

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Meeting held on 25 April 2022

Councillors present:

A Athwall
N Beecroft-Smith (*Chairman of the Council*)
P Carr
A Comber
A Cook
R Gibson
G Lynch
J Ogden
G Ward

Officers present:

J Abbott – Town Clerk
A Dougall – Responsible Financial Officer (RFO)

1. Welcome and to Receive and Accept Apologies for Absence – The Chair, Cllr Beecroft-Smith welcomed all those present to the meeting. Apologies noted for Cllr Mead-personal, following the vote these were accepted. Apologies also noted from District and County Cllr Lawson.

2. Declaration of Interests – none.

3. Minutes of the last Town Council Meeting – held on 21 March 2022, following the vote these were agreed.

4. Chairman's Communication – Cllr Beecroft-Smith informed all those present that he has received and reluctantly accepted Cllr P Carr's formal resignation. He thanked Paul for his commitment and hard work as a Town Councillor and wished him well with his move. Cllr Beecroft-Smith again reminded everyone of the 6 Cllr seats we now have vacant and for the need for all to help promote these positions. Cllr Beecroft-Smith mentioned the recent Annual Town Meeting (ATM) which was held on 11 April and confirmed Council are coming to the end of another Council year, with elections taking place again in 2023. He wished to thank all staff and Cllrs for the work they do and named a few of the many projects being worked on this past year; Underpass Project, Upgrading Street Lighting, Solar panels on Council buildings, retaining ancient hedgerows, re wilding and the planting of 2 Jubilee Oak trees.

5. Clerks/Officer Report/Update – J Abbott confirmed the following;

- SALC Training – LGA Code of Conduct, reminded all Cllrs to book onto, if they haven't already, sessions, 26 April at 1.30pm or 20 June at 7pm.
- Email from SCC Highways regarding overnight works on Bell Lane, scheduled for 5-6 May 2022.
- Reiterated the number of vacant Cllr seats and confirmed the was discussed at the recent ATM, following this J Catling-Green has put together a banner to use at Council events to help promote the role of a Town Cllr. This was positively supported by all.
- Covid is still impacting staffing levels and the office being open. The Chair Cllr Beecroft-Smith is kept informed, and the website is updated accordingly.
- 2 items have been missed off this agenda, apologies. ASB Meeting and SALC Forum, Cllr Comber and Cllr Gibson will cover these under agenda item 15.

6. Members of the Public – none present.

7. County and District Councillor Reports – District Cllr Lynch provided the following update:

- He is in support of the upgrade to the telecommunications mast at Kesgrave Wood to support 5G Services.
- ESC Partnership meetings are returning to 'face to face'.
- ESC has a 'Safety Ambassador Event' at KWMCC, encouraged those that can, to attend. J Abbott confirmed J Catling-Green will be attending.
- ESC Green Committee working with' www.takethejump.org'
- ESC working on the transition for Norse to come under ESC in June 2023, new MD in position.

8. Partnership Funded PCSO – J Abbott confirmed she was pleased to report that following her correspondence with the South East Locality Inspector regarding the dissatisfaction of the service received and that the Service Level Agreement had not been upheld, she has now received an email confirmation that Council will be receiving a 5 month reimbursement of costs.

9. Finance & Governance –

- a. Schedule of Accounts –
 - List of Payments for the period 21/03/2022 to 31/03/2022 – all accepted and agreed following the vote.
 - List of Receipts for the period 21/03/2022 to 31/03/2022 – all accepted and agreed following the vote.
- b. Transfer from Savings Account and the KTC Card Payments Account – the transfers made during March 2022 - these were agreed following the vote.
- c. Final KTC Asset Register as at 31 March 2022 – A Dougall presented the revised Asset Register updated with the adjustments as listed on the report. The Council approved the amendments and agreed to accept the Asset Register following the vote.
- d. KTC Insurance Schedule for 2022/23 – A Dougall confirmed that BHIB had been contacted by email requesting a free quotation for revaluing KTC properties but has not received a response. The Insurance Schedule was presented to show the assets insured for information only.
- e. Subscriptions & Memberships paid in 2021/22 – A Dougall explained that KTC no longer subscribed to ICCM membership as the Lawn Cemetery is full. There was no payment made in 2021/22 for PRS/PPL (music rights) as the account has a credit balance of £302.69 due to the adjustment for decreased activity during 2020/21 (MJH closed due to Covid). All accepted and agreed following the vote.
- f. Reserves position as at 31 March 2022 – A Dougall presented the final reserve position as at 31 March 2022, showing the adjustments to the reserves. All approved and agreed following the vote, that the EOY journals can be actioned.

10. Planning & Development –

- a. Committee meeting minutes; 21 March 2022 and 4 April 2022, these were noted (copies attached).

11. Community & Recreation –

- a. Kesgrave/Martlesham Underpass Project – The Clerk confirmed all underpasses except the Main Road, High School are now complete. There was a full-page article in the Ipswich Star on 24 March, along with our own social media coverage. Unfortunately, there has been some vandalism, this was dealt with quickly and effectively, along with the group putting together a new article for social media, which was again very well received by the community. We hope to complete the High School underpass in the summer holidays.
- b. Emergency Lighting repairs at the MJH – The Clerk confirmed following a routine inspection and some light fittings being repaired at the hall that it was highlighted some emergency lighting needed updating, fixing and replacing. A quote was obtained for these

works of £575 which was just above the Clerks £500 authorisation. Due to the nature of the works and the increase in materials and parts the Clerk spoke to the Chairman for confirmation for these works to go ahead, which he agreed.

12. Solar Panels for Town Council office and additional panels at MJH – The Clerk discussed the quotes received, following a discussion it was proposed by Cllr Lynch and seconded by Cllr Gibson to proceed with the quotes for both premises. The local company were chosen following their contract with Suffolk County Council for the Greener Homes initiative, which many residents have taken advantage of. Following the vote, the proposal was agreed unanimously. (Papers attached to these minutes).

13. Kesgrave Climate Emergency and Conservation – The Clerk and Cllr Comber met with the local resident to discuss her proposed plan for enhancing conservation for our community to enjoy and benefit from at Cedarwood Walk. The Plan was well thought out and included tree planting, wild flowering, bulb planting and additional seating. J Abbott and Cllr Comber will now be reviewing the costs and how long term the improvements could be managed.

14. Kesgrave Town Council owned Street Lighting upgrade to LED – The Clerk advised she has been provided with an estimated start date for the upgrade of July 2022. J Abbott confirmed she would therefore look to submit an article for the July In Touch edition and the Town Council website, informing residents of the works and why these are being undertaken.

15. Other /Urgent Communications – Cllr Gibson confirmed he attended the SALC Joint North/South East Suffolk Forum via Zoom on 19 April, only 11 attendees, the SALC CEO provided an update on the Climate project, discussed items to include in the next forum and was advised that West Suffolk have agreed to do the process mapping task the planning sub-group wanted, with other LPAs showing an interest. Cllr Comber attended the ASB Meeting on 21 April, where there were discussions on working with local schools and sharing Community Speedwatch data.

16. Date of Next Meeting – Monday 23 May 2022 at 7.15pm, Annual Town Council Meeting – Town Council office.

17. Agenda Items for Next Meeting – None

18. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 – no residents present.

Agenda items 19a and 20a were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.25pm

Chairman **Date.....**