

# **KESGRAVE TOWN COUNCIL**

## **Minutes of the Annual Town Council Meeting held on 12 May 2025**

### **Councillors present:**

N Beecroft-Smith (Chair)  
A Comber  
A Cook  
R Gibson  
G Lynch  
J Ogden

### **Officers present:**

J Abbott – Town Clerk  
A Dougall – RFO

1. **Election of Chair and Declaration of Acceptance of Office** – Cllr N Beecroft-Smith (Chair for 2024/25) made all those present aware of the evacuation procedure and asked if any members wished to put themselves forward for Chair of the Town Council for 2025/26. Cllr Gibson proposed Cllr N Beecroft-Smith, and this was seconded by Cllr Lynch, Cllr Beecroft-Smith accepted the nomination and following the vote this was unanimously agreed.
2. **Election of Vice Chair and Declaration of Acceptance of Office** – The Chair, Cllr Beecroft-Smith asked if any members wished to put themselves forward for Vice-Chair of the Town Council for 2025/26, Cllr Beecroft-Smith nominated Cllr Gibson, and this was seconded by Cllr Ogden, Cllr Gibson accepted the nomination and following the vote this was unanimously agreed.
3. **Welcome and Apologies for Absence** – Cllr Beecroft-Smith, welcomed all those present. Apologies received from Cllrs Ward and Athwall, reason – personal following the vote these were accepted. Apologies also noted from District & County Cllr D McCallum.
4. **Declarations of Interest** –
  - a. To receive any interests - Cllr Comber item 12. – Scout Leader and RFC Director, non-pecuniary. Cllr Ogden item 12. – Scout Leader, non-pecuniary.
  - b. Reminder to all Councillors to check and update 'register of interest' via ESC website – The Chair reminder all those present. District and Town Cllr Lynch advised at a recent ESC meeting some questions were raised about Cllrs disclosing home addresses and this has been raised with the Monitoring Officer to clarify. The Clerk will also contact the Monitoring Officer for clarification of what is required for town/parish Cllrs.
5. **Appointment of Committee Members** –
  - a. Planning and Development
  - b. Community and Recreation

c. Finance & Governance

The Chair asked all Cllrs present if they will be a member of all three committees due to the current low number of Town Cllrs. This is to ensure that even with Cllr absence all meetings should be quorate to ensure the meeting can be held. All Cllrs confirmed agreement with the exception of Cllr Lynch on P&D due to being a District Cllr.

6. Appointment of Council Representatives – The Clerk advised the Footpath Warden/Rep, Mr P Elmer has confirmed he will continue to be the rep for 2025/26. All other positions remain the same and agreed by the relevant Cllrs/Officers. Cllr Gibson to also be named as the SPARK representative and the Clerk will confirm with Cllr Athwall that she is in agreement to continue to be the Kesgrave Library rep.
7. **Minutes of the Town Council meeting** held on 31 March 2025, following the vote these were agreed and signed by the Chair.
8. **Chair's Communication** – The Chair provided the following update:
  - Again, highlighted the need for persons to volunteer as Town Cllrs, due to the current vacant five Cllr seats.
  - He attended the recent VE Day commemorations at Bury St Edmunds and Woodbridge.
  - The low attendance of residents at the recent Annual Town Meeting, held at the MJH. Cllr Gibson suggested we incorporate the ATM with a 'local award/recognition scheme', which is mentioned in the new proposed business plan. The Chair asked for this to be an agenda item at the next FC meeting.
  - The annual Fun Day is on 21 June, asked for Cllrs to volunteer at the event if they haven't already done so and gave thanks to all staff involved for all the work in putting together this great event for Kesgrave.
9. **Clerks/Officer Report/Update** – J Abbott provided the following report.
  - The ESC Road Show will be in Kesgrave on 25 June 10am-1pm outside Tesco / Scout Hall.
  - Had an initial meeting on 30 April about the website review, which was attended by the selected Cllrs and officers. Initial proposals / actions will be proposed at the F&G meeting in June.
  - The draft 2025-28 Business Plan is out for consultation and is on the KTC website.
  - Attended SCC Highways forum held by SALC in April on grass / hedge cutting. Will be attending another tomorrow on roadworks, useful and informative when receiving resident queries into the office.
  - Working with Inspire and KHS 6th form students on redecorating entrance/exit to KHS Main Road underpass.
  - RFO advised the importance of Cllrs attending the FC Meeting on 30 June as this is the meeting the AGAR for year ending 31 March 2025 will be signed off ready to be submitted to the external auditors PKF Littlejohn LLP no later than 1 July 2025.
10. **Members of the Public** – One member of the public present, possible interest in becoming a Town Cllr.

**11. County and District Councillor Reports** – District Cllr G Lynch provided the following verbal report following his attendance at various ESC meetings in April/May.

- Discussion on Devolution / LGR.
- Seeking clarification from the ESC Monitoring Officer re District Cllrs personal details/information on the register of interest.
- Issues surrounding the increase in parking charges at ESC Car Parks; different fees depending on time of year and location, cashless sites all impacting residents not just tourists. Also concern from local businesses losing trade due to changes.
- Supportive of ESC Partnerships, recommending funding for the next 4/5 years to ensure they continue after the implantation of the new unitary council(s), LGR.

**12. Finance & Governance –**

- a. Schedule of Accounts
  - List of Payments for the period 01/03/2025 to 31/03/2025 – all accepted and agreed following the vote.
  - List of Receipts for the period 01/03/2025 to 31/03/2025 – all accepted and agreed following the vote.
- b. Detailed Income and Expenditure to 31 March 2025 – the report was received and reviewed.
- c. Draft KTC Asset Register and Inventory List for the year ending 31 March 2025 – A Dougall presented the updated reports for consideration. All agreed, following the vote, to accept both reports and to include the total asset value in the 2024/25 accounts.
- d. Draft Earmarked Reserves as at 31 March 2025 – The updated report shows the movement of funds from the General Reserve to EMR and the year-end adjustments. All agreed, following the vote, to accept the updates.
- e. GDPR Data Protection Privacy Impact Assessment for CCTV at KTC Offices – Cllr Gibson proposed that the draft should include a reference to the policies already in place to protect data, including KTC Data Protection (General) and KTC Data Protection (use of CCTV). All agreed, following the vote, to accept the DPIA with this inclusion.
- f. NALC Civility and Respect Pledge – Cllr Gibsons paper was considered and proposed by Cllr Gibson for Kesgrave Town Council to agree to register for the Civility and Respect Pledge noting that;
  - we do appear to meet with all of the required criteria;
  - signing up is a requirement for the Bronze level of the Local Council Award Scheme; and
  - our signing up to this seems somewhat overdueFollowing the vote this was agreed.
- g. Kesgrave Library 2024/25 funding; quarters 3 and 4 – J Abbott discussed the letter received from Daniel Harvey, Suffolk Libraries Ltd, explaining that the contract to run the library service ends 31 May 2025 with management passing to Suffolk County Council. Daniel confirmed that the funding for 2024/25 is payment in arrears for services already provided by the Kesgrave Library. Future discussions for 2025/26 will be arranged to agree on KTC support for the library. Cllr Gibson proposed, seconded by Cllr Ogden, to pay the outstanding grant for Qrt 3 and 4 (2024/25). All agreed, following the vote (Cllr Lynch – against).

**13. Planning & Development –**

- a. Committee meeting minutes: 31 March 2025, 14 and 28 April 2025 – these were noted. (copies of minutes attached).

**14. Community & Recreation –**

- a. Pump Track Project – The Clerk advised discussions on going with the contractors, architect and benefactor with regards to the possible re design.
- b. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley ESC Community Partnership meeting 29 April 2025 – The Clerk and Cllr Comber confirmed this year's priorities are:
- Reducing social isolation and loneliness, particularly in rural areas.
  - Enhancing existing community assets and strengthening local partnerships, with a focus on improving health and wellbeing for all ages.
  - Supporting water quality initiatives through testing, analysis, and public education.

District Cllr Lynch asked about reporting on last year's funding spend, advised this would need to come from the Community Officer or Chair of the partnership.

**15. Devolution / Local Government Reorganisation (LGR)** – The Clerk confirmed as discussed and agreed at the last meeting she circulated the proposed response from the town council to the devolution consultation, which was supported and subsequently submitted, confirmation of completion has been received. The Clerk will continue to attend forums, seminars supported and provided by SALC to ensure continued engagement from a town council level.

**16. Other/Urgent Communications** – None.

**17. Date of Next Meeting** – Monday 30 June 2025, Town Council Office.

**18. Agenda Items for Next Meeting** – None.

**19. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – unanimously agreed.

*(the one member of the public left at this point)*

Agenda items 20a, 21a&b and 22a were then discussed in the CONFIDENTIAL part of this meeting.

*this part of the meeting finished at 8.09pm.*

**Chair .....****Date.....**