

Kelsale cum Carlton Parish Council Portfolio Overview

A - Liaison with others on behalf of KcC residents and businesses

A1 Carlton Meres Liaison (2) To foster greater, mutual understanding between the two organisations.

A2 & A3 Community energy and health (2) To act as the point of liaison with the community energy cooperative, Power4KcC, and the relevant local authorities in order to reduce fuel poverty etc. across the parish. Role also includes participating in the patient liaison group with Saxmundham GP practice.

A4 & A5 component responsibilities of KcC BAP Group see E1

A6 Kelsale & Yoxford Ward Liaison (1) Liaison with other villages in our Ward to foster a good mutual understanding.

A7 East Suffolk Council (1) Liaison with East Suffolk Council to foster good working relationships

A8 Suffolk Assoc. of Local Councils (Parish Clerk+1) To provide a point of contact between the association and Parish Council. Represent the Parish Council at SALC regional meetings, seminars, networking days, AGM etc and identify training events of potential interest.

A9 Saxmundham Town Council (1) Liaison with Saxmundham Town Council to foster good mutual understanding.

A10 KcC Schools (1) Liaison with village schools to foster a good mutual understanding.

A11 Footpaths, Rights of Way (1) The holder should walk the local footpaths and rights-of way networks, as per the Definitive Map, checking the condition of access, sign-posting, stiles etc. The holder will be expected to liaise with SCC Highways on any defects, issues or safety hazards identified.

A12 & A13 Grit and Dog Bins (1) To ensure both type bins are fully-documented and maintained. To keep a list of delegated grit bin supervisors, and report any grit needs to Suffolk Highways ASAP. The holder should ensure that dog bins are emptied regularly through liaison with Suffolk Norse. To arrange for any new bins agreed by the Parish Council.

A14 Kelsale Village Hall & Centre (1) Liaison with the Trustees as the Parish Council representative (but not as a trustee) and attend meetings of the management committee.

A15 Parochial Church Council (1) Liaison with the PCC to foster a good mutual understanding.

A16 Grant donors and facilitators (1) Identify potential grant aid sources for village projects and assist with their development. Assist colleagues/parish stakeholders (i.e. PCC, KVHMC, etc.) with applications for grant aid.

A17 Suffolk Constabulary (1) Liaison with Suffolk Constabulary and the Police and Crime Commissioner to foster good mutual understanding. To provide information on actual and potential crime and work with our community to mitigate crime risk in the parish.

A18 Tree Warden (1) A specialist, safeguarding our trees and woodlands, recording locations etc. Liaison with appropriate local authority body.

B – What only Kelsale cum Carlton Parish Council can do

B1 Sizewell (1) To work across the associated interests of the locality and formulate (on behalf of the Parish Council) suitable responses to consultations and Planning Inspectorate requirements relation to the Sizewell Nuclear Estate (A,B C&D). Includes representing KcC Parish Council on associated panels and fora.

B2 East Suffolk Consultations (1) To work across the associated interests of the locality, formulating (on behalf of the Parish Council) and facilitating suitable responses to consultations from East Suffolk.

B3 Suffolk County Council Consultations (1) To work across the associated interests of the locality, formulating (on behalf of the Parish Council) and facilitating suitable responses to consultations from the County Council.

B4 East Suffolk Council Mandatory Planning Consultee (Cabinet Responsibility) To agree the policy led, formal response of the Parish Council, to Planning Applications made in regard to Kelsale cum Carlton and processed by East Suffolk Council.

B5 Planning Group (4) To work across the associated interests of the Parish to formulate and bring forward recommendations to the Parish Council for suitable policy led responses to Planning Applications made in regard to Kelsale cum Carlton and processed by East Suffolk Council.

In so doing, assisting and advising colleagues in the evaluation of planning applications received by the Parish Council and distributed by the clerk; to inform on any issues of key importance to the parish (especially any potential impacts on our Kelsale Conservation Area); and to determine the need (if any) for a public meeting. To undertake where necessary any site visit(s), organised and managed by the Parish Clerk).

B6 Emergency Planning Officers (2) To assist Suffolk County Council (and its Resilience Team) in meeting Emergency Planning obligations, as set out in the Civil Contingencies Act 2004, by producing an Emergency Action Plan (EAP).

Emergency Planning Officers enact this plan, when formally requested to, by SCC; facilitating the use of identified Parish resources (i.e. Kelsale Village Hall as a rescue centre).

B7 Trees & Green Spaces (3) To ensure Parish Council recreation and green spaces are maintained in good order. The Parish Clerk is responsible for arranging an independent firm for the inspection of all play equipment and advising the portfolio holders of the results, in order that they can take appropriate action (or as required by the Parish Council insurer). Members may be a key holder for the Bridge Street recreation ground entrance and the storage container.

To arrange with appropriately qualified organisation(s) the visual assessment of trees/hedgerows within parish boundaries to identify diseased or dangerous stock and inform the Local Authority Arboriculture Officer and/or Parish Council, as required, of any remedial action necessary, with special reference to the Conservation Area requirements within Kelsale. Liaison with specialist tree warden.

B8 Safeguarding (1) In order to promote a safe environment for children, young people and vulnerable adults, the portfolio holder will:

- ensure awareness of the safeguarding expectations of the Parish Council by all necessary parties
- ensure that the Safeguarding Policy for users of Parish Council facilities is reviewed each year
- ensure that attendees at Parish Council functions, are aware that parents are responsible for their own children's safety and the location of a dedicated safe place for lost children is clear, and
- display on notice boards the relevant safeguarding contacts for advice and help

C – Community Events

C1 Bonfire Party Team (2) comprising a minimum of two Councillors, with other volunteers from the community.

Responsible for the planning and organisation of the Bonfire Party, the objective of which is to enable residents of the Parish to enjoy a family occasion safely, at low cost and to break even financially. Any surplus going towards Parish groups on request.

C2 Christmas Lunch (2) comprising a minimum of two Councillors, with other volunteers from the community.

Responsible for the planning and organisation of the Mature Residents Christmas Lunch, the objectives of which are to enable targeted residents of the Parish to enjoy a wholesome Christmas Lunch and social interaction, at no cost to themselves, whilst simultaneously remaining cost neutral to the Parish Council.

D – Keeping residents informed

D1 Parish Newsletter (1) Responsible for editorial content, layout, production and distribution (via PC Members/residents) of 4 issues per year.

D2 Parish Council Website (Parish Clerk +1) Holders will oversee the evolution and maintenance of the Parish Council's website. The website acts as a common point of reference and access facility to Parish Council policies, meetings and actions (both current and historic).

D3 Leaflets, bulletins and Noticeboards (Parish Clerk +1) To develop and distribute publicity relating to council meetings, public meetings, village events and other matters of importance to parishioners, as determined by statutory requirements and/or the Parish Council.

To ensure Parish Council Notice Boards (Kelsale Village Hall, Kelsale Recreation Ground & Carlton) have up-to-date statutory information and Parish Council contact details, with event information as appropriate.

E – Parish Council Initiatives

E1 (including A4 & A5) Biodiversity Action Plan Group (1) Comprising a minimum of one councillor + other members from the community. The aims and objectives are to identify the key habitats present in the Parish, identify those species present, assess those species' status and then set out ways to preserve and enhance this biodiversity if possible. Our local Biodiversity Action Plan [BAP] should also relate to and complement the County and National BAPs through liaison and interworking.

E2 Neighbourhood Plan Steering Group (2) Comprising 2 Councillors with other members from the community

The NPSG group, will be responsible for the following:

- preparing and agreeing methods for delivering a draft and final Neighbourhood Plan
- enacting, delivering and documenting the agreed methodologies
- keeping the Parish Council apprised of progress

E3 Defibrillator Access (1) To ensure defibrillator(s) are regularly checked, fully-maintained and equipment is in full working order. To liaise with Community Heartbeat Trust to ensure accurate records and Ambulance Service availability is maintained.

The portfolio holder must also look to provide communication and community education programmes to support this vital resource and consider the merits of expansion to other location(s) in the parish.

E4 Kelsale Village Centre Enhancement & Conservation Area Group (2) Comprising a minimum of 2 councillors with other members from the community. To identify ways to maintain and improve the character and aesthetics of Kelsale village centre, in line with the Conservation Area appraisal, published by Suffolk Coastal District Council in 2018. To be responsible for the Kelsale Car Park – its management, maintenance and safety and as per lease.

E5 Benches (1) To maintain an inventory of all Parish Council benches and ensure they are all in a good state of repair and safe. To make timely recommendations to the Parish Council for repairs, replacement or relocation, and obtain appropriate budgetary consideration.

E6 Speed Camera (2) To obtain and maintain suitable devices which encourage traffic calming and move these resources around the parish, as required, to monitor hot spots.

To extract the data obtained on traffic densities and speeds and process this for easy dissemination to colleagues and other interested parties.

Note:

All portfolio holders remain in-post until each **Annual General Meeting** in the term, or unless he/she resigns at which time there is an opportunity to elect a new portfolio holder.

One of the aims of being a portfolio holder should be to aim to maintain or improve the portfolio for when you hand it over to the next person.