

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 24th JUNE 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 Dickerson for organising the virtual meeting.**

**11166 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.

**11167 Reports**

**(a) Report by County Cllr Richard Smith**

Cllr Smith reported that Covid-19 is still the main issue for SCC, reports re Covid-19 as from the 6<sup>th</sup> July will be sent out 3 days a week not 5.

Sizewell C – as of today the Planning Inspectorate has announced that the request for the planning development consent order from EDF can proceed. There is a 23-page response from SCC and the ESC. EDF has completed what it promised but there is still some detail lacking in a couple of points, one of which is the traffic impact report and the other is the environmental report. The County Council is asking for the maximum length of consultation, which under the present terms is 84 days and if possible, longer under these exceptional circumstances. It is important for everyone to register so that they have the right to make comments, either written or oral now that Stage 2 has begun. There is to be a County Council virtual meeting to be held in July to discuss this.

Cllr Smith thanked the Clerk for the letter regarding the cycle route from Benhall to Kelsale, funding has now been applied for. The main question will be how a cycle route can be placed through the centre of Saxmundham, as the roadways are quite narrow.

Cllr Dickerson asked about the SCC budgets.

Cllr Smith reported that SCC has dipped into the reserves by about £35m, and it may be a comment from the Government that only core matters will be worked on.

**Report by District Cllr Stephen Burroughes**

Cllr Burroughes reported that ESC may have overrun the budget by £9m, which they will be going to Government with a bid for reimbursement as a lot of this expenditure is due to Covid-19. It may be the case that funding goes to the larger cities and towns and the

rural areas may not be so lucky. ESC has been prudent with their money over the past few years.

Regarding Sizewell C there is a joint document with SCC, there are some unanswered questions from EDF. The demand for electricity is set to increase in the future and how we meet that demand is a concern. A joint response is important.

Covid-19 as mentioned before the daily reports are sent out for information both by ESC, SCC and SALC. There has been £100,000 for 65 projects on the Hardship Fund, and these have been committed to. 7,000 people who have been shielding have been contacted to see how they may be supported. This will depend on how lockdown continues to be eased. The ESC has ordered 25 GrandPads, (<https://www.grandpad.net/>) slightly like an ipad, which runs on a SIM to give vulnerable/isolated/senior residents who have not spoken to anyone in three months the chance to communicate with others. This is all paid for by the local authority. Anyone in KcC who is identified as in need may be able to be helped.

The Discretionary Grant Scheme has had just under 300 applicants, £500,000 has been given to 66 applicants. Assistance is being given as to how to help the High Street retailing. Conversations are being held with SCC as to how the Test and Trace can be supported, more should have been started earlier with this to make it more effective. Camping and Caravan sites are due to reopen on the 4<sup>th</sup> July. The public toilets have been kept open, and Norse have been keeping them clean. Grass cutting is continuing, and discussions are taking place with the parishes. Some ESC buildings are reopening slowly. The Covid-19 situation has been a learning curve for everyone, 'never let a good crisis go to waste', this means analysing the impact of the pandemic and trying to draw useful information from it.

**ACTION:** Stephen Burroughes to pass the details of the GrandPads to Cllr Roberts.

Cllr Roberts commented that with the DCO on Sizewell, we are in a difficult situation politically. The Covid-19 situation has flagged up some weaknesses in the infrastructure. Sizewell has been given funding to decommission one of its turbines, there needs to be an energy review.

Stephen Burroughes replied that there has never been an adequate national energy strategy, if there is to be a huge demand for electricity the National Grid will not cope and need to be redesigned.

Richard Smith commented that when Sizewell B is to be decommissioned in 40 years or so time, at a great cost, EDF has been paying into a grant which will assist with this expenditure when it arises. Currently the Government is paying Sizewell B not to generate as much electricity, therefore only one turbine is running.

Cllr Dickerson commented that he agreed with the comment of reengineering our processes and would like the Council to look into the future of remote meetings.

Cllr Revell thanked Richard Smith and Stephen Burroughes for attending the meeting.

Richard Smith and Stephen Burroughes left the meeting at 19.35.

### **The Chair formally opened the meeting at 19.35.**

**11168 To receive apologies for absence** – Cllr Lumb, Cllr Burslem and Cllr Major.

**11169 To accept apologies for absence** – Accepted.

**11170 To record absence without apologies** – None

**11171 Declarations of Interest** - None

**11172 To consider any dispensations** – None.

### **11173 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 27<sup>th</sup> May 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 Roberts

and agreed by all.

#### **11174 Parish Clerk's Report**

The Clerk reported that the internal audit report had been received and the paperwork had been sent to the External Auditors, yet no response has been received only an acknowledgement of receipt. There were a few items for the Council to consider in the internal audit report, some of which we are covering this evening. Both the internal Audit and external audit will be placed on the agenda for discussion next month.

The Clerk contacted Flagship regarding the building development in Kelsale as some residents were concerned about the use of the green area in front of West View for building materials. Highways was also contacted as traffic lights had appeared on Main Road, and the residents wanted to know whether permission had been granted for this.

Contact has been made with HMRC regarding the VAT reclaim for the PC, this form was sent in April and nothing has been received. This has been chased twice but yet no response.

There is to be a virtual website training course to be held by SALC in early July which the Clerk will be joining.

Cllr Roberts suggested that the Clerk uses webchat to contact HMRC, it is more effective.

#### **11175 Clerk's Report on urgent decisions**

None

#### **11176 Matters arising from the Clerk's report**

None

#### **11177 Matters arising from the Parish Council meeting held on Wednesday 27 May 2020.**

Cllr Dickerson asked if there had been a review of the finances?

Cllr Revell replied that Cllr Galloway, the Clerk and himself had not met yet, but hope to soon to discuss the finances.

Cllr Galloway commented that we have information in place now to make the finance discussion easier.

Cllr Revell reported that he had met with the Village Hall Cttee to discuss the fire alarm. Cllr Lumb and Cllr Roberts had started this procedure and had sorted the figures/finance needs. The PC will use the £2300 of grant funding to pay for some of this and the Village Hall will fund the rest. Firesite had started the necessary work on the village hall yesterday and would be finished shortly. The quote was only valid until August, so it was necessary to get this work moving.

Cllr Buttle joined the meeting at 19.47.

Cllr Buttle apologised for being late to join the meeting, but she and Cllr Holden had been dealing with the Billy Box on the recreation ground. Someone had broken into the Billy Box by cutting the padlocks. Nothing has been stolen, but some of the equipment stored in there has been moved. This has been reported to the Police. Cllr Holden is sorting padlocks for the gates and the Billy Box. A new lock and possibly some welding will need to be sourced.

Cllr Revell thanked Cllr Buttle and Cllr Holden for sorting the Billy Box.

#### **11178 Parish Council Matters**

**11.1 Primary School, traffic and parking:** Cllr Pulham reported that the issue of parking at the School has been a concern for some time. The previous Head Teacher counted the number of cars and dropping off children and it was 75 cars. One of the previous County Councillors had been supportive of plans drawn up to enable 9 cars at a time to 'drop off' but not park in Spinney Close and use a footpath to the School. Cllr Pulham said this should be a priority and Be resolved before there is an accident.

Cllr Revell suggested that a Councillor contacts the School and discuss this issue.

ACTION: Cllr Galloway to contact the new Headteacher to discuss the issue of parking near the School.

**11.2 Re-adoption of the Complaints Policy:** Cllr Roberts proposed that the PC re-adopts the Complaints Policy, this was seconded by Cllr Pulham and agreed by all.

**11.3 To adopt the Data Retention Policy, the Data Breach Policy and the Donations Policy:** Cllr Revell commented that he would like an amendment to the Donations Policy, item 5, could it read 'the PC reserves the right to ask for.....'. The amendment was agreed by all Council. Cllr Galloway proposed that the Council adopts the Donations Policy, the Data Retention Policy and the Data Breach Policy, this was seconded by Cllr Buttle and agreed by all.

**11.4 Parish Name:** Cllr Galloway suggested that we as a Council should decide which way Kelsale-cum-Carlton is written, with hyphens or without. The Gazetteer at ESC had been contacted and she said that it appears both ways.

Cllr Galloway proposed that 'Kelsale-cum-Carlton' should be used with the hyphens, this was seconded by Cllr Dickerson and agreed by all.

#### **11179 Planning Matter**

**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/20/2130/FUL – Land on the East Side of Rendham Road, Kelsale-cum-Carlton, IP17 2AA**

New cattle building to enable enterprise expansion.

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

Cllr Revell reported that some comments had been made by a resident in the area of the planning proposal. It was important to use these comments in our response.

Overall decision was to not object to this application but must consider the attached conditions.

**ACTION:** Clerk to advise ESC accordingly.

#### **11180 Financial Matters**

##### **13.1 Financial Statement since the May meeting. See Updated Finance Report of 24<sup>th</sup> June 2020.**

**All requests for payment were approved.** Proposer: Cllr Dickerson, Seconder: Cllr Roberts, all agreed.

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> May 2020 and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

**13.3 To note and approve the Quarterly Accounts:** Cllr Revell reported that this information would give the basis for the meeting re finances as mentioned earlier. If anyone has any comments please pass them to the Clerk.

Cllr Galloway commented that these figures on the Quarterly Account were agreed by everyone at the meeting in February.

#### **11181 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **E1 – Biodiversity Group**

Cllr Dickerson commented that there had been a virtual meeting of the Biodiversity Group, who are happy to seek funding from other resources. There is crowdfunding that may be used to raise money, but this requires bank account details.

Cllr Robert said that it is easy to set up a Co-op bank account for this, and it is free.

Cllr Dickerson said that one of the members of the Biodiversity Group has a chainsaw licence and would be willing to fell some of the trees if the PC insurance covered this.

**ACTION:** Clerk to contact the Insurance company re the cover of volunteers.

### **D2 – Website**

Cllr Galloway commented that a report has been circulated to all, as the website has now been completed to ensure it has accessibility for all. It would be interesting to have some feedback from anyone who is visually impaired.

### **D1 – Newsletter**

Cllr Galloway reported that the Editor of the newsletter had circulated a report, this has been making good progress and an edition should be ready shortly.

Cllr Pulham commented that he has some artwork which is difficult to transfer, but some of the artwork is found on the internet.

### **B1 – Sizewell**

Cllr Galloway commented that she would report on this matter more when she had looked at in more detail.

### **A10 – KcC School**

Cllr Galloway had received a communication from the School who are raising funds for books to encourage reading. They need £3,000 more funding for this, could the PC help in any way.

Cllr Roberts asked if the School had considered CAS funding.

Cllr Galloway said that, at the moment, most funding seems to be Covid-19 related, and this resource falls out of the net.

### **IP17 GNS**

Cllr Roberts reported that at the moment the GNS has enough funding up until the end of August. One problem they do have is volunteers to deliver prescriptions. Any volunteer to deliver prescriptions will require an enhanced DBS check. There are different things that GNS are being asked to assist with, Sax-cess house are now doing laundry for someone. There are some Classical Musicians from Snape who are willing to come and play some music on the recreation ground, this is to generate good feeling in the community. The GNS has received a Rainbow Award. The situation of residents requiring assistance will continue for some time. Saxmundham Town Council are looking into funding for GNS. A card machine has been purchased so money may be paid directly to GNS. The delivery of feedback leaflets gave some very favourable feedback.

Cllr Revell congratulated Cllr Roberts and the GNS for gaining the award and thank Cllr Roberts and Cllr Holden for their continued work with the GNS.

### **A11 – Footpaths & Rights of Way**

Cllr Ransome reported that he had circulated a map and comments regarding the footpaths etc within the area of Kelsale. He has walked all the footpaths and is concerned about the steps that lead over the A12.

Cllr Revell commented that these have been reported and the Council were told that the steps were in good order. Thanks to Cllr Ransome for completing this task.

Cllr Roberts suggested that the information should be sent to the Rights of Way team, explaining that during the Covid-19 situation more residents have been walking the rights of way.

ACTION: Clerk to send map and comments to the Rights of Way team.

### **A14 – Village Hall**

Cllr Revell reported that he had been asked to attend a meeting of the Village Hall Committee. At the moment the Committee will be operating without a Treasurer, they are looking at all the guidance around the re-opening of the hall. Hopefully the next PC meeting will be in the main hall, it is easier to social distance. The next meeting will be attended by Cllr Burslem as the PC representative. The PC will be kept informed of the progress regarding the re-opening of the Village Hall and the Social Club.

The APM will not take place until the distancing rules change, we could look to use a larger

venue such as the School Hall in Carlton.

**11182 Items for consideration for Inclusion on the next agenda**

APM, Budget, Bank Signatory, Doomsday Book

**11183 Correspondence**

Disability Advice Service – a letter of thanks had been received for the kind donation of £100 sent by the PC.

Retirement of a Councillor – a letter had been received from Cllr Pulham stating his plan to retire from the Council after this meeting. He offered to assist with the newsletter if needed.

Cllr Revell thanked Cllr Pulham for his contribution to the PC, which he has been a Councillor on for several years.

ACTION: Clerk to write a letter of thanks to Cllr Pulham.

**11184 To consider excluding the public and press**

No considerations were necessary.

**11185 Excluded items**

There were none

**11186 Date of the next meeting**

The next meeting to be held on Wednesday, 29th July 2020 at 7.00pm in the Village Hall Main Room or Zoom depending on Government guidance.

Cllr Revell thanked Cllr Dickerson for assisting with the Zoom meeting.

The Chairman closed the meeting at 21.04.

Signed: ..... Chairman Dated: .....