

SUMMONS

Notice is hereby given that a meeting of the Kelsale cum Carlton Parish Council will be held on Wednesday 11th December 2019 at 7.00pm in the Committee Room at Kelsale Village Hall

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Welcome to Members of the Public: -

Democratic Quarter-Hour/Public Question Time - Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.

Reports from Suffolk County and East Suffolk Council Representatives.

AGENDA

1. To receive apologies for absence
2. To accept apologies for absence
3. To record absence without apologies
4. To receive Councillors Declarations' of Interest
5. To consider any Dispensations
6. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 27th November 2019

Parish Clerk

7. Parish Clerk's Report
- 7.1 Contact with Mark Nichols
8. Clerk's Report on urgent decisions -
9. Matters Arising from the Parish Clerk's Report - None

10. Matters Arising from the Parish Council meeting held on Wednesday 27th November 2019

10.1 Pedestrian steps accessing A12: ACTION It was agreed Cllr Pulham and other members would visit the site. Clerk to contact Community Engineer.

10.2 Carlton Meres Static Caravan status: ACTION It was agreed that Cllr Pulham drafts a letter from the PC to Carlton Meres and gets it approved by the Chair and Vice-Chair prior to being sent by the Clerk. County Cllr Richard Smith offered to act as intermediary between the PC and Carlton Meres to enable communication.

10.3 Kelsale Main Road & Bridge Street Mobility Scooter Access: ACTION Clerk to contact the new Highways Engineer for advice. Cllr Roberts to research funding possibilities from Community Action Suffolk.

10.4 Fingerpost 'Quality of Place' award: ACTION Cllr Roberts to propose an appropriate site for the award.

10.5 River Fromus: ACTION Cllr Major to continue to liaise with the Environment Agency.

10.6 Bonfire: ACTION Cllr Buttle to write a report for the New Oasis.

10.7 Community Partnership Initiative: Action Cllr Roberts to research the information from the meeting and report back.

10.8 Three Communities Link Project: ACTION Cllr Revell to complete the bicycle racks when the weather improves.

10.9 Internal and External Review.

a) Risk Assessment: ACTION Clerk to undertake a review of the risk assessment ahead of the meeting in December.

b) P60: ACTION Clerk to arrange for copy from E Flight.

c) Bank balance: ACTION Clerk to ensure the correct end of year bank balance is used as per the Internal Audit Report 2018/19.

d) Exercise of Public Rights: ACTION Clerk to ensure the proper provision for the exercise of Public Rights as per the External Report 2018/19.

10.10 Priority List in Preparation for the 2019/20 Budget: ACTION ALL 'Project owners' will need to find funding from external sources. ACTION Cllr Roberts to liaise with 'project owners' as he advised that funding is available if you know where to look. Clerk to communicate the revised precept requirement to ESC. Clerk to liaise and bring forward a Budget Proposal to a meeting in early 2020. Cllr Galloway & Clerk to include the grass cutting in the churchyard in the budget considerations.

10.11 Enhancement of the Lychgate Area: ACTION Cllr Ransome to consider the options for the Lychgate area.

10.12 Carlton Green Defibrillator: ACTION Cllr Pulham to draft a letter to the local businesses and to send to the Clerk.

10.13 Good Neighbour Scheme: ACTION Cllr Roberts to attend Coffee Mornings and raise awareness of some of the funding available and try to encourage the Good Neighbour Scheme. Invite the Rural Coffee Caravan to attend Kelsale-cum-Carlton in January 2020.

10.14 Carlton Community Noticeboard: ACTION Cllr Buttle, Holden and Ransome to place noticeboard in a suitable location.

10.15 Sizewell: ACTION Cllr Galloway to communicate the KcC PC's agreement to T Beach who is co-ordinating.

10.16 Christmas Lunch: ACTION Cllr Roberts to provide leaflets relaying to the Warmer Homes Scheme etc to Cllr Galloway/Buttle prior to the event.

11. **Parish Council Matters:**

11.1 Bin bag buddies – cost of equipment (Cllr Roberts)

12. **Planning Matters**

12.1 Planning Report

13. **Financial Matters**

13.1: Financial Statement since November meeting

To approve the financial statement and authorise payments

13.2 To sign and approve the bank statements and bank reconciliation

14. To receive reports from Portfolio Holders and Liaison Representatives

15. Items for consideration for inclusion on the next agenda

16. Correspondence

17. To consider excluding the public and press - no considerations necessary

18. Excluded item – there are no excluded items

19. **The next meeting will be held on 29th January 2020 at 7.00pm in the Committee Room, Kelsale Village Hall.**

Signed: *Marie Backhouse* Clerk to the Council

Dated: 4th December 2019