutes in relevant Minute Book).
- Community Services Matters – No other details were reported.

12. **Sub-Committees/Steering Groups**

- Play Area and Open Spaces Sub-Committee Meeting – 21st May 2018 – Councillors received, considered and agreed these recommendations following the vote. (Details in relevant Minute Book).
- Transport and Pedestrian Sub-Committee Meeting – 21st May 2018 – Councillors received, considered and agreed these recommendations following the vote. (Details in relevant Minute Book).
- Neighbourhood Plan Steering Group/Sub-Committee – Councillors noted that this Sub-Committee was in attendance at the Transport and Pedestrian Sub-Committee Meeting on the 21st May 2018 as detailed above. It noted the presence of the Neighbourhood Plan stand at the Kesgrave Fun Day on the 9th June 2018. (Full details have been reported to the Planning and Development Committee Meeting held before this particular Meeting on the 18th June 2018). Following a discussion, it was agreed that the Town Council is still committed to working towards adoption of a Neighbourhood Plan for Kesgrave. The next Neighbourhood Plan Sub-Committee Meeting is on Monday, 25th June 2018 at 6.15pm at the Town Council offices.

13. Report from the Clerk and Press Officer – Councillors received and noted the written Report and update, including the latest local publications, press, radio and social media articles and photograph details. (Copy in Minute Book).

14. Town Councillors Vacancies by Co-option – Councillors noted that by-elections have not been called, (Section 84, Local Government Act 1972), and that two co-opted casual vacancies now exist.

15. Local Council Award Scheme – Foundation – It was RESOLVED, following the vote, that the Town Council publishes all necessary information online to meet the required criteria for the Foundation level and RESOLVED that the Clerk can now pursue the Foundation level Award application further. (**Copy in Minute Book**).

16. Publication Scheme – It was RESOLVED, following the vote, the updates to this document following the Information Commissioner Office (ICO) model template.

17. Millennium Jubilee Hall Bookings System – Councillors agreed a verbal update from the Clerk following the Meeting on the 23rd May 2018 with the KWMCC (Kesgrave War Memorial Community Centre) and noted that an interface system is currently being looked into by the KWMCC. Further updates will follow in due course.

18. Chairman/Clerk Other/Urgent Communications – There were no matters raised.

19. Newsletters & Circulars – the latest publications were received and noted.

20. Resolution to exclude the Public and the Press – The Public Bodies (Admission to Meetings) Act 1960 – The Council is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.

21. Confidential Meeting Minutes of the Finance and Governance Committee Meeting held on the 21st May 2018 – The Council is asked to receive, consider and agree these Minutes. (Minutes in Confidential Minute Book).

22. Youth Clubs – (Orwell – Thursday Evening & Town Council – Tuesday Evening)

– Thursday Evening – The Council is asked to receive, review and consider the next stages, including the SLA for Orwell which expires on the 29th June 2018.

This part of the Meeting closed, in order to facilitate the confidential business of the Meeting in closed session.

Date of the next Full Town Council Meeting – Monday, 16th July 2018 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.

Chairman **Date.....**