

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerkkelsalepc@gmail.com
www.kelsalecarltonpc.org.uk

**DRAFT MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 30th SEPTEMBER 2020
AT 7:00PM VIA ZOOM**

Present at the meeting:

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|-----------------------------------|----------------------|
| 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 Caroline Harker |
| Cllr Tim Roberts | |

In attendance: 0 members of the public.

Welcome by the Chairman.

11229 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 was one member of the public. Julia Ewart commented that several residents in Spinney Close had approached her regarding the parking issues. The parking issue is caused by School traffic twice a day, morning, and afternoon. Some people arrive at least half an hour before the end of the School day. Cars park on the road, on grass verges, wherever there is a space. The residents are looking for support from the Parish Council (PC), to help find a solution for this situation. Cars speed out of the road; this is a dangerous situation. Many local parents do not walk, they drive to school. The School did place cones out on the road, which did ease the situation. Would it be possible for the PC to instigate with Suffolk County Council (SCC) to look at solutions to ease the parking issue?

Cllr Revell commented that this is not a new situation, parking has been an issue for a while. County Cllr Richard Smith is aware of this and Cllr Galloway has also been looking into a solution working with the School.

Cllr Galloway said that the PC could work with the School to sort the parking problems, we could encourage the return of the cones. SCC Highways have been consulted.

Julia Ewart said that painting yellow lines on the road could be a solution.

Cllr Galloway said that the parking is a temporary problem twice a day.

Cllr Revell suggested that County Cllr Richard Smith should be contacted to seek his advice.

Cllr Harker reported that next week is walk to School week, it will be interesting to see if the numbers of cars is reduced. Parents are being encouraged to park in the village hall car park and walk to School.

Cllr Galloway commented that at one point the parking was staffed by the School, which encouraged the rolling system of moving cars in and out. At the moment it is unable to staff that.

Cllr Harker reported that there is a staggered starting and finishing time for the children, this has made a longer parking issue.

Cllr Roberts said that the parking at the School has been an issue for 5 years, no headway has been made, local residents should form a lobby and write to SCC Highways, it needs a

volume of people to write about the problems. Lots of solutions have been looked at but there is a lack of support from SCC.

Julia Ewart suggested that she ties some of the ideas together, from the residents and approach SCC.

Cllr Revell thanked Julia for attending the meeting.

Julia Ewart left at 7.23pm.

11230 Reports

Report by District Councillor Burroughes

District Cllr Burroughes reported that the leisure centre at Bungay has been refurbished and is now called The Waveney Valley Leisure Centre. The handover is to be held on Monday. Due to Covid this has taken longer than expected to complete. Bungay High School is nearby, but due to the situation, they are unable to use the facilities. East Suffolk Council (ESC) cabinet have met to discuss Sizewell C – they are however consultees, so there is a need to make sure their opinions are heard. No one appears to be happy with the proposals, traffic etc. A report has been sent. The Local Plan has been approved last week. Some of the pieces of land mention in the Plan are not quite right, these will be challenged if needed. There is still some funding available in the Locality Budget, does the PC have any schemes they are considering undertaking? What about the Fingerpost? Cllr Roberts reported that he is still waiting for a quote from Peggs to repair the fingerpost. Cllr Dickerson commented that some funding for the car park would be useful to purchase some flower plugs, also Spinney Pocket Park.

Cllr Roberts commented that the moving of the bottle banks in the car park also need some funding.

District Cllr Burroughes said to send him the ideas and he will consider them.

Cllr Revell suggested that all the ideas should be sent to the Clerk so that she may collate them and send them to DCllr Burroughes. There has been an email regarding the ward changes.

DCllr Burroughes reported that the ward changes are SCC.

Cllr Revell reported that Kelsale-cum-Carlton will be joined with Framlingham.

DCllr Burroughes left at 7.34pm.

The Chair formally opened the meeting at 7.35pm.

11231 To receive apologies for absence – Cllr Lumb, Cllr Ellis, Cllr Stewart, Cllr Major and County Councillor Richard Smith.

11232 To accept apologies for absence – Accepted.

11233 To record absence without apologies – None

11234 Declarations of Interest – None

11235 To consider any dispensations – None.

11236 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th August 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 Burslem and agreed by all.

11237 Parish Clerk's Report

Audit – the Clerk reported that both audit reports had been received. The internal audit had a few recommendations; a copy of the finance report should remain with the minutes on the

website; when adopting the General Power of Competence the Council should state the reasons for the ability to adopt it; S137 should only be used as a last resort for expenditure when there is no alternative power; and to ensure that the amount of money requested from the precept is written in the minutes; and to adopt further GDPR policies. The PC has already adopted the additional policies. The external audit reported that the period for exercise of public rights should have been nearer to the date when the paperwork was agreed by the Council, the reason behind using the full part of the allowed time was due to the Covid restrictions, it may have been relaxed by the time the public notice was relevant. This has been noted and will be changed next year. VAT Claim – a claim has been submitted for a refund of £1,438.61. Insurance Claim - an email has been received from the insurance company regarding the claim for the Billy Box, some further information was requested. Cllr Holden had some photographs of the damage and these have been sent. I am awaiting a response. Website accessibility update – there is a continuing problem with changing the PDF documents to PDF/A. This could involve the purchase of Adobe Acrobat Pro DC at a cost of £181.10. If possible, this could be shared with the 2 other PC's the Clerk works for, each Council would pay £60.37. This would enable the PC to compare two versions of a PDF to review all differences, turn scanned documents into editable, searchable PDF's, take advantage of advanced mobile editing features, validate and fix PDF's for ISO and accessibility standards.

11238 Clerk's Report on urgent decisions

None

11239 Matters arising from the Clerk's report

Cllr Revell commented that the audit reports had been noted.

Cllr Roberts said that the idea of sharing the cost of the Adobe Acrobat was a good suggestion. Also, had a claim been sent in for the damage to the fingerpost.

The Clerk replied that she was awaiting the quote for the repair and then it would be sent off. Cllr Roberts had some photographs that could be sent to the insurance company.

11240 Matters arising from the Parish Council meeting held on Wednesday 26 August 2020.

10.1 Annual Parish Meeting (APM) – Cllr Revell reported that the Clerk and himself are still monitoring the advice given by SALC regarding the APM. It is very disappointing that the PC has had to move back to a virtual meeting. Could the PC consider a hybrid meeting, we have 3 Cllrs together this evening, could 6 Cllrs meet face to face with the rest on Zoom.

Cllr Dickerson said it may be better to stay on Zoom, it may be quite difficult for people to get the attention of the Chair if there are a combination.

Cllr Revell commented that he would discuss this with the Clerk.

Cllr Roberts suggested that the PC should take advantage of the Planning Group, who could hold meetings ahead of the Full PC meeting, this would save time as they could recommend a response to the planning applications.

10.2 Local Electricity Bill – Cllr Dickerson reported that an email had been sent to Therese Coffey and a standard response had been received. If a further response arrives, it will be forwarded to the PC.

10.3 Village Hall – Cllr Burslem reported that he had met with Mr Pulham and had been given the Land Registry documents for the Village Hall.

Cllr Roberts commented that there must be many minutes from meetings written about the village hall land.

Cllr Burslem said that there must be an access to the property.

Cllr Revell said that he could remember looking at the paperwork and the land does belong to the village hall.

Cllr Ransome said that there would be a pedestrian access to the house in the corner across the village hall land.

10.4 Speed Indicator Device (SID) – Cllr Galloway said that the cost to repair the broken SID was £749.50 + VAT or a new SID would be £2,625.00 +VAT.

Cllr Roberts said that it is important for this to be repaired to aid with the speeding traffic within the village. Could County Councillor Richard Smith be approached to fund the cost of the repair. This was agreed by all the Councillors. Could Westcotec also be asked if they would

place the latest software on, so that it is compatible with the updated Excel.

Cllr Revell said we may be able to use some of the VAT refund to cover the cost of the repair.
ACTION: Clerk to ask County Cllr Smith about funding the repair of the SID and to ask Westcotec for the latest software to be placed on the repaired SID.

10.5 CIL – Cllr Galloway reported that the leaflets have been sent to the printers and should be ready for collection next week. The deadline for responses is the end of October 2020.

Cllr Burslem asked if the leaflet is the only way to respond with a suggestion for the CIL money. Cllr Galloway replied yes, it is important to have a controlled response, one from each household.

10.6 Village enhancement and conservation group – Cllr Buttle reported that she had circulated a document relating to the car park and the suggested work that is needed; spray the car park to prevent the weeds, mow a 1 metre strip around the car park, strim the area by the roads, and cut back the tree sucklings.....

Cllr Dickerson reported that he sent an email with the suggestions of cutting the edge of the car park and had no response.

Cllr Buttle commented that these suggestions were because of complaints about the state of the car park.

Cllr Dickerson asked if Knobby could cut the bank around the car park.

Cllr Roberts asked if Carl was still undertaking the annual maintenance, as agreed some time ago.

Cllr Burslem said that this had not been done for some time.

ACTION: Cllr Buttle to ask Knobby to mow the grass bank in the car park.

11241 Parish Council Matters

11.1 Fingerpost Award: Cllr Roberts has bought the materials including a post and some red markers for the positioning of the award. There is a lot of tree damage along the roads, which has happened

by large vehicles.

Cllr Roberts has offered to fix the award himself; this was agreed by the Councillors. A verbal quote to repair the finger post has been received, £300 but this is not a definite amount. The post is broken on the weld.

11.2 Autumn Edition of Community News: Cllr Galloway commented that the Editor has requested an additional 4 pages for the newsletter as there are so many articles to place in it. This had been agreed by the Clerk and the Chair, it is good that the newsletter is so popular. Cllr Revell said that the newsletter is an important form of communication at the moment with the restrictions due to Covid.

Cllr Galloway proposed that the additional pages are permitted for every edition, this was seconded by Cllr Revell and agreed by all.

11.3 Car Park Maintenance: This was discussed under 10.6

11.4 Spinney Pocket: Cllr Revell reported that this had been covered in the public forum, and a lot have time has been spent at previous meeting discussing this.

Cllr Harker commented that there is a large grass verge that runs from the industrial estate to the school, could people park there.

Cllr Ransome said that there is a large car park at the back of the industrial estate that is hardly used.

Cllr Revell said that it would be not be a good idea for children to walk through the industrial estate.

Cllr Roberts commented that there was a discussion about a footpath from the industrial site car park through to the school, and there may have been plans drawn up for this. A solution for this needs to be found. The industrial site owner could be approached, he may wish to assist with this. It was agreed that the plans for the footpath should be sent to the industrial site owner.

Cllr Revell said that this would cost a lot of money, and there is very little funding available. The way forward is to encourage less cars. This is something that needs to have suggestions

moving forward to a solution.

ACTION: Cllr Roberts to send the footpath plans to the industrial site owner.

11.5 To adopt the Equality & Diversity Policy, Health and Safety Policy and the Freedom of Information Policy: Cllr Roberts proposed that the Parish Council re-adopts the listed policies, this was seconded by Cllr Burslem and agreed by all.

11.6 Remembrance Sunday: Cllr Revell reported that every three years it is the turn of Kelsale-cum-Carlton to host the remembrance service, and it is due to be this year. Saxmundham will lead with any relevant information, but could the Clerk monitor any advice regarding this. The PC needs to consider what may or can be done to celebrate this important day.

ACTION: Clerk to monitor any information regarding the Remembrance service.

11242 Planning Matter

12.1 Planning Report - The Planning Report had been circulated in advance and there was no change since the circulation.

The Clerk reported that the planning application DC/20/2856/FUL – had been approved.

Cllr Revell reported that the shelter on Tiggins Lane had been reported to the planning inspector because it was thought to be larger than agreed. The inspector found it to be the correct agreed size. This is a vast shelter that could be lived in.

Cllr Galloway said that permission was granted for a shelter, it could not be proved that it is being lived in.

Cllr Revell said that it is too early for the inspector to look at the shelter again, the PC will monitor this.

12.2 New planning applications since the last meeting:

DC/20/3286/FUL – The Willows, Land off Rosemary Lane, Kelsale-cum-Carlton, IP17 2QT

Extension of outbuilding (to be used ancillary to the new dwelling approved under planning permission DC/19/1869/FUL)

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/20/3402/TCA – 12 Church Close, Kelsale-cum-Carlton, IP17 2PA

Large sycamore tree approximately 3 metres behind the garage. The garage has suffered a large crack on the right wall (south facing) as a result of subsidence as identified by Philip Sciberras BSc (Hons) MRICS BDMA Ins Tech for Trinity Claims. Mr Sciberras identified the source of the subsidence as the sycamore tree and that it needed to be removed to avoid further damage to the garage. The tree is located close to the property line of the property and there is insufficient space to plant a new tree.

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

Overall decision was no objection to this application, but could it be considered to plant a tree elsewhere in the village.

ACTION: Clerk to advise ESC accordingly.

DC/20/3437/FUL – Carton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton, IP17 2QP

Installation of timber play equipment and safety matting.

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

Overall decision was to object to this application, it is the right idea but needs to be in a different location due to the noise disturbance.

ACTION: Clerk to advise ESC accordingly

DC/20/3456/FUL – Fordley Meadows, Butchers Road, Kelsale-cum-Carlton, IP17 2PG

Conversion of a small barn to form a single bed dwelling to assist with the security of the stables, alteration of access onto highway to improve road safety.

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

The majority decision was to object to this planning application as it would be setting a precedent. Cllr Revell and Cllr Holden abstained.

DC/20/3468/FUL – Quebec Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA

Installation of retractable lattice mast in the rear garden to support amateur radio antennas. Maximum height of mast 18m.

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

After some discussion, the majority decision was to object to this application due to the visual intrusion, interference to other signals, noise and design and appearance. Cllr Burslem abstained.

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 was the same one that had been discussed at the last meeting. The only difference was the amount of information that was on the planning portal.

Clerk to send the information to the Councillors for their response.

11243 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 30th September 2020.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st August 2020 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place.

13.3 Quarterly Accounts to September 2020.

Cllr Dickerson commented that there has not been much expenditure in the Cllrs section.

Cllr Revell said that this was going to be monitored and some money may be used elsewhere if needed, it is a good thing to hold some of the money in reserve.

13.4 Clerks Pay – Cllr Galloway reported that the NALC recommendation for the pay increase was from £10.79 to £11.08 per hour, back dated to April 2020.

Cllr Galloway proposed the pay increase for the Clerk, this was seconded by Cllr Roberts and agreed by all.

ACTION: Clerk to send information to Cllr Roberts so that he may contact SALC.

11244 To Receive Reports from Portfolio Holders and Liaison Representatives

A8 – SALC

Cllr Galloway commented that the White paper planning consultation required a response.

It was agreed by all Councillors for the Clerk to send a response to NALC which comments that the PC agrees with the comments made by CPRE.

B7 – Trees and Green Spaces

Cllr Holden commented that the refurbishment of the play equipment had almost been completed, apart from one piece. There is a meeting on Friday to discuss the final piece.

Cllr Ransome reported that he has fixed the gates on the play area.

Cllr Revell commented that there has been an increase in dogs off leads in the recreation ground, despite posters being in place. Could anyone seeing a dog not on a lead remind the owner of the rules.

B1 – Sizewell

Cllr Dickerson said that he had sent a personal register of interest to the Planning Inspectorate. Other Councillors have also sent in personal registers.

B6 – Good Neighbour Scheme (GNS)

Cllr Roberts reported that a report has been submitted, there are some hardship cases coming forward. A winter postcard is to be delivered shortly to each household.

A14 – Kelsale Village Hall and Centre

Cllr Burslem reported that the Village Hall now has QR codes and these should be used when you enter the hall.

E4 – Kelsale Village Enhancement & Conservation Area Group

Cllr Roberts reported that the bottle banks in the car park are being used by a trade person, dropping bottles off between 1-2am. Do we need another bottle bank in the car park as this is often overflowing? It was agreed by all to ask for the bottle bank to be emptied more frequently.

11245 Items for consideration for Inclusion on the next agenda

11246 Correspondence

None

11247 To consider excluding the public and press

No considerations were necessary.

11248 Excluded items

There were none

11249 Date of the next meeting

The next meeting to be held on Wednesday, 28th October 2020 at 7.00pm virtual/hybrid.
Councillors to be informed of arrangements re meeting by the 21st October 2020.

The Chairman closed the meeting at 9.30pm.

Signed: Chairman Dated: