

**Kelsale-cum-Carlton Parish Council**  
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

**DRAFT MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 28<sup>th</sup> OCTOBER 2020  
AT 7:00PM VIA ZOOM**

**Present at the meeting:**

Cllr Edwina Galloway (Vice-Chair)	Cllr Simon Ransome
Cllr Tim Roberts	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Ray Ellis	Cllr Mark Stewart

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

**Welcome by the Chairman.**

**11250 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.*

No members of the public.

**11251 Reports**

**Report by District Councillor Burroughes submitted by email and circulated to all.**

**The Vice-Chair formally opened the meeting at 7.05pm.**

**11252 To receive apologies for absence** – Cllr Lumb, Cllr Harker, Cllr Major, Cllr Dickerson, Cllr Revell and District Councillor Stephen Burroughes.

Cllr Galloway reported that a resignation letter had been received from Cllr Martin Lumb.

Cllr Burslem proposed a vote of thanks to Cllr Lumb, this was seconded by Cllr Roberts and agreed by all.

**11253 To accept apologies for absence** – Accepted

**11254 To record absence without apologies** – None

**11255 Declarations of Interest** – None

**11256 To consider any dispensations** – None.

**11257 To consider the Approval of the draft minutes of the Parish Council meeting held on 30<sup>th</sup> September 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 Roberts, Seconder Cllr Buttle and agreed by all.

**11258 Parish Clerk's Report**

VAT Claim – the amount of £1,438.61 has been refunded into the PC account.

Cllr Roberts proposed that the PC uses some of this money to repair the SID, this was

seconded by Cllr Burslem and agreed by all.

Insurance Claim – the amount of £75 has been received following on from the claim for the Billy Box.

Software – having discussed the Adobe Acrobat software with the other PC's, it has been agreed to share the cost equally between the three PC's.

Cllr Roberts proposed that the Clerk purchases the software and then reclaims the money from the PC, this was seconded by Cllr Buttle and agreed by all.

CIL money – the PC has received a payment of £19,568.67.

Cllr Roberts proposed that the CIL money is transferred from the current account to the savings account, this was seconded by Cllr Ellis and agreed by all.

Remembrance Sunday – contact has been made with Saxmundham Town Council and SALC regarding the Remembrance Service. The information has been placed on the website.

Carlton Road – a phone call was received from a resident reporting the use of the grass verge as a parking area. The vehicles are not there the whole time but would have to drive over the curb to park on the verge. The vehicles belong to the people that are constructing the property on Carlton Road. County Cllr Smith and District Cllr Burroughes are aware of this.

Heron – a phone call was received from a resident regarding a dead heron that had been spotted whilst out walking. After much research and many phone calls, I established that East Suffolk Norse will remove carcasses from the Highway.

Annual Leave – I will be on Annual Leave for a week on the 9<sup>th</sup> November 2020.

#### **11259 Clerk's Report on urgent decisions**

None

#### **11260 Matters arising from the Clerk's report**

Reported in Item 11258.

#### **11261 Matters arising from the Parish Council meeting held on Wednesday 26 August 2020.**

**10.1 Annual Parish Meeting (APM)** – Cllr Galloway reported that the advice given by SALC regarding the APM is continuing to be monitored.

ACTION: Continue to monitor, place on next agenda.

**10.2 SID** – Covered in item 11258

**10.3 Village Enhancement & Conservation Group** – Cllr Buttle reported that the PC handyman had been asked to mow the grass on the car park.

**10.4 Spinney Pocket** – Cllr Roberts reported that he had not taken the footpath plans to the industrial site owner. Place on next agenda.

**10.5 Remembrance Sunday** – Covered in item 11258. Cllr Galloway to check whether the PC needs to obtain a wreath, and the cost.

#### **11262 Parish Council Matters**

**11.1 Community News:** Cllr Burslem suggested that the Community News should be placed on the website or on the community Facebook page. Many people have contact with the village but may not live here anymore. If the newsletter is on the website, it may be downloaded. The Community News is a good publication.

Cllr Roberts agreed that the newsletter should be available on the website/Facebook page.

Not everyone in the parish receives a copy of the newsletter.

Cllr Galloway commented that Cllr Buttle is reassessing the distribution list to ensure everyone receives a copy of the newsletter. Cllr Revell has been asked his opinion to this and he has asked that this is deferred to another PC meeting. It was agreed to ask the Editor of the Newsletter to attend the meeting.

Cllr Roberts suggested that all previous copies of New Oasis should be archived on the website.

Cllr Galloway responded that it is important for contributors of the newsletter to be asked permission before placing on the website. People are aware that the newsletter is printed. All the PC are liable for items that the PC publishes. There is a difference between paper and internet.

Cllr Roberts commented that anything published is in the public domain. The newsletter should be made available.

Cllr Buttle suggested that the Editor asks the contributors permission ahead of the next edition. A written disclaimer could be produced.

ACTION: Cllr Burslem to write a proposal, for placing the newsletter on the website, ahead of the next PC meeting. This is to be passed to Cllr Roberts and then circulated to all Cllrs.

- 11.2 Christmas Tree:** Cllr Buttle circulated an email to all Cllrs that stated the amount of £150 for the Christmas Tree has been donated by a company on the industrial site. Would it be possible to place a small sign by the tree stating who sponsored it?

It was agreed by all the Cllrs to place a small sign beside the tree thanking CRASL for the donation of the tree.

Cllr Burslem commented that a resident had enquired about a social distanced carol singing around the Christmas Tree.

Cllr Galloway said that the Carol singing is not something the PC needs to be involved with.

Cllr Buttle reported that the tree will arrive on the 4<sup>th</sup> December.

Cllr Burslem reported that there are some old lights from Saxmundham stored, these could be used to decorate the tree if required.

ACTION: Cllr Ransome, Cllr Stewart, Cllr Holden, and Cllr Buttle to erect the Christmas Tree.

- 11.3 Kelsale Village Hall:** Cllr Burslem reported that he had circulated a report to all the Cllrs.

Cllr Burslem proposed that since the overheads for KVH continue, KcC PC wishes to support the village hall through the current problems due to Covid-19, that Kelsale cum Carlton Parish Council will pay their usual monthly hire charge for KVH irrespective of whether used or not, including those months prior to this proposal, this was seconded by Cllr Roberts and agreed by a majority of Councillors with one abstention.

- 11.4 Meeting dates:** Cllr Roberts reported that he will set up a Zoom meeting for the next PC meeting in November.

ACTION: Clerk to forward the meeting dates to Cllr Roberts.

- 11.5 Priority List for the Budget 2021/22:** Cllr Galloway asked if any of the Cllrs had any projects they would like considering when the draft budget is written.

Cllr Roberts asked if a small amount could be considered for the GNS.

Cllr Burslem asked if an amount could be placed in the budget for the flowers in front of the Village Hall.

Cllr Roberts asked if £250 could be placed in the budget for car park maintenance. Also, an amount for the repainting of the telephone kiosk.

- 11.6 Safeguarding Policy:** To be carried over to next meeting.

County Councillor Richard Smith joined the meeting at 7.43pm. Cllr Galloway invited him to give his report.

Richard Smith apologised for being late. Sizewell C – the next stage is to begin sometime in the new year. EDF need to put forward a consultation; this involves much hard work. The thirty-day consultation starts on the 16<sup>th</sup> November 2020. SCC are holding an information sharing event on the 28<sup>th</sup> November. It is important to share the views of the community. EDF are feeling pressured by all the community responses. The use of rail and sea to move materials is being reassessed to relieve the highways. There is some concern relating to the vibration from the increase of the weight on the rails. There is also the potential for more movement of freight during the night. A rail passing loop may be helpful. Many parishes have put in objections and want to know why EDF has changed its plans now.

Covid – in the last month there has been an increase in the diagnosis of Covid cases. East Suffolk has decreased slightly to 40 per 100,000, this is the only area to decrease. The overall pressure on hospitals is growing. We all need to obey the rules and wear face coverings, social distancing, and the rule of 6 people only. We are unable to predict anything, but this area is low at the moment.

Cllr Roberts asked about micro nuclear plants.

Richard Smith replied that he is not an expert on micro nuclear plants.

ACTION: Cllr Roberts to forward a paper to Richard Smith regarding micro nuclear plants.

Cllr Burslem asked why SCC are not supporting free school meals through the holidays. Richard Smith replied that SCC are following advice from the Government. There are some funds available and the information regarding this will be sent to the Clerk. Cllr Roberts reported that some of the funding has been given directly to the local organisations for distribution. The Bell is helping with meals, if anyone knows of someone in need of help, contact the GNS.

Richard Smith left the meeting at 8.00pm.

#### **11263 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/20/3887/PN3 – Land to the North of Brabbins Farm, Kelsale-cum-Carlton, IP17 2QN**  
Prior notification – change of use to residential.

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

After some discussion it was agreed that all Councillors email a response to the Clerk. A majority decision would then be forwarded to ESC.

ACTION: Clerk to advise ESC accordingly on receipt of majority decision of the Councillors.

**DC/20/3805/PN3 – Town Farm, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RJ**

The building will be converted to provide one, two-bedroom single storey dwelling.

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

It was agreed that the Councillors would email their comments to the Clerk, for a majority decision to be forwarded to the Clerk.

ACTION: Clerk to advise ESC accordingly on receipt of a majority decision of the Councillors.

#### **11264 Financial Matters**

**13.1 Financial Statement since the September meeting. See Updated Finance Report of 28<sup>th</sup> October 2020.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> September 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.

#### **11265 To Receive Reports from Portfolio Holders and Liaison Representative**

##### **B6 – Good Neighbour Scheme (GNS)**

Cllr Roberts reported that some additional funds are required for the GNS. More volunteers are needed for the end of the year, please help if you can.

#### **11266 Items for consideration for Inclusion on the next agenda**

Parking, Allotments

#### **11267 Correspondence**

None

#### **11268 To consider excluding the public and press**

No considerations were necessary.

#### **11269 Excluded items**

There were none

#### **11270 Date of the next meeting**

The next meeting to be held on Wednesday, 25<sup>th</sup> November 2020 at 7.00pm virtual/hybrid.

Councillors to be informed of arrangements re meeting by the 18<sup>th</sup> November 2020.

The Vice-Chair closed the meeting at 8.20pm.

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