

**MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 22<sup>nd</sup> MAY 2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present:**

Cllr Alan Revell	Cllr Tim Roberts
Cllr Edwina Galloway	Cllr Rob Holden
Cllr Martin Lumb	Cllr Chris Burslem

**In attendance:** Elizabeth Flight – Parish Clerk.

**10879 Signing of Declaration of Acceptance of Office by all newly elected Councillors**

The Declaration of Acceptance of Office was signed by all newly elected councillors and witnessed by the Clerk.

**10880 Election of Chairman**

The Clerk asked for nominations for Chairman. Alan Revell was nominated by Cllr Roberts and seconded by Cllr Galloway. A vote was taken - all in favour.

**10881 Signing of Declaration of Acceptance of Office by the Chairman**

The Declaration of Acceptance of Office was signed by Cllr Revell and witnessed by the Clerk.

**10882 Election of Vice Chairman**

The Chairman asked for nominations for Vice Chairman. Cllr Galloway was nominated by Cllr Revell and seconded by Cllr Roberts. A vote was taken – all in favour.

**10883 Signing of Declaration of Acceptance of Office**

The Declaration of Acceptance of Office was signed by Cllr Galloway and witnessed by the Clerk.

**10884 Apologies**

Apologies had been received from Cllr Buttle. The apologies were accepted. Cll Pulham was absent from the meeting and apologies had not been received. His absence was noted.

**10885 Co-option of Councillors – inserted onto the agenda by the Chairman**

At this point the Chair asked if anyone in the public gallery would like to be co-opted onto the Council to fill the 5 vacant seats available. Keith Dickerson, Susan Major, Ray Ellis and Simon Ransome all came forward. Their co-option was proposed by Cllr Roberts and seconded by Cllr Galloway. A vote was taken – all in favour.

**10886 To approve the updated terms and conditions of Portfolio Holders and Representatives**

Cllrs Galloway and Roberts have been working on this document and agreed that further amendments are needed in regards the terms and conditions of Portfolio Holders. Cllr Galloway had however circulated a paper prior to the meeting whereby Portfolios had been amended and split into a number of groups. It was proposed by Cllr Roberts to use

this document as a basis for the purpose of this meeting. This was seconded by Cllr Galloway. A vote was taken – all in favour. The finished document will be taken to the June meeting for approval.

### **10887 Election of Committees/Portfolio Holders and Liaison Representatives:-**

#### **(A) Liaison with others on behalf of KcC residents and businesses**

- **A1: Carlton Meres Liaison (2)** – Cllrs Roberts & Pulham
- **A2 & A3: Community, Energy & Health (2)** – Cllrs Dickerson & Roberts
- **A4 & A5: Component responsibilities of KcC BAP Group (see E1)** – Cllr Dickerson
- **A6: Kelsale & Yoxford Ward Liaison (2)** – Clerk & Cllr Roberts
- **A7: East Suffolk Council (2)** – Clerk & Cllr Roberts
- **A8: Suffolk Association of Local Councils (2)** – Clerk & Cllr Roberts
- **A9: Saxmundham Town Council (2)** – Clerk & Cllr Roberts
- **A10: KcC Schools (1)** – Cllr Galloway
- **A11: Footpaths & Rights of Way (1)** – Kenneth Hannah
- **A12 & A13: Grit & Dog bins (1)** – Cllr Roberts
- **A14: Kelsale Village Hall & Centre (1)** – Cllr Lumb
- **A15: Parochial Church Council (1)** – Cllr Galloway
- **A16: Grant donors & facilitators (1)** – Cllr Roberts
- **A17: Suffolk Constabulary (1)** – Cllr Lumb
- **A18: Tree Warden (1)** – Charles Cuthbert

#### **(B) What only Kelsale-cum-Carlton Parish Council can do**

- **B1: Sizewell (1)** – Cllr Galloway
- **B2: East Suffolk Consultations (1)** – Cllr Galloway
- **B3: Suffolk County Council Consultations (1)** – Cllr Galloway
- **B4: East Suffolk Council Mandatory Planning Consultee (Cabinet Responsibility) (1)** – Cllr Galloway
- **B5: Planning Group (5)** – Cllrs Holden, Lumb, Ellis, Pulham & Ransome
- **B6: Emergency Planning (2)** – Cllrs Roberts & Lumb
- **B7: Trees & Green Spaces (3)** – Cllrs Buttle, Holden & Revell
- **B8: Safeguarding (1)** – Vacant

#### **(C) Community Events**

- **C1: Bonfire Party Team (6)** – Cllrs Buttle, Pulham, Revell, Ransome, Holden & Major
- **C2: OAP Christmas Lunch (2)** - Cllrs Buttle & Galloway

#### **(D) Keeping residents informed**

- **D1: Parish Newsletter (1)** – Cllr Pulham
- **D2: Parish Council Website (2)** - Clerk & Cllr Galloway
- **D3: Leaflets, bulletins & Noticeboards (2)** – Clerk & Cllr Buttle

#### **(E) Parish Council Initiatives**

- **E1: (including A4 & A5) – Biodiversity Action Plan Group (1)** - Cllr Dickerson
- **E2: Neighbourhood Plan Steering Group (2)** – Cllrs Galloway & Buttle
- **E3: Defibrillator Access (1)** - Cllr Holden
- **E4: Kelsale Village Enhancement & Conservation Area Group (3)** – Cllrs Revell, Dickerson & Ransome
- **E5: Benches** – Kenneth Hannah
- **E6: Speed Camera (2)** – Cllrs Lumb & Roberts

There being no further discussion the Chairman thanked Parish Councillors for volunteering their services and formally closed the Annual Meeting at 7.45 pm

Signed: ..... Chairman

Date: .....