

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON
WEDNESDAY 25th MARCH 2020
AT 7:00PM.**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	Cllr Simon Ransome

In attendance: 0 members of the public.

Welcome by the Chairman.

11101 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.

11102 Reports

(a) Report by County Cllr Richard Smith

No report sent

(b) Report by District Cllr Stephen Burroughes

Stephen Burroughes sent his apologies. Regular updates are received from ESC regarding the Covid-19.

The Chair formally opened the meeting at 19.02.

11103 To receive apologies for absence – Cllr Lumb, Cllr Ellis, Cllr Major, Cllr Pulham and District Councillor Burroughes.

11104 To accept apologies for absence – Accepted

11105 To record absence without apologies – None

11106 Declarations of Interest – None

11107 To consider any dispensations – None.

11108 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th February 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 Roberts, Seconder Cllr Buttle and agreed by all.

**11109 Parish Clerk's Report
Internal Control**

The Clerk reported that this form had been circulated to all the Councillors. There was one amendment on how payments are made. This was agreed by all Councillors and would be signed by the Chair when a meeting with the Clerk could be arranged.

11110 Clerk's Report on urgent decisions

The Clerk informed the Councillors that all information regarding the Covid-19 situation would be passed on.

11111 Matters arising from the Clerk's report

First responders – The Clerk reported that she had contacted East Anglia Ambulance Service about the First Responders covering Kelsale. At the moment there are no First Responders that cover Saxmundham or Kelsale.

Cllr Roberts suggested that we ask Julia Ewart if she would be prepared to assist with this.

Cllr Revell said that help with the First Responders would be appreciated.

ACTION: Cllr Roberts to contact Julia Ewart and report back to the PC.

11112 Matters arising from the Parish Council meeting held on Wednesday 26 February 2020

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

11113 Parish Council Matters

11.1 New Oasis: It was agreed by all the Councillors to have no Easter edition of the New Oasis. When the current restrictions are lifted it maybe that an edition of the New Oasis could be produced.

Cllr Roberts reported that Nick, who is a Curate could be asked to produce a note for Easter which would cover every faith.

Cllr Revell suggested that this could be placed on the website.

ACTION: Cllr Roberts to contact Nick.

11.2 Annual Parish Meeting: It was agreed by all the Councillors to postpone this meeting until further notice and that at least a month's notice would be required before the meeting date for groups to organise a report.

Cllr Dickerson commented that the Biodiversity Group will be giving a presentation at the APM.

11.3 Emergency Planning:

11.4 Good Neighbour Scheme:

Cllr Roberts suggested that both these items are covered together. A written report has been circulated to all Councillors. Thanks, should be minuted, to Julia Ewart. She has assisted a great deal with the organisation of IP17GNS but has now decided to step down from this. Saxmundham Town Council has been really helpful in providing funding. All the emails and phone lines have now been set up and running with people contacting them already. The fliers are not quite what was expected but the poster/handouts will be ready for delivery tomorrow. The New Oasis distributors have agreed to assist with this. It has been suggested that they wear rubber gloves when delivering.

Cllr Buttle said that there is some rubber gloves in the billy box if people would like them. She will arrange delivery of them tomorrow.

There is a Food bank in Saxmundham. The setting up of the bank account is still to be completed. East Suffolk Council has 'Home Not Alone', to support members of the public.

Cllr Holden has agreed to help with 'Google Docs'.

Cllr Roberts asked if anyone would be able to assist with applying for funding for the GNS.

Cllr Galloway said that she is not able to assist at the moment as she is contacting the residents of East Green to see if they need assistance.

Cllr Buttle reported that she was contacting the residents of Curlew Green to offer assistance.

Cllr Roberts said that this is a 'Cocoon system' and should be encouraged to restrict movement. This should be mentioned to IP17GNS to ensure that they are aware of people

assisting. There is currently no support from ESC or SCC.

Cllr Galloway asked what the funding is required for?

Cllr Roberts said that the funding is required for the website, posters, etc. £700 has been spent already.

Cllr Revell agreed with the use of the rubber gloves and the hi-vis waistcoats if required. He would be prepared to contact the Poachers Pocket area of Kelsale to see if they require assistance.

Thank you to Cllr Roberts for all his work regarding the Good Neighbour Scheme.

- 11.5 Future Meetings:** The Clerk reported that any documents requiring a decision would be circulated to all Councillors. This will contain a return date for replies. Could all Councillors ensure they respond, these responses will then be collated and kept for reference if needed.

11114 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/20/1127/FUL – North Green Farm, North Green, Kelsale-cum-Carlton, IP17 2RL

Erection of 1 no. single storey dwelling.

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

Cllr Galloway reported that the neighbours are not happy with this application, there is a biodiversity issue as this used to be an orchard and there are newts nearby.

Cllr Holden commented that they have not mentioned the footpath that goes through this area of land.

Cllr Revell asked for a vote to be taken on this planning application.

Support for the application: 0

Objection to the application: 8

Abstention: 0

Overall decision following the vote was for the Parish Council to object.

ACTION: Clerk to advise ESC accordingly.

11115 Financial Matters

13.1 Financial Statement since the February meeting. See Updated Finance Report of 24th March 2020.

All requests for payment were approved. Proposer: Cllr Dickerson, Seconder: Cllr Buttle, all agreed with one abstention.

The Melbek payment is for assistance with the website ahead of the new regulations in September. The VE Day medals were covered by a fund from ESC.

As Cllr Pulham is having difficulties signing into UTB, it was agreed to change the authorisation to Cllr Roberts for a funding payment to himself.

13.2 To approve and sign the bank statements: The Bank Statement to 29th February and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

11116 To Receive Reports from Portfolio Holders and Liaison Representatives

B1: Sizewell

Cllr Galloway reported that she will confirm that the PC agree to sign the letter to EDF regarding the pause of Sizewell C. The email was sent to all Councillors for agreement.

B7: Trees and green spaces

Cllr Buttle reported that she will be placing a sign on the play equipment to say that the area is closed until further notice. The recreation ground will remain open.

E1: Biodiversity Group.

Cllr Dickerson reported that he had met with Paul Tynan from ESC. Apparently, there are 4 groups cutting grass within the village.

A14: Kelsale Village Hall & Centre

Cllr Roberts reported that all the funding had been received for the work by Firesite. The PC will cover the VAT money. The VH may be used as a temporary rescue centre.

Cllr Galloway proposed that the PC donates £90 to the VH Cttee to enable them to organise the work on the alarm system by Firesite.

Cllr Revell agreed that the PC should donate £90, this was agreed by all.

ACTION: Clerk to contact the VH Cttee, ask them to organise the work on the alarm system as soon as possible.

Cllr Roberts to contact the VH Cttee regarding funding for small businesses.

E4: Kelsale Village Enhancement

Cllr Ransome reported that he had tried to organise a meeting with the Highways Department regarding the 20mph limit in the village, but this is proving difficult.

Cllr Galloway said the Church had an idea about the Lychgate Area, they are hoping to place the bins in an area of the car park.

Cllr Ransome commented that he had managed to give the noticeboard on the recreation ground a cover of varnish.

C: Community Event

Cllr Buttler reported that the VE Day had been postponed to August and would be a joint celebration with VJ Day.

11117 Items for consideration for Inclusion on the next agenda

11118 Correspondence

Already mentioned.

11119 To consider excluding the public and press

No considerations were necessary.

11120 Excluded items

There were none

11121 Date of the next meeting

The next meeting to be held on Wednesday, 29th April 2020 at 7.00pm in the Village Hall Committee room. This may take place using Skype.

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

The Chairman closed the meeting at 20.18.

Signed: Chairman Dated: