

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE COUNCIL MEETING HELD ON  
WEDNESDAY 26th AUGUST 2020  
AT 7:00PM IN THE MAIN HALL OF KELSEALE VILLAGE HALL**

**Present at the meeting:**

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

**In attendance:** 0 members of the public.

**Welcome by the Chairman.**

**11208 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 two members of the public. Cllr Revell asked the two members, Caroline Harker and Mark Stewart, to introduce themselves as they were both interested in being co-opted onto the Parish Council.

After the introductions, it was agreed by all for the co-option to take place. The Clerk asked the new Councillors to sign the Declaration of Acceptance of Office forms.

Cllr Revell welcomed them onto the Parish Council.

**11209 Reports**

**Report by County Councillor Richard Smith**

Cllr Smith reported that this is the second face-to-face meeting this week, although some meetings are still being held remotely.

The funding has been applied for by Suffolk County Council (SCC) for the proposed cycle route. Saxmundham may struggle with this as the high street is quite narrow, proposals will be sought for a solution.

Quiet Lanes will be adopted when the funding is received from Local Government. Quiet Lanes scheme will produce more signage for villages taking part. This is something that the Police cannot enforce, but it is a good idea. Sizewell C commuter traffic will be affected.

SCC has spent £40m that was unbudgeted money. The agreed new bridge for Lowestoft requires funding from SCC of £60m

Cllr Smith thanked Cllr Galloway and her husband for all their work on Sizewell C. Cllr Smith is against Sizewell C, very frustrated with EDF who do not listen to the schemes effect on roads and railway. There are to be 8-10 rail movements overnight. The natural environment will be heavily affected by Sizewell C as will the AONB sustain damage. Will the value for money be transferred to the electricity costs.

Cllr Burslem asked what it would cost to do a 20mph speed restriction through the village? Cllr Smith said that the cost to a similar project in Bramfield was £20,000. The Parish Council would need to contribute £10,000 at least for a speed restriction change. This project would also be very time consuming.

**The Chair formally opened the meeting at 7.20pm.**

**11210 To receive apologies for absence** – Cllr Lumb, Cllr Roberts, Cllr Ellis and District Councillor Stephen Burroughes

**11211 To accept apologies for absence** – Accepted.

**11212 To record absence without apologies** – None

**11213 Declarations of Interest** – None

**11214 To consider any dispensations** – None.

**11215 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 29<sup>th</sup> July 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 Buttle, Seconder Cllr Holden and agreed by all.

**11216 Parish Clerk's Report**

The Clerk reported that there was no update on the External Audit report. The Firesite invoice, as shown on the finance report is to be paid on receipt/clearance of the cheque from Kelsale Village Hall Committee. A VAT claim will be submitted in September due to the level of money that may be reclaimed. The invoice for the repairs to the billy box has been received, as you will note on the finance report, a claim has been submitted to the insurance company, and we will need to pay £100 excess. Update on the website accessibility, all documents are being saved as PDF/A, this means that they are accessible to all. A phone call was received from a resident concerning the development at the Land adjoining Hilltops. I have contacted East Suffolk Council (ESC) and District Councillor Burroughes. A reminder that the Clerk is away on Annual Leave from the 14<sup>th</sup> September to the 18<sup>th</sup> September inclusive. An out of office response will be placed on the email.

**11217 Clerk's Report on urgent decisions**

None

**11218 Matters arising from the Clerk's report**

Hilltop planning – Cllr Revell suggested that the Planning Group should study the plans to see what planning consent was given.

Cllr Ransome commented that there is a shared entrance to enable an additional plot to be developed.

Any information should be passed to the Clerk so it may be relayed to the resident.

Cllr Galloway reported that several residents had spoken to her concerning the agricultural building on Tiggins Lane. An email has been sent to the planning officer concerned with this development.

**11219 Matters arising from the Parish Council meeting held on Wednesday 29 July 2020.**

**10.1 Primary School Traffic & Parking** – Cllr Galloway reported that an email response has been received, the Head Teacher commented that parking has been easier with the reduced number of children attending, ideally a 20mph speed limit would assist with the traffic and the addition of a safe crossing would help. The Head Teacher would appreciate any help or support the Parish Council (PC) could offer.

Cllr Smith reported that he had investigated the parking and traffic issue with the School about 2 years ago. There is some very thoughtless parking by some of the parents. 20s plenty is only an advisory, the Head Teacher should continue to educate the parents about parking.

Cllr Harker commented that many letters are received by the parents relating to the parking,

occasionally cones are placed outside the school to prevent the parking.

Cllr Galloway said that a pedestrian crossing would help but it is very expensive, the school had also considered a lolly-pop person, but that is also expensive.

**10.2 Annual Parish Meeting (APM)** – Cllr Revell that the advice given is to postpone the APM until next May 2021. This will be monitored each month.

Cllr Dickerson asked if the Biodiversity Group will be delivering a presentation at the APM when it is able to take place.

Cllr Revell replied that it would be helpful if the group could carry the presentation over until a permitted meeting happens.

**10.3 Quiet/Green Lanes** – Cllr Galloway reported that she had sent the response from the PC to Suffolk County Council (SCC), but since doing that the residents of Fordley Lane have expressed an interest in registering it for a Quiet Lane. There is about 10km network of roads/lanes for the scheme in this parish.

**10.4 Code of Conduct Consultation** – The Clerk reported that she had sent the response from the PC to SALC.

**10.5 Local Electricity Bill** – Cllr Dickerson reported that a letter had not been sent to Therese Coffey, but this would happen before the deadline in September.

## **11220 Parish Council Matters**

**11.1 Play area refurbishment/recreation ground:** Cllr Buttle reported that a report had been produced for the play equipment following on from an inspection. Some of the earmarked funds need to be spent to refurbish

some of the equipment, this includes some painting and repairs to the swings. This does not include the climbing frame. The cost of this work is £1654.40. Cllr Buttle proposed that the amount of money is spent to refurbish the equipment, this was seconded by Cllr Holden and agreed by all.

Cllr Holden reported that to change the equipment completely would be expensive, it is better to refurbish what is there.

Cllr Revell thanked Cllr Buttle and Cllr Holden for their work on the recreation ground.

**11.2 Village Hall:** Cllr Burslem reported that he has been representing the PC on the Kelsale Village Hall Committee; he understands from other members of the Committee that there has been a misunderstanding regarding the electricity, which has caused some upset. There is a prospective new management Committee taking over, but they do need more support. It would be helpful to have at least 10-12 members.

Cllr Galloway commented that the Village Hall constitution needs updating.

Cllr Burslem said a vote of thanks should be recorded for the three people who have kept the Village Hall Committee running over some difficult times.

Cllr Revell commented that if we had of held an APM, the three people would have been thanked personally for all their hard work. This was agreed by all the other Councillors, with one abstention.

Cllr Revell thanked Cllr Burslem for his support and help with the Village Hall Committee. The item of landscaping should be dealt with by the Committee, who owns the land in front of the hall.

ACTION: Cllr Burslem to ask J Pulham for any paperwork regarding the land in front of the village hall, easements, rights of way etc.

**11.3 SID:** The Clerk read out an email from C Lodge regarding the SID. There is a problem with the software of one of the signs, which will need to be returned to Westcotec for repair. The signs are out of warranty. It was agreed by all that £10 may be spent on postage to send the SID to be looked at, a quote should be obtained before any work is completed.

ACTION: The Clerk to contact C Lodge to inform him that £10 may be spent on postage, but any repairs would need a quote first so that it may be considered by the PC.

**11.4 Sizewell:** Cllr Smith commented that the SCC & ESC had sent a letter to the planning inspectorate to suggest that the next stage of the consultation should not be before January. A response has not yet been received.

Cllr Galloway said that work is continuing on the response for the PC to the planning inspectorate.

Cllr Revell proposed that Cllr Galloway should have delegated authority to respond to the planning inspectorate on behalf of the PC, this was seconded by Cllr Dickerson and agreed by all.

Cllr Revell thanked Cllr Galloway and Mr Galloway for all their hard work on the response from the PC.

Cllr Dickerson is to write a response on behalf of the Biodiversity Group.

Cllr Smith left the meeting at 8.15pm

**11.5 Bonfire & Fireworks:** Cllr Buttle reported that she had contacted ESC for advice regarding the bonfire event. After some discussion it was agreed to cancel the bonfire and fireworks for this year.

**11.6 CIL:** Cllr Galloway had circulated an email to all the Councillors relating to ideas that had been suggested for the spending of the potential CIL money. An article will be written for the Community News to give the readers a more precise guide of what the CIL money may be used for. A leaflet will be produced with the 5 most popular ideas on, this will be delivered to every household. There may be some smaller projects that could be completed with the smaller amounts of CIL money that may be received. It was agreed by all the Councillors to spend £90 on leaflets.

**11.7 Co-option of a Councillor** – Please see the members of public section above.

**11.8 Award Post** – Cllr Revell commented that the fingerpost does stick out in the road slightly. Cllr Galloway suggested that when the fingerpost is fixed, could the SCC Highways be asked if it could be placed further back on the verge.

ACTION: Item to be placed on the agenda for the next meeting.

## **11221 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/20/2856/FUL – Cherry Trees, Rendham Road, Kelsale-cum-Carlton, IP17 2QN**

Permission requested for a proposed change of use from dwelling (C3) to children's home (C2) for a maximum of two children.

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

Overall decision was to support this application.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3078/FUL – Teazle Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA**

Permission requested for a change of use to an existing permitted development "outbuilding" that is currently used as a home office/summerhouse/outside entertaining service building to that of an "annexe" as auxiliary accommodation to the main house. The change of use will not result in any new building or additions.

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

Cllr Holden commented that parking could be a concern, as is the possibility of this becoming a holiday let.

Overall decision was to support the application but comment that this should not be a lettable/rentable for holidays, just for family/friends to use.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3046/AGO – By the Crossways, East Green, Kelsale-cum-Carlton, IP17 2PL**

This is prior notification (agricultural) – open store/shelter.

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

Overall decision was to support this application.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3106/FUL – Vale Farm, Rendham Road, Kelsale-cum-Carlton, IP17 2QN**

Permission requested for the demolition of fire damaged house and erection of new replacement dwelling together with a new cart lodge garage/outbuilding.

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

After some discussion it was agreed that a couple of the Councillors from the Planning Group and Cllr Revell would meet with the owner to look at the plans.

ACTION: The Planning Group to send a report to all Councillors, once agreed Clerk to notify ESC accordingly.

#### **AP/20/0073/REFUSE – Land off Rosemary Lane, Kelsale-cum-Carlton.**

An appeal has been made to the Secretary of State by the landowner against the decision of ESC to refuse planning permission for the construction of a dwelling house and associated matters.

After some discussion, the Councillors agreed not to change their first response of objection to this application.

ACTION: Clerk to notify the Planning Inspectorate of the Councils decision.

#### **12.3 Changes to the current planning system – NALC consultation paper.**

ACTION: Clerk to resend the paperwork and ask for a response by the 11<sup>th</sup> September 2020.

### **11222 Financial Matters**

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

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> July 2020 and a financial reconciliation were brought to the meeting and signed by the Chairman.

### **11223 To Receive Reports from Portfolio Holders and Liaison Representatives**

#### **E1 – Biodiversity Group**

Cllr Dickerson commented that there were no updates from the Biodiversity Group.

#### **A10 - School**

Cllr Galloway reported that she had collected the Doomsday book, the School has a new library and it would be nice to have the book displayed in the library. This would just be a loan from the PC to the School.

All the Councillors agreed to the doomsday book being placed in the School library.

#### **B7 – Trees and green spaces**

Cllr Buttle reported that there were more plans for the recreation ground when more funding is available. The sculptures had been oiled. Access to the recreation ground can be difficult, a list of keyholders should be placed on the gate, or a large combination lock that someone, in an emergency, may phone a number and be given the code.

ACTION: Cllr Buttle to investigate the cost of a combination lock.

#### **E4 – Village Enhancement & Conservation Group**

Cllr Ransome reported that there will be some progress made in front of the village hall soon.

Cllr Revell commented that he had received some comments from residents regarding the grass on the edge of the car park. The longer grass at the back of the car park is fine but around the edges is beginning to look unkempt. The trees need trimming at the bottom to keep them tidy, and the weeds at the edge need spraying to keep the surface clear.

Cllr Dickerson reported that cutting was postponed until the Autumn.

Cllr Buttle agreed that the weeds do need spraying, to keep the area clear.

Cllr Burslem suggested that we put some wildflower seed in the edges of the car park.

Cllr Dickerson said it would require plant plugs, but these do need a clear area to grow.

ACTION: Cllr Buttle to talk to Mr Mann about the weed spraying.

Cllr Dickerson to discuss the edges with the Biodiversity Group and to contact the

Chair with a response.

**11224 Items for consideration for Inclusion on the next agenda**

Award post,

**11225 Correspondence**

None

**11226 To consider excluding the public and press**

No considerations were necessary.

**11227 Excluded items**

There were none

**11228 Date of the next meeting**

The next meeting to be held on Wednesday, 30th September 2020 at 7.00pm in the Village Hall Main Room. This may be a hybrid meeting if some members are unable to attend.

The Chairman closed the meeting at 9.10pm.

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