

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 29th JULY 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	

In attendance: 0 members of the public.

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

11187 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.

11188 Reports

(a) Report by District Councillor Stephen Burroughes

Cllr Burroughes sent a report which was circulated by the Clerk.

All the local facilities are now beginning to return and improve. Many businesses have been supported by East Suffolk Council, (ESC)

Lowestoft has a master plan to regenerate, it has been neglected for several years. It is hoped this will increase footfall to the area.

The EDF briefing will be taking place, ESC will need to decide whether the benefits outweigh the non-benefits. It is important that ESC must not let the residents down and support them with their concerns.

Scottish Power Renewables (SPR) have one of the windfarms running successfully. There will be a greater need for electricity as we move to electric vehicles.

There has now been many virtual meetings and they seem to be working well.

Thank you for the email received concerning cycling, this is a good initiative and it encourages people to remain healthy.

Cllr Dickerson asked about the re-opening of leisure centres.

Cllr Burroughes commented that some are partially re-opening at the moment, thanks to the use of technology. There are issues around the changing facilities and the safe sanitising of that area.

Cllr Burroughes left the meeting at 7.15pm

Report by County Councillor Richard Smith

Cllr Smith reported that there is not much news from Suffolk County Council (SCC), all work is slowly returning to normal.

SCC had an un-budgeted expenditure of £70.6m, of which £4m is not being reimbursed.

The Local Government structure is in a mess at the moment, with many different tiers etc. This should be unitary across the country. Suffolk may end up with an East and West Suffolk, but unfortunately Ipswich does not wish to be included in either.

Due to the Sizewell C application there are currently 40 members of staff working through the documents. SCC did not want EDF to go ahead with their application at the moment, but however they have. Earlier this afternoon there was a meeting with Town and Parish Councils which worked well. There was no new information. The Councils reinstated the objections and concerns they have. Kelsale-cum-Carlton (KcC) is affected by this application and Cllr Smith agreed to help where he could re the concerns of the Council. It remains that the SCC supports the application in principal, but it still believes that the dis-benefits out-way the benefits. There is to be a Cabinet meeting on the 22nd September 2020, with views requested by the 30th September 2020. Urge everyone to register their interest with the Planning Inspectorate. Planning Aid England is available to give you some support. Well done to Cllr Galloway and her husband who are trying to read as many of the documents regarding Sizewell C as they can.

Cllr Roberts commented that the boundaries and the set up of the Government and local Government, the Good Neighbour Scheme (GNS) has been struggling with the various bodies they have to contact, the Community Partnership has Kelsale twinned with Whickham Market, the sensible partner would be Saxmundham or Yoxford. This does make administration and organisation extremely difficult.

Cllr Smith replied that if change does happen to the boundaries it will happen in the next 3 – 5 years.

Cllr Dickerson asked what measures did Westleton Village Hall put in place to hold a face-to-face meeting?

Cllr Smith suggested that contact is made with their Clerk, hand gel was in place and all attending wore masks, it was at the specific request of some of the Council members as not all are computer literate.

Cllr Revell commented that both himself and the Clerk are aware of the guidelines that must be followed should a face-to-face meeting be required, maybe this will be possible in August in the Main Hall which provides a larger area. Would understand if there are members that would wish not to attend a face-to-face meeting.

Cllr Revell thanked Cllr Smith for attending and his support with the Sizewell application.

The Chair formally opened the meeting at 7.30pm.

11189 To receive apologies for absence – Cllr Lumb, Cllr Ransome and Cllr Major.

11190 To accept apologies for absence – Accepted.

11191 To record absence without apologies – Cllr Ellis

11192 Declarations of Interest – Cllr Roberts and Cllr Dickerson – Electricity Bill

11193 To consider any dispensations – None.

11194 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 24th June 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.

11195 Parish Clerk's Report

The Clerk reported that she hoped to be giving a report on both of the Audits, but the External Audit report has not been received yet. There has been two calls from HMRC regarding the VAT reclaim, unfortunately HMRC had the incorrect bank details, this has now been sorted and the money appeared in the bank account on the 23rd July, as you will see on the finance report. We have two Cllr vacancies at the moment, maybe these could be advertised on the website or on the noticeboards. Website accessibility – there has been a further webinar from

SALC, free of charge. The Clerk is undertaking some research regarding the saving of documents so they may be accessible when placed on the website. Road sign – a resident had reported to the Clerk that a road sign on Low Road had been knocked over, the Clerk has reported this using the online tool.

11196 Clerk's Report on urgent decisions

None

11197 Matters arising from the Clerk's report

None

11198 Matters arising from the Parish Council meeting held on Wednesday 24 June 2020.

10.1 Primary School Traffic & Parking – Cllr Galloway reported that an email had been sent to the Head Teacher, but no response had been received.

10.2 Bio-diversity Group – The Clerk reported that she had contacted the insurance company regarding cover for volunteers. Volunteers are covered but not if they are using a chainsaw, even if they have the correct licence.

10.3 Footpaths & Rights of Way – Cllr Revell commented that an email had been received from a resident concerning the footpath steps near the A12.

Cllr Smith said that these steps had been inspected before and were found to be safe by the Highways team.

Cllr Revell reported that the steps are dangerous, in the winter when they are wet, they would be very slippery.

The Clerk commented that the resident had used the online reporting tool to report the steps.

Cllr Smith suggested that we will let this report go through the system, but if we have no joy, he will follow the report up.

Cllr Revell said that this has been ongoing for quite some time. We will wait for the report to go through the system and will follow up with photo's if necessary.

11199 Parish Council Matters

11.1 Annual Parish Meeting (APM): Cllr Revell said that it is quite difficult to hold an APM at the moment due to the numbers of people and the social-distancing rules.

Cllr Smith said that the Parish Council did not need to hold a meeting until next May 2021, this was advised by SALC.

ACTION: Cllr Revell and the Clerk to monitor situation following advice from SALC.

11.2 Quiet/Green Lanes: Cllr Galloway reported that she had spoken to several residents who live on the lanes in the village, there is a rise in the amount of people using the lanes for walking, cycling, horse riding, etc. All the residents were in favour of the quiet lanes. It would also help the village if Sizewell C gets the go ahead, as many of the lanes will be used as cut throughs to Leiston etc. It will help to discourage speeding. Bromeswell are very happy with the results of the quiet lanes. Some of the lanes mentioned included, East Green, North Green, Fordley Road, Curlew Green, Dorleys, Tiggins Lane, Rendham Road, and Butchers Lane.

Cllr Revell asked if there would be signage.

Cllr Galloway reported that the signage makes people aware of others using the road. The chain of lanes enables people to walk, ride etc.

Cllr Smith reported that he had received the email regarding the quiet lanes, and he will forward this to the highway department and update at the next meeting.

All the Councillors agreed to support the Quiet Lanes.

ACTION: Cllr Galloway to complete the form to ESC/SCC regarding the interest of KcC in the Quiet Lanes Scheme.

Cllr Revell thank Cllr Smith for his support with Sizewell C.

Cllr Smith left the meeting at 7.53pm.

11.3 To adopt the Subject Access Request, the Subject Access Policy and the Subject Access Procedure: The Clerk reported that these policies were recommended on the Internal Audit

report.

Cllr Roberts proposed that the Parish Council adopt the above documents, this was seconded by Cllr Burslem and agreed by all.

11.4 Doomsday Book: Cllr Galloway offered to look after the Doomsday Book, this was agreed by all the Councillors. The book is an asset of KcCPC and would remain to be insured by the Parish Council.

11.5 Code of Conduct Consultation – The Clerk reported that this was a document received from SALC. The only difference between the present Code of Conduct and the proposed code was the need for Cllrs to be vigilant when discussing Council items in public places etc. All the Councillors agreed with the proposed Code of Conduct.

ACTION: Clerk to respond to SALC with the Councils comment.

11.6 Local Electricity Bill – Cllr Dickerson commented that he had circulated a motion to all the Councillors ahead of this meeting; it is hoped that the PC would support the aims set out in the motion. Currently there are 187 MP's that are in support. Cllr Dickerson proposed that the PC supports the Local Electricity Bill, this was seconded by Cllr Roberts and agreed by all.

ACTION: Cllr Dickerson and the Clerk to draft a letter to the MP.

11200 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/20/2327/FUL – Beech Tree Farm, East Green, Kelsale-cum-Carlton, IP17 2PH

Permission requested for 4.6m x 15.46m lean to extension to existing barn and 14.4m x 7.29m new shed to fit between two existing barns for the storage of hay and farm equipment. Area is currently used for the storage of farm equipment.

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

Cllr Galloway has spoken to some of the neighbours of the farm there was no objection from them.

Overall decision was to support this application.

ACTION: Clerk to advise ESC accordingly.

11201 Financial Matters

13.1 Financial Statement since the June meeting. See Updated Finance Report of 29th July 2020.

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

13.2 To approve and sign the bank statements: The Bank Statement to 30th June 2020 and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

13.3 Signatory: Cllr Roberts proposed that Cllr Dickerson should replace Cllr Pulham as a signatory for the bank accounts, this was seconded by Cllr Revell and agreed by all.

13.4 Budget update – The Clerk reported that following on from a meeting with Cllr Revell and Cllr Galloway, the figures on the budget had been considered. After dividing the Cllr expenses, £500 had been saved, also some money from the insurance and meeting costs. This gave around £700; plus we have received the VAT reclaim.

Cllr Dickerson reported that some money for the Spinney Pocket Park would be needed, but this could wait until we have a face-to-face meeting.

Cllr Revell commented that a close eye would be kept on the budget and it would be reviewed on a quarterly basis. Some money could be given to Charities and we can use the Donations Policy for this.

ACTION: Clerk to ask Cllr Ransome for the receipt for the flowers, so that a reimbursement may take place.

11202 To Receive Reports from Portfolio Holders and Liaison Representatives

E1 – Biodiversity Group

Cllr Dickerson commented that there no new meeting since the last PC meeting. Leaflets etc. are ongoing. There will be an update at the next meeting.

Cllr Roberts asked if there were any plans to pollard the Lime trees in the churchyard?

Cllr Dickerson reported that these Lime trees are worked on regularly.

ACTION: Cllr Galloway to find out the dates for the pollarding of the trees.

IP17 GNS

Cllr Roberts reported that 1,054 people had been assisted since the pandemic, this means 1 in 5 people have received help in the Kelsale-cum-Carlton area. The School or the Village Hall is not being used for prescription pick-up points. There is to be a meeting in August to discuss the autumn and winter support that will be needed. 1 in 4 people will be entitled to free flu jabs, it is hoped to provide other facilities to complete this task, which will relieve the surgery. The village hall requires a couple of automatic hand sanitiser dispensers, and some gel, this would cost about £110. One dispenser would be placed at the entrance to each of the halls. It was agreed by all that Cllr Roberts should purchase the dispensers and send the invoice to the Clerk for reimbursement.

D – Community Facebook Page

Cllr Burslem commented that the Facebook page has several followers and members.

E – 3 Communities Link Project

Cllr Burslem has written an email to ESC & SCC, and will continue to push for this, as there has been accidents concerning cyclists in the area.

A14 – Kelsale Village Hall & Centre

Cllr Burslem reported that the Village Hall Committee are losing 3 of there committee members shortly. They are trying to encourage new members. The Committee requires a Chair, Secretary and Treasurer, if they are not found this may have a serious consequence for the running of the Village Hall.

Cllr Roberts said that he may know of residents who would be willing to join the Committee.

Cllr Burslem commented that the exterior of the village hall requires some decoration. There are not enough people on the Committee to spread the work evenly.

Cllr Revell said that this was an important issue to raise, if the Committee folds it will fall on the PC to sort the Committee.

ACTION: Place adverts for Committee members on the Facebook page and the website.

D1 – Newsletter

Cllr Dickerson commented that congratulations should be sent to Liz Flight as the new Community Newsletter is a success. This was agreed by all the Councillors.

ACTION: Cllr Galloway to liaise between the PC and Liz, and also pass on congratulations re the Newsletter.

B7 – Trees and open spaces

Cllr Holden reported that Cllr Buttle has oiled the wood carvings on the recreation ground. The Annual Inspection of the play equipment has taken place, there are some items that are starting to wear out. A meeting has taken place with a play equipment representative and a quote has been received regarding some refurbishment of the equipment. This includes, the swings, and some rubber matting which allows the grass to grow through. This will require funding, some CIL money could be used to fund this.

Cllr Dickerson suggested that CIL is placed on the agenda for the next meeting.

Cllr Galloway commented that she may write and publish a leaflet to be distributed in the village to encourage ideas for the CIL expenditure. More responses regarding the expenditure of the CIL money is required.

Cllr Holden reported that the play area is open to the public now and has been for a while.

Cllr Burslem said that it is nice to consider the play equipment for the younger children, but what about the older people, could an outdoor gym be considered.

E3 – Defibrillator

Cllr Holden reported that he had met with someone regarding the position of a new defibrillator on Carlton Green. There is power overhead, but it would cost to have a cable connect to the defib. If there was a trench dug in the grass verge this would save a bit of the cost.

Cllr Revell reported that he knew someone with a mini digger who may be willing to help.
Cllr Holden commented that a post would be needed to mount the defib on as there was nothing suitable to put it on at the moment. At the last face-to-face meeting Mr Pulham had reported that an offer for the purchase of the defibrillator had been made.

ACTION: Cllr Holden to contact Mr Pulham regarding contact details of the person willing to purchase the defibrillator.

B1 – Sizewell

Cllr Galloway commented that the work regarding Sizewell C was ongoing.

11203 Items for consideration for Inclusion on the next agenda

Play Area Refurbishment, Village Hall - Landscaping

11204 Correspondence

An email concerning the CIL expenditure had been received, it was agreed to hold this until the next meeting when more correspondence may have been received.

11205 To consider excluding the public and press

No considerations were necessary.

11206 Excluded items

There were none

11207 Date of the next meeting

The next meeting to be held on Wednesday, 26th August 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 8.53pm.

Signed: Chairman Dated: