

# **KESGRAVE TOWN COUNCIL**

## **Minutes of the Town Council Meeting held on 19 January 2026**

### **Councillors present:**

N Beecroft-Smith (*Chair*)  
A Comber  
R Gibson  
G Lynch

### **Officers present:**

J Abbott – Clerk  
A Dougall – RFO

- 1. Welcome and Apologies for Absence** – The Chair welcomed all those present, apologies received from Cllr Cook reason – personal, Cllr Athwall reason – personal, Cllr Ward reason – personal and Cllr Ogden reason – personal, following the vote these were accepted.
- 2. Declarations of Interest** – Cllr Comber, item 8 – Scout Leader and RFC Director, non-pecuniary.
- 3. Minutes of the Town Council meetings**
  - Full Town Council held 24 November 2025 – Following the vote these were agreed and signed by the Chair.
  - Extraordinary Town Council held 5 January 2026 – Following the vote these were agreed and signed by the Chair.
- 4. Chairman’s Communication** – Cllr Beecroft-Smith provided the following update:
  - Wished all those in attendance a happy new year.
  - Gave thanks to all staff and Cllrs who were involved in all the Christmas events at the end of last year.
  - Priorities for council this coming calendar year are to continue to improve engagement and communication with the community and Devolution/LGR.
  - Will be attending the ESC Planning Forum on 2 February and the ESC Town Council conference along with Cllr Ogden and the Clerk on 26 February.
- 5. Clerks/Officer Report/Update** – J Abbott provided the following report:
  - MP Patrick Spencer held a meeting for residents here at the town council office on 9 December. Small attendance, however many subjects discussed and questions asked by those in attendance.
  - Attended the Teams quarterly ESC Chief Ex meeting on 11 December.
  - The new position of Estate Operative Co Ordinator has been filled. Job advertised before Christmas, three applicants were invited for interview, which took place on 9 January, position was offered and accepted by Rob Wilson who will be starting on Mon 26 January.

- The Town Awards have been promoted via social media, website, posters and email. Already received two completed applications. KWMCC offered the use of Ropes Hall FOC for the event, which has been accepted (the ATM will also be held at KWMCC – meeting calendar & website to be updated according).
- E&E Manager is arranging, with support of our Womble a community litter pick on Saturday 11 April, more details to follow at the next C&R meeting.
- Meet with the new 4YP Youth Leader Oli for Kesgrave Hang Out and Detached Work, on Thursday 15 January. He has had a clear and detailed hand over from the previous Youth Leader Sian, so 'business as usual'.

The RFO also confirmed the BT contract has been renewed for a period of 2years.

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

**7. County and District Councillor Reports** – District Cllr Lynch advised the following:

- Has dealt with many resident complaints regarding potholes in the Town, all reported to SCC Highways.
- Been in communication with a couple of residents regarding a neighbouring parking dispute.
- Attended two Audit meetings.
- Attended three Scrutiny meetings – ESSL; reviewed plans for 'better recycling' including staffing, new bin delivery, purchasing refuse trucks and funding. Reviewed Council housing spends. Considered 26/27 budget; precept and savings/shortfalls.

**8. Finance & Governance** –

- a. Finance & Governance committee meeting minutes 12 January 2026 – these were received and noted.
- b. Schedule of Accounts –
  - List of Payments for the period 01/10/2025 to 30/11/2025 – all accepted and agreed following the vote.
  - List of Receipts for the period 01/10/2025 to 30/11/2025 – all accepted and agreed following the vote.
- c. Transfer from Savings Account and the KTC Card Payments Account – the transfers for October 2025 and November 2025 were agreed following the vote.
- d. Detailed Income and Expenditure to 30 November 2025 – the report was received and reviewed.
- e. Trial Balance for November 2025 – the report was noted.
- f. Version 4 Draft Budget for 2026/27 – Cllr Gibson, seconded by Cllr Lynch, proposed to accept the budget as the final approved budget. All agreed, following the vote, to approve the budget for 2026/27 (Version 4).
- g. Precept requirement for 2026/27 – rounding the precept requirement to the nearest £100, resulted in a percentage increase of 4.79% from 2025/26. All agreed, following the vote, to set the precept requirement at £470,100 (rounded from £470,032), resulting in the charge of £96.66 pa per Band D property, £4.42 pa increase from 2025/26. A Dougall to submit the completed form and accompanying budget information report to East Suffolk Council on 21 January 2026.
- h. Internal Auditor for the Year End Accounts 31 March 2026 – Cllr Lynch proposed, seconded by Cllr Comber, to contact Mr David Hunt to conduct the year-end Internal Audit. If unavailable, then SALC will be contacted. All agreed in favour, following the vote.

## **9. Planning & Development –**

- a. Committee meeting minutes 24 November 2025 and 8 December 2025 – noted, no questions raised.  
Committee meeting minutes 5 January 2025
  - Item 10. KNP Review/Community Survey – following a discussion it was agreed with the recommendation and to provide a copy of Cllr Gibson's report in our response to the residents who provided feedback to the survey. The Clerk will respond accordingly by the end of the week.

## **10. Community & Recreation –**

- a. Committee meeting minutes; 1 December 2025 – noted, no questions raised.
- b. Pump Track Project – The Clerk confirmed Installation of the pump track is looking to be around the end of February/March 2026, weather permitting. The Clerk, EE Manager and Patrick Allen are due to have a meeting to confirm details with the benefactor in the coming weeks and the users of the Millennium Sports Ground will be updated accordingly.
- c. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Meeting Wednesday 3 December 2025 – The Clerk advised most of the budget funding now spent. Support given to Project 21, café 21 Young Hearts and village transport to enable access to a new community event held in Charsfield, which will provide support to those who are isolated, lonely and to receive NHS checks/support and a light lunch.
- d. MJH; Additional Car Parking Spaces – The Clerk provided a copy of the quote and plan, confirming CIL funds will be used. Following a discussion, it was proposed by Cllr Lynch and seconded by Cllr Comber to proceed, voting was unanimous.

**11. Website review /upgrade, incorporating review of IT Support contract –** Cllr Beecroft-Smith confirmed phase one had been completed and a 'soft launch' of the new website went live on Wednesday 14 January, which includes a dedicated server. Thanks were given to office staff and Cllrs Comber, Ogden and Gibson for reviewing and providing feedback. Cllr Beecroft-Smith will continue to work with the website designer and host along with the Clerk on phase two. The Clerk also advised she is having some discussion with the website designer on possible support with community engagement via our website and social media platforms. Cllr Comber gave his thanks to Cllr Beecroft-Smith.

**12. Devolution/Local Government Reorganisation (LGR) –** The Clerk confirmed we now await governments decision on which option for Suffolk; 1 or 3 unitary Council(s), this should be by the end of February early March. We also await governments decision on whether SCC elections, due May 2026 will be postponed. The Clerk also advised the Mayoral elections for Suffolk/Norfolk have been delayed from 2026 to coincide with the new unitary council(s) in 2028.

**13. Other/Urgent Communications –**Cllr Gibson raised the following;

- Local Council Award Scheme – he asked for this to remain as an agenda item and proposed to delay for a further three months and in the interim to work on the training logs for both Cllrs and Staff which should now run from April 2025 to March 2026 (financial year). Following the vote this was unanimously agreed.
- Town Award / Recognition Scheme – he requested for this to remain as an agenda item and confirmed the judging panel had been selected and agreed. The panel will look to meet at the beginning of March depending on the number of nominations received.

**14. Date of Next Meeting** – Monday 16 February 2026, 7.15pm, at the Town Council office – noted.

**15. Agenda Items for Next Meeting** – to review deposit accounts.

**16. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – All in favour, resolution passed.

*Agenda items 17a and 18a were then discussed in the CONFIDENTIAL part of this meeting.*

*this part of the meeting finished at 8.22pm.*

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