

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON
WEDNESDAY 29th APRIL 2020
AT 7:00PM.**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr John Pulham
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	Cllr Simon Ransome
Cllr Ray Ellis	

In attendance: 0 members of the public.

Welcome by the Chairman. Thank you to Cllr Holden for organising the virtual meeting.

11122 Public Forum

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.

There were no members of the public.

11123 Reports

(a) Report by County Cllr Richard Smith

Cllr Smith reported that he had been working from home for 6 weeks, SCC is short staffed in some areas. There is a contact number for people in need, 0800 876 6926. Some staff of SCC are being redeployed; this includes some of the Firemen who are being trained to assist the Ambulance service. There is a new drive through testing site at the Copdock Park and Ride. Daily contact between himself and Cllr Roberts concerning the latest Covid-19 updates. Cllr Smith is involved with the Sizewell C consultation and urging that any application or plans, be postponed until after the Covid-19 pandemic.

Cllr Galloway asked how the council finances are coping with the Covid-19 situation.

Cllr Smith replied that SCC has healthy reserves, and they are also receiving money from the government, but there is to be a full briefing regarding this on Friday.

(b) Report by District Cllr Stephen Burroughes

Cllr Burroughes reported that there is a lot of information regarding Covid-19. SALC provide regular updates and the ESC website has useful information. The Home Alone scheme is working well, and communities are working hard to support one another. Finance - £122,000 to help at the moment with £2.4million promised. The Autumn budget will be tight. Many small businesses have applied for assistance. Some of the staff at ESC have been redeployed. Many people are working from home and holding virtual meetings. Leisure facilities, campsites etc are closed. There are going to be significant issues as we come out of lockdown.

Cllr Pulham asked why the small business scheme for ESC was taking longer than many other district councils.

Cllr Burroughes reported that they were still experiencing some teething problems.

Cllr Roberts commented that the communications team at IP17GNS distil the information regarding Covid-19 and send through.

Cllr Burroughes reported that it is important not to over duplicate the information.

The Chair formally opened the meeting at 19.25.

11124 To receive apologies for absence – Cllr Lumb, Cllr Burslem and Cllr Major.

11125 To accept apologies for absence – Accepted. It was proposed by Cllr Revell to excuse Cllr Lumb for the next six months from Council meetings due to personal circumstances, this was seconded by Cllr Galloway and agreed by all.

ACTION: Clerk to contact Cllr Lumb informing him of the Council's decision.

11126 To record absence without apologies – None

11127 Declarations of Interest

Cllr Roberts & Cllr Dickerson – Electricity Bill

11128 To consider any dispensations – None.

11129 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 25th March 2020.

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Dickerson, Seconder Cllr Ransome and agreed by all.

11130 Parish Clerk's Report

7.1 Internal Audit.

SALC has contacted the Clerk regarding the Internal Audit, due to the Covid-19 lockdown they are unable to accept the folders of paperwork, there is a new format to follow. This means that the paperwork is sent through using zipped files and the website. Documents are being accepted as of next week and the Clerk will aim to forward the documents then. The Council will be kept informed of the progress.

7.2 VAT – reclaim

The VAT reclaim has been submitted to HMRC on the 06/04/20. The amount applied for is £1,816.25.

7.3 AGAR – Section 1 & 2

The paperwork for the AGAR has been submitted to the Councillors. On recommendation of the last internal audit, question 4 of section 1 should have the answer 'no' as adequate notice of public rights was not given. The public rights notice this year has already been displayed. These questions are asked to ensure that all Councillors agree to the terms set out in the document and understand their collective responsibility for it.

Section 2 has some variances that require an explanation, box 3 – in 2018/19 the PC received £5373 from the bonfire event, £5684 from a VAT refund, and a donation of £1623. Box 4 – the amount of staff wages is less in 2019/20 due to having a period of time with no employed Clerk.

Section 1 & 2 were agreed by all Councillors.

7.4 Insurance Quotes

One quote has been received from Community Action Suffolk. Updated information has been sent to Came & Company but as yet no quotes have been received. This will be updated at the meeting next month.

7.5 Complaint re Councillor

A letter has been received by the Councillor concerned from the monitoring officer. On reflection of the paperwork received, the monitoring officer informed the Councillor that they should send a letter of apology to the complainant. The Councillor has completed the letter.

11131 Clerk's Report on urgent decisions

None

11132 Matters arising from the Clerk's report

None

11133 Matters arising from the Parish Council meeting held on Wednesday 25 March 2020.

Due to the Covid-19 situation it was agreed to carry all matters arising over to the next meeting.

11134 Parish Council Matters

- 11.1 Norse:** A quote had been received from Norse for cutting the Recreation Ground 14 times and pathways to be cut on every visit in the wildlife areas. The cost for this is £618 + VAT.

Cllr Dickerson suggested that this cost is confirmed with Norse as a meeting had taken place prior to the quote with Paul Tynan at which it was discussed not to cut some of the areas in the village.

Cllr Buttle confirmed that she had asked Mr Mann to cut pathways through the wildlife areas whilst Norse was not completing any grass cutting.

ACTION: Clerk to clarify the quote with Norse.

- 11.2 Annual Play Inspection:** It was agreed by all the Councillors to accept the quote from the Ply Inspection Company; 2 areas at £67.50, total £135.00.

ACTION: Clerk to respond to email, agreeing quote.

- 11.3 Website:** Cllr Galloway reported that Melbek are able to complete some work on the website to make it more compliant with the required legislation change in September 2020. The cost of this is £360 + VAT. This expenditure was agreed by all Councillors.

ACTION: Cllr Galloway to contact Melbek.

Cllr Revell thanked Cllr Galloway for her work on the website.

- 11.4 Good Neighbour Scheme (IP17GNS):**

Cllr Roberts thanked Cllr Dickerson for his support with fund raising, Cllr Holden for assistance with the IT, and Cllr Ransome for his personal support.

£21,874 has been raised so far with another £52,649.00 applied for. A specialist company has been sourced to assist with cleaning homes after a Covid-19 fatality.

At the moment it is unclear what the future situation will be. Care homes require assistance; help with the distribution of prescriptions, there has been many requests for areas outside IP17 GNS; Framlingham, Knodishall, Leiston and Wickham Market. Self-employed people that have no money are contacting GNS. Handling emergency food supplies. 110 volunteers signed up to assist the GNS, when the lockdown is lifted some of these people will return to work. Some people continue to fall through the cracks; CAB are assisting, there is an increase in domestic violence, isolation causing mental health issues.

There has been one complaint against a volunteer, but when this was investigated it was a non-complaint. All the volunteers have t-shirts.

Some assistance is still required regarding research and cocoon wardens.

Cllr Roberts wished to thank all those supporting IP17GNS.

Cllr Revell thanked Cllr Roberts for his work with the GNS.

Cllr Galloway asked what proportion of requests for assistance come from Kelsale-cum-Carlton?

Cllr Roberts reported that he does not have the information, but he will try to locate it. Few groups work 24/7.

Cllr Dickerson asked what areas are covered by the cocoon system and what is the role of a cocoon warden.

Cllr Roberts explained that a cocoon warden just needs to keep an eye on the households in their area. They will know what to look out for amongst their neighbours, milk on the doorstep, curtains closed etc...

Cllr Revell commented that the need will carry on from the lack of finances, etc for some time.

Cllr Roberts said that Kelsale-cum-Carlton PC needs to appraise their financial situation. £12,500 has been received from Saxmundham Town Council. Money is being spent on food parcels, per week. Some people have no cash so they will complete a bank transfer refund for the cost of prescriptions.

In time Yoxford will be asked to join with the IP17 GNS.

Cllr Revell said that when the situation changes, a meeting will take place with Cllr Galloway, the Clerk and himself to discuss the financial situation regarding a further donation to GNS.

Richard Smith and Stephen Buroughes left the meeting at 20.00.

11135 Planning Matters

12.1 Planning Report - The Planning Report had been circulated in advance and there was no change since the circulation.

12.2 New planning applications since the last meeting:

DC/20/1290/VOC & 1292/VOC – The Barn at Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton, IP17 2PW

Replacement of a derelict outbuilding to create a game/hobby room – variation to approved places.

The Clerk reported that this application had been circulated to all Councillors.

Cllr Galloway commented that a recommendation would be to have pantiles used on the roof of the building.

Overall decision was to not object to this application.

ACTION: Clerk to advise ESC accordingly.

DC/20/1261/FUL – Sunnyside, West View, Kelsale-cum-Carlton, IP17 2NS

Erection of a dwelling.

The Clerk reported that this application had been circulated to all Councillors.

After discussion it was agreed that a recommendation to undertake a biodiversity ground survey should be considered, also the site is opposite a conservation area.

Overall decision was to not object to this application.

ACTION: Clerk to advise ESC accordingly.

11136 Financial Matters

13.1 Financial Statement since the February meeting. See Updated Finance Report of 29th April 2020.

All requests for payment were approved. Proposer: Cllr Pulham, Seconder: Cllr Buttle, all agreed.

13.2 To approve and sign the bank statements: The Bank Statement to 31st March and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

11137 To Receive Reports from Portfolio Holders and Liaison Representatives

B1: Sizewell

Cllr Galloway reported that she circulated the letter to the Councillors to EDF regarding the pause of Sizewell C.

It was agreed by all the Councillors for the PC to sign this letter.

C1: Bonfire Party Team.

Cllr Buttle asked if, in a few weeks' time, she should be starting to organise the Bonfire night.

Cllr Revell suggested that items for the bonfire event could be provisionally booked but no financial commitment should be made at the moment.

The Senior Citizens lunch should also be placed on hold for the time being.

Cllr Roberts said that it could be an option to deliver meals to people's homes at Christmas.

It was agreed by all Councillors to put the Bonfire Event and the Senior Citizens Christmas Lunch on hold for the time being.

D1: Parish Newsletter

Cllr Pulham reported that as there was no Easter edition of the New Oasis, he would ensure that there would be a summer edition in June. This may be placed on the website and have no hard copy.

Cllr Dickerson said that they have a revamped delivery list with a full complement of deliverers so a hard copy would be possible.

Cllr Roberts reported that there would be an updated newsletter from GNS in the next couple of weeks, this would need delivering.

E1: Biodiversity Group

Cllr Dickerson said that no survey had taken place since the Oak Tree survey. Is there funding for the Biodiversity Group and Footpath leaflets?

Cllr Galloway said that a quote would need to be obtained for the printing, this could then be considered at the PC meeting.

Cllr Dickerson reported that the 'Local Electricity Bill' would be helpful for the local community. Cllr Roberts commented that the Village Hall raises 375% on their investment per annum. This is a good way to raise revenue. There will be a green energy boom in the future.

There is no progress to report at the moment concerning the fire alarm system at the Village Hall.

11138 Items for consideration for Inclusion on the next agenda

11139 Correspondence

A donation request had been received from Marie Curie and the Disability Advice Service. After some discussion it was agreed to give £100 to the Disability Advice Service, this was from funding saved as a result of not printing a copy of the New Oasis at Easter.

11140 To consider excluding the public and press

No considerations were necessary.

11141 Excluded items

There were none

11142 Date of the next meeting

The next meeting to be held on Wednesday, 27th May 2020 at 7.00pm in the Village Hall Committee room. This may take place using Skype.

Cllr Revell thanked Cllr Holden for assisting with the Skype meeting.

The Chairman closed the meeting at 20.45.

Signed: Chairman Dated: