

# **KESGRAVE TOWN COUNCIL**

## **Minutes of the Annual Town Council Meeting held on 23 May 2022**

### **Councillors present:**

N Beecroft-Smith  
A Cook  
G Lynch  
J Ogden  
G Ward

County & District Cllr S Lawson (*arrived at 7.24pm*)

### **Officers present:**

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

**1. Election of Chairman and Declaration of Acceptance of Office** – Cllr N Beecroft-Smith (Chairman for 2021/22) asked if any members wished to put themselves forward for Chairman of the Town Council for 2022/23. Cllr Ward proposed Cllr N Beecroft-Smith (Cllrs Gibson and Comber had also provided their nominations Cllr N Beecroft-Smith ahead of the meeting), Cllr Beecroft-Smith accepted the nomination and following the vote this was agreed, he read and signed his declaration of Office which was countersigned by the Clerk.

**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 2022/23. Cllrs Ward and Beecroft-Smith proposed Cllr R Gibson (Cllr Comber had also nominated Cllr Gibson ahead of the meeting, along with Cllr Gibson's own nomination), following the vote this was agreed. The Clerk will arrange for Cllr Gibson to visit the office to sign his declaration next week).

**3. Welcome and Apologies for Absence – welcome and to receive and accept any apologies for absence** – Cllr N Beecroft-Smith welcomed those present and thanked everyone for his re appointment as Chairman. Apologies were received from Cllrs Athwall, Comber and Gibson - reason personal, following the vote these were accepted. Due to personal circumstances Cllr D Mears requested an extension of leave, this was proposed by Cllr Lynch and seconded by Cllr Cook, following the vote a further 6 months was agreed.

### **4. Declarations of Interest –**

- a. To receive, any interests – none.
- b. The Chairman reminder all Councillors to check and update 'Register of Interest' via the ESC website. Cllr Ogden requested his login details, the Clerk confirmed she will request this from ESC and advise.

### **5. Appointment of Committee Members –**

- a. Finance & Governance – the following members were agreed, Cllr A Athwall, Cllr Beecroft-Smith, Cllr A Comber, Cllr R Gibson, Cllr G Lynch and Cllr J Ogden.
- b. Planning & Development – the following members were agreed, Cllr Beecroft-Smith, Cllr A Cook, Cllr R Gibson and Cllr G Ward.

- c. Community & Recreation – the following members were agreed, Cllr A Athwall, Cllr A Comber, Cllr G Lynch and Cllr Ogden.

*(Cllr S Lawson arrived at the meeting – 7.24pm)*

**6. Appointment of Council Representatives** – J Abbott confirmed the draft list for 2022/23 had been circulated with some amendments. Two ‘vacant’ positions – SPARK Rep and Youth Club Rep will be temporarily covered by the Events & Estate Manager, J Catling-Green. Following the vote this was agreed. (Copy attached to these minutes).

**7. Minutes of the last Town Council meeting** – held on the 25 April 2022, following the vote these were agreed.

**8. Chairman’s Communication** – Cllr Beecroft-Smith confirmed in celebration of the Queens Platinum Jubilee, there will be the ‘lighting of the Beacon’ at 6pm with a small ceremony on Thursday 2 June, and a Jubilee themed tea party on the afternoon of Wednesday 8 June at 2pm at the MJH. As Chairman of the Council there are two events he will be attending; a service at Bury St Edmunds Cathedral for the Jubilee on 12 June and Framlingham Castle for Suffolk Day on 21 June. Cllr Beecroft-Smith thanked all Councillors and Officers for their commitment and support.

**9. Clerks/Officer Report/Update –**

J Abbott confirmed the following;

- Reiterated the SALC Training – LGA Code of Conduct, for all Cllrs to book onto, if they haven’t already, to the remaining session on 20 June at 7pm.
- ESC Community Governance Review, a second stage consultation coming soon.

A Dougall confirmed the Internal Audit report has been received following the internal audit on 18 May, no issues raised (copy of report attached to these minutes).

J Abbott confirmed the RFO had done an excellent job, and this was very much reflected and acknowledged in the report, both the Clerk and the Chairman thanked Angela for all her hard work and dedication.

**10. Members of the Public** – none present.

**11. County and District Councillor Reports** – County and District Cllr S Lawson provided the following update:

- He congratulated Cllr Beecroft-Smith for another year in service as Chairman to the Town Council.
- He congratulated the RFO on the audit report.
- Reflecting on the 2021/22 year with all that has been accomplished with Partnership working between Cllrs, SCC, ESC, local Police and the Town Council.
- Confirmed Cllr McCallum arranged a meeting with SCC Cabinet Member for Highways, Paul West on Friday for 2 hours to discuss all Highways issues in Kesgrave.

Cllr Beecroft-Smith thanked Cllr Lawson for his quick response to a resident complaint via KTC social media to the overgrown verges on the Bell Lane / Foxhall Road junction.

District Cllr G Lynch provided the following update:

- Some changes to rules in meetings, how motions and petitions are made, part of governance review.
- East Suffolk are trialling for 2022/23 three Chairs, Chairman, Vice Chairman and Past Chairman due to size and workload of the Council, working smarter.
- Highlighted his and the other two District Cllrs ECB Budgets for 2022/23.

- ESC will continue to operate a 'hybrid' approach to working – office based and home working, this will be re assessed in 18months.
- He has been supporting some resident's who are apposed to a planning application in The Backs, Cambridge Road.

**12. Partnership Funded PCSO** – J Abbott was pleased to confirm that a refund of £7,641.67 for services not received had now been received. The new PCSO is due to start training at the end of this month, however the Council will not be invoiced until the PCSO is fully in post, we will continue to receive support from PCSO's G Read and H Canning.

**13. Co-Option of Town Councillor** – J Abbott referred to the CV, which had been received from Miss T Hook a local resident and that she had meet with Miss Hook. Following a discussion, it was proposed by Cllr Lynch and seconded by Cllr Cook to co opt Miss Hook as a Town Cllr for 2022/23, following the vote this was unanimously agreed. J Abbott will contact Miss Hook and proceed to notify ESC and for paperwork to be completed and signed etc.

#### **14. Finance & Governance –**

- Transfer from Savings Account and the KTC Card Payments Account - the transfers made during April 2022 were agreed following the vote.
- Action Plan for the Internal Auditor Report for year ended 31 March 2021 – A Dougall presented the report explaining the two comments made by the Auditor. Item 1 – to note only, item 2 – further fall in interest rates following lockdowns, alternative accounts to be sought once rates increase. It was agreed following the vote to accept the Plan.
- Detailed Income & Expenditure Report for the year ended 31 March 2022 – A Dougall explained that this report reflected the year end position and these figures have been included in the accounts. All agreed and approved following the vote.
- Budget Variance Report for the year ended 31 March 2022 – this report summarises the year-end actuals against budget for 2021-22. All approved following the vote.
- Trial Balance for March 2022 – All approved following the vote.
- CIL Annual Report for 2021/22 – The completed report for 2021-22 shows £31,809.43 has been retained at the year end after deducting £5,765 to fund CCTV at CWG. This report is to be added to the KTC website. It was noted that all CIL receipts must be spent within 5 years of the date of receipt. A Dougall has maintained a monitoring spreadsheet of all CIL receipts and it was agreed that a copy would be shared to all Councillors at the next meeting. All agreed and approved following the vote.
- Earmarked Reserves as at 31 March 2022 – A Dougall presented both summary and detailed reports as at 31 March 2022 updated with all year-end adjustments. All agreed and approved following the vote.
- Town & Parish Council Budget Information for 2022/23 – included for information only.
- Town Council Band D Parish Precept Comparison for 2022/23 – included for information only.
- Local Council Powers & Duties – included for information only.
- KTC Policies –
  - KTC Code of Conduct (2022 updated) - All agreed in favour following the vote.
  - KTC Standing Orders 2022/23 (amended May 2022) – Section 18 amended with the recent update LTN 87 Procurement - All agreed in favour following the vote.

#### **15. Planning & Development –**

- Committee meeting minutes; 25 April 2022 and 9 May 2022, these were noted (copies attached).

## **16. Community & Recreation –**

- a. Committee meeting minutes; 9 May 2022, these were received (copy attached).
- Item 7 e. Rupert Fison Square-block paving – J Abbott confirmed one quote had been received for these works (£1,000), a second quote had been requested from another local paviour, however they were unable to carry out any works until December at the earliest and the works required are due to health and safety issues. Following a discussion, it was proposed by Cllr Ogden and seconded by Cllr Cook to go ahead with the quote received, following the vote this was unanimously agreed.
- b. Kesgrave/Martlesham Underpass Project – J Abbott confirmed the working group have had their final meeting, with all underpasses now complete, except the High School, which is likely to go ahead in the summer holidays.
- c. ESC Community Partnership Road Safety Forum meeting 9 May 2022 – J Abbott confirmed she attended this meeting, which was very productive in discussing all road safety issues and possible solutions. J Abbott met with a member of the forum, Cllr J Wright for Rushmere St Andrew (RSA) PC who is also the coordinator for RSA Community Speedwatch Group. He has assisted in identifying south and north bound locations on Bell Lane nr to Heath Primary, which could be used as speedwatch locations. Cllr Wright has also offered for Kesgrave to join with RSA Community Speedwatch to get started while the Town tries to recruit its own members. This was discussed and following a proposal by Cllr Ogden and seconded by Cllr Lynch for Kesgrave to join RSA Speedwatch, the vote was unanimous. Cllrs Cook and Ward are both interested in supporting the Speedwatch and have agreed to attend the first session with Cllr Wright next month.

**17. Solar Panels for Town Council office and additional panels at MJH** – J Abbott confirmed following the last meeting, she has agreed a 5% discount for the two installs (MJH and KTC Office). The initial 20% deposit has been paid for both sites and are looking for KTC to be done in July and MJH in August.

**18. Other/Urgent Communications** – none.

**19. Date of Next Meeting** – Monday 20 June 2022 at 7.15pm, Town Council office.

**20. Agenda Items for Next Meeting** – none.

**21. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – Cllr S Lawson left the meeting at 8.33pm.

*Agenda items 22a and 23a were then discussed in the CONFIDENTIAL part of this meeting.*

*this part of the meeting finished at 8.34pm*

**Chairman** ..... **Date**.....