

KESGRAVE TOWN COUNCIL

Minutes of the Full Town Council Virtual Teams Meeting held on 20 July 2020

Councillors present:

K Archer
A Athwall
N Beecroft-Smith (*Chairman of the Town Council*)
A Comber
R Gibson
G Lynch
J Ogden (*Vice-Chairman of the Town Council*)
D Shaw (*at 8pm*)
G Ward (*at 7.30pm*)

Officers present:

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

In attendance: Suffolk County and East Suffolk Cllr S Lawson

1. Welcome and to Receive and Accept Apologies for Absence – Cllr Beecroft-Smith welcomed those present and went through meeting etiquette. Apologies were received from Cllr Patten – reason work, following the vote this was accepted. Cllr Beecroft-Smith confirmed to those present that one of the Town Council's Estate Operative's, Chris Abbott passed away on 8 July. On behalf of the Council Cllr Beecroft-Smith gave his condolences to Chris's family and asked for a minute's silence to be held.

2. Declaration of Interests – Cllr A Comber, Non-Pecuniary interest for item 9b - Scout Leader, Director of RFC Ltd and IT support and Non-Pecuniary interest for items 13a&c - Scout Leader, Director of RFC Ltd. Cllr J Ogden, Non-Pecuniary interest for item 9b – Scout Leader and Non-Pecuniary interest for items 13a&c - Scout Leader. Cllr Archer advised he is now a member of the Labour Party, he has tried to update his register of interests but there is currently an issue, which he has informed ESC of.

3. Minutes of the last Meeting – held on 22 June 2020, following the vote these were agreed.

4. Chairman's Communication – Cllr Beecroft-Smith confirmed his Cllr email account had been sending / receiving some strange emails, which some Cllrs may have received, he apologised for any confusion and this appears to now be resolved but for all Cllrs to be aware. He advised of Suffolk Covid19 awards, which he would like to suggest nominations for the award on behalf of the Council, this was discussed, and all agreed following the vote for Cllr Beecroft-Smith to nominate as Chairman. Cllr Beecroft-Smith suggested for a donation to be made in memory of C Abbott, this was discussed and Cllr Gibson proposed £50 to the St Elizabeth Hospice in memory of C Abbott, as a serving employee, seconded by Cllr Athwall, following the vote this was all agreed.

5. Clerks/Officer Report/Update – J Abbott thanked Cllr Beecroft-Smith for kind words re C Abbott. Fireworks Night is still due to go ahead following information on outside events. Age UK Suffolk has closed this will have a big impact on Kesgrave resident's, J Abbott will be working with our partners to continue to provide support / care for our elderly. There is now another Kesgrave Town Councillor vacancy, S Ventriglia position was not contested. J Abbott will look into promoting vacancies in the summer.

A Dougall provided an update on the progress of the National Joint Council for Local Government Services (NJC) negotiations for the 2020/21 salary awards. The pay scales (as per SALC/NALC update) are yet to be finalised. It should be noted that all KTC employees will continue to be paid at the 19/20 rates, until a final decision is reached. Any arrears due can then be backdated to 1 April 2020 (subject to Council approval).

6. Members of the Public – none present.

7. County and District Councillor Reports – Suffolk County and East Suffolk Cllr S Lawson spoke about the closure of Suffolk Age UK and the huge impact this will have on Kesgrave residents. S Lawson is now Manager of KWMCC so will be looking how they and other partners can continue the Age UK Chinwag, which was being held monthly at KWMCC by Age UK. Cllr Lawson requested for the hedges to be cut back at the Bell Lane/Foxhall Road junction, he is also in continued talks with SCC re the improvements of this junction and is requesting the road line markings in Bell Lane are re done. Cllr Lawson was happy with the re-opening of the recycle centre on Foxhall Road and believes the booking system has worked well. East Suffolk Cllr Lynch advised of the many virtual meetings he has been continuing to have, one matter being discussed is the new National Code of Conduct for all Cllrs and staff, this is called the 'Model Code'. Cllr Lynch also advised of the work being done by ESC on fraud prevention.

(Cllr Lawson left the meeting at 7.48pm)

8. Partnership Funded PCSO – No report received, PCSO Ellie Miles on annual leave, however issues will be covered under agenda item 13f.

9. Finance & Governance –

- a. Committee meeting minutes: 6 July 2020 – these were noted.
- b. Schedule of Accounts –
 - List of payments – payments for the period 11.06.2020 to 19.07.2020, and additional payments, not included on the previous schedule, for the period 01.04.2020 to 10.06.2020 were discussed. Three queries were raised:- 1) Replace failed fire exit bar £838.80 (net £699.00). This was an emergency repair to the jammed fire exit bar, and, as a Health & Safety issue, it was not possible to obtain prior committee approval (an email was circulated to Cllr Beecroft-Smith, J Abbott and A Dougall). The parts had to be sourced from Sweden as the doors originated from here, resulting in a higher cost. It should be noted that the VAT can be reclaimed. 2) Replace faulty smoke alarm at the MJH £452.80 (net £377.33) – This repair stems from a problem with the smoke alarm setting off repeatedly, resulting in the replacement of the whole unit. The cost reflects the use of industrial heat and smoke detectors and also includes £80 for emergency lighting checks. Work was carried out by an approved contractor. VAT is recoverable. 3) Childrens' Virtual Quiz £1000 – It should be noted that the Council received a £1000 grant to run this event during June 2020 (lockdown). Following the vote the payments were agreed by Council.
 - List of receipts – receipts for the period 11.06.2020 to 19.07.2020 were agreed following the vote.
- c. Transfer from Savings Account – the transfer made on 14 July 2020 was agreed following the vote.

10. Planning & Development –

- a. Committee meeting minutes; 22 June and 7 July 2020 – these were noted.
- b. Planning & Development Committee members and frequency of meetings – J Abbott advised more P&D members needed even if only attend once a month. Cllr Gibson

confirmed he will take the permanent position of Chair, Cllr Archer confirmed he has resigned as Chair due to health conditions, however he would remain a member to cover holiday etc. Cllr Shaw said he would join but requested some guidance.

11. Neighbourhood Plan (NP) – Cllr R Gibson provided a full and detailed report. The Kesgrave Neighbourhood Plan would now be able to be referred to on all Kesgrave planning applications and Officers would need to consider this when making decisions. This is since the Plan should now be going to Referendum but due to Covid19 this can not happen until at least May 2021.

12. Fenton's Wood – Cllr R Gibson advised SCC Legal have now been instructed and the landowners have been notified.

13. Community & Recreation –

- a. Rupert Fison Square – Cllr Comber confirmed all brickworks have now been reinstated to a satisfactory level. J Abbott confirmed this matter is now closed.
- b. Foxhall Road / Bell Lane – Cllr Comber confirmed the foliage has now been cut back at the junction but no further developments.
- c. Kesgrave Market – Cllr Comber confirmed this month's Market went ahead with the three main food stall holders selling produce and still providing a 'click & collect' service. This was all done under covid19 risk assessment / guidance. The Market also now has its own Sumup machine to process its own card payments. Next Months market may consider refreshments as this is being asked for by resident's, however this will depend on government guidance.
- d. KTC Play Areas – J Abbott advised all re opened on 4 July following a change of government guidance. J Abbott confirmed this was all down to the hard work of J Catling-Green, L Denny and the Estate Operatives, who arranged and carried out deep cleans, signage, notices, grass cutting and full risk assessments.
- e. Millennium Jubilee Hall (MJH) – J Abbott confirmed as Gyms are re-opening from 25 July some regular hirers, such as Pilate groups have asked about the hall opening. Following a discussion, it was agreed following the vote to look to re-open the hall at the beginning of September, with all Risk Assessments, deep cleans and guidance being followed and complete.
- f. Woodbridge & District ASB Meeting July 2020 – Cllr A Comber advised ASB at Oak Meadow was discussed, the mopeds that are causing the ASB are thought by Police to be the same travelling around neighbouring Parishes, this is being reviewed. Issues with the '101' line not being answered and being told to report online but needing guidance as the online reporting tools are not clear. Litter issues, not being fully covered by Norse, our Estate Operatives have done extra work to clear litter. J Catling-Green looking to promote in In-Touch families litter picking while on daily walks etc. Dog thefts on social media have been taken out of context, however any suspicious activity should be reported to the Police.

14. Report from Clerk and Press Officer – none.

15. Other /Urgent Communications – Cllr Beecroft-Smith said he had been contacted by Radio Suffolk on their re launch of the 'Don't be a Tosser' litter campaign, following a vote it was agreed for a poster/banner to be displayed in the Town, Cllr Lynch abstained.

16. Date of Next Meeting - Monday 21 September 2020 at 7.15pm, location TBC. – Cllr Lynch gave his apologies; he will be attending an ESC Meeting. Cllr Beecroft-Smith wished everyone a good summer.

17. Agenda Items for Next Meeting – None.

18. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 – Full Council considered and agreed following the vote.

Agenda items 19a&b, 20a,b&c and 21 a&b were then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 8.55pm

Chairman**Date.....**