

**Kelsale-cum-Carlton Parish Council**  
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**DRAFT MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 16<sup>th</sup> DECEMBER 2020  
AT 7:00PM VIA ZOOM**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Edwina Galloway (Vice-Chair)
Cllr Tim Roberts	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Ray Ellis	Cllr Simon Ransome
Cllr Caroline Harker	

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

**Welcome by the Chairman.**

**11292 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.

**11293 Reports**

**Report by County Councillor Richard Smith**

Richard Smith thanked Cllr Roberts for his work over the past years.

Suffolk County Council (SCC) are considering budget proposals, and as part of this are considering an increase in the Council Tax. The papers will be published in the public domain on Monday. The increase is too great, and Richard Smith has objected. Sizewell C – thank you to Cllr Galloway for the copy of Kelsale-cum-Carltons response to the proposals. The deadline is Friday, there are many issues that are of concern; the removal of some of the HGV's from the A12 has not been proven; more movement of materials by sea will upset a fragile coastline. At a recent East Suffolk Council (ESC) meeting there was considerable concern for the affect on the coastline to the South of Sizewell, but what about the affect on the coastline to the North. Richard Smith listened to all the sessions held for the Town and Parish Councils to give their views on the proposals. Thanks to Cllr Galloway for finding a fault with one of the Sizewell diagrams, this has now been amended.

Cllr Galloway asked what the Suffolk response is?

Richard Smith said that he had only seen a draft response from SCC but the response has a robust stance, this will be in the public domain shortly.

Cllr Roberts commented that the recent Sizewell Newsletter talks confidently about the success of Sizewell, and we are in another stage of consultation. What do you think is the political stance?

Richard Smith said that he does not talk directly to the Government, but he does understand that electricity needs to be generated from different sources. The Government response is disappointing, and the investment is still to be decided.

Richard Smith had computer issues and left at 7.15pm

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

Stephen Burroughes commented that the Counties response to Sizewell is very robust, ESC has not completed a full response yet. The funding is an issue, as is the 15-year build. There is a mixed response from some of the parishes, some are for and some against. If it has the go-ahead, we must ensure that the local area has the best possible deal. Council Tax – ESC has agreed a zero increase, this is to be formally adopted in January. The Bounce Back Fund is to help with a community fridge in Saxmundham. ESC is responding well to Covid, numbers in the area which are creeping up. People need to be careful. The bin hangers should have been placed on your refuse bins and show the collection dates over the Christmas period. There is a push for more recycling. The housing revenue account is to be considered as there is a need to build more low cost affordable housing.

Richard Smith returned at 7.23pm.

Cllr Roberts commented that some of the Councillors had attended a briefing about the new development near Saxmundham and Benhall. Need to keep an eye on this development to ensure that the affordable housing is considered.

Stephen Burroughes commented that economic growth creates income, the Government states where funding may come from.

Richard Smith said that the SCC is aware of the development, SCC is involved with the highways and the Schooling. ESC will take the lead on this development. Richard Smith wished everyone a Happy Christmas.

Richard Smith left the meeting at 7.30pm.

Cllr Revell commented that the development includes a School but what about the local Doctors surgery, this is not fit for purpose.

Stephen Burroughes said that there is to be a large development at Felixstowe.

Cllr Roberts asked who the ESC representative was for Benhall.

**ACTION:** Stephen Burroughes to circulate the ESC representative for Benhalls details to the PC.

Stephen Burroughes thanked Cllr Roberts for his help and wished everyone a Happy Christmas.

Stephen Burroughes left the meeting at 7.35pm

**The Chair formally opened the meeting at 7.35pm.**

**11294 To receive apologies for absence** – Cllr Major, Cllr Stewart, and Cllr Dickerson.

**11295 To accept apologies for absence** – Accepted

**11296 To record absence without apologies** – None

**11297 Declarations of Interest** – None

**11298 To consider any dispensations** – None.

**11299 To consider the Approval of the draft minutes of the Parish Council meeting held on 25<sup>th</sup> November 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.

**11300 Parish Clerk's Report**

SID – Badger Homes has agreed to fund the cost of £190, to purchase a new post for the SID.

A form with the proposed site has been sent to the Speed and Safety team for approval. Footpath – the landowner of the hedge along the Main Road has been contacted and a site visit from the PC has been requested. Cllr Revell has looked at the footpath and it seems to have been cleared. A phone call was received today about the footpath at the edge of Carlton Park Sports Field. Signatories – two new signatories have been agreed and the paperwork is being completed. Highways – responses have been received from Highways regarding the two queries received. The first is relating to a speed limit on the A12 at the Carlton Road/Peasenhall Road, this is not being considered at the moment. The car parking near Carlton Green has no response as they were unsure of the exact area. Community Help Scheme – the SCC team have been contacted regarding this, a presentation was forwarded stating what the PC is able to do, if Cllr Revell agrees, this will be circulated to all and placed on the agenda for January. Sportspace and Playspace Fund – as we have some money in the funds, it could be used to purchase a basket swing for the play area at Carlton Green. Thank you to Cllr Buttle for clearing the bus shelters. Annual Leave - this will be from the 23/12/20 until the 04/01/21.

#### **11301 Clerk's Report on urgent decisions**

None

#### **11302 Matters arising from the Clerk's report**

Badger homes invoice – send the invoice through early as this may take some time to authorise. The footpath near the Main Road was cleared by Highways – contact the Landowner to prompt an on-site meeting, to look at the hedges. Three Councillors to attend this meeting. Footpath near Carlton Park Sports Field is in Saxmundham.

ACTION: Cllr Holden to circulate the boundary map to all.

Cllr Buttle proposed that the Playspace fund money is used to purchase a piece of equipment for Carlton Green park, this was seconded by Cllr Roberts and agreed by all.

ACTION: Cllr Buttle to complete the application form for the fund.

#### **11303 Matters arising from the Parish Council meeting held on Wednesday 25 November 2020.**

**10.1 Spinney Pocket** – Cllr Roberts reported that he would be seeing the new head teacher this weekend and would mention the footpath through to Spinney Pocket. The previous head teacher was concerned about the safety of the children walking through the path.

Cllr Harker is sure that parents would use this parking area and walk through to the school.

Cllr Roberts said that some additional signage would be required to show where the parking is.

ACTION: Cllr Roberts to talk to the Head Teacher.

**10.2 Community News** – The Clerk had circulated a proposal which has been agreed with SALC regarding the placing of the Newsletter on the website.

Cllr Burslem suggested that there are a set of rules/terms and conditions for the Newsletter and these should be agreed by the people that advertise/submit an article and the Editor.

ACTION: Cllr Galloway and Cllr Burslem to write a set of terms and conditions and send through to the Editor for approval.

**10.3 Post Box** – Cllr Buttle said that a site next to the community noticeboard at Carlton Green would be a good place for the Post Box. This was agreed by all the Councillors.

ACTION: Cllr Buttle and Cllr Holden to move the Post Box.

**10.4 Main Road Footpath** – Covered in 11300 and 11302.

**10.5 SID** – Covered in 11300 and 11302.

**10.6 Draft budget** – Cllr Roberts reported that the GNS had managed to secure another amount of funding for the new year.

#### **11304 Parish Council Matters**

**11.1 Allotments:** Cllr Galloway reported that she is awaiting a report regarding the allotments.

ACTION: Place on the agenda for January.

**11.2 Safeguarding Policy:** Cllr Harker has written a Safeguarding policy and will be circulating this to all the Councillors ahead of the meeting in January.

ACTION: Place on the agenda for January.

- 11.3 Co-option of a Councillor:** The Clerk reported that the PC is now able to co-opt a Councillor following on from the resignation of Cllr Lumb. Cllr Revell has written a report for the Newsletter and has included the Co-option of a Councillor.
- 11.4 Portfolio Holder:** Cllr Revell reported that there are several vacancies on the Portfolio's and these need to be filled. Cllr Revell agreed to become the HR/Line Manager for the Clerk.  
ACTION: Clerk to circulate the Portfolio Holders list to all the Councillors. Place on the agenda for January.
- 11.5 Bank Signatories:** Covered in 11300.
- 11.6 Protocol for Pre-planning application developments:** The Clerk reported that this document had been circulated to all Councillors.  
ACTION: Clerk to resend the document to all Councillors and place on the agenda for the meeting in January.
- 11.7 Kelsale Village Hall:** Cllr Burslem reported that he had circulated a report ahead of the meeting. It is important that the final PC budget is not agreed until the Village Hall is sorted. This is a Grade 2 listed building and in need of some repairs, the cost of which needs to be considered, and an ongoing fund from the PC would assist with this.  
Cllr Revell commented that the budget has taken a considerable time to sort, there is no room for an additional annual subscription and there is to be no increase in the precept this year.  
Cllr Burslem said that the maintenance costs for the village hall are high.  
Cllr Roberts suggested that the Village Hall uses crowdfunding, the community would help with funding.  
Cllr Revell commented that the PC budget has no additional money to give to the Village Hall. The PC is keen to support the Village Hall and can do so in other ways, but not financially.  
The Clerk commented that the PC already gives a donation towards the Village Hall insurance, the telephone line and the broadband is paid for by the PC and every time the hall is used for meetings the PC pays, this totals around £1,500 per year.  
Cllr Roberts suggested if the PC has a surplus at the end of the year, this could be given to the Village Hall.  
Cllr Revell said that it is difficult to ring fence an amount of money for the Village Hall but could vote to give some money as a one-off payment.  
Cllr Roberts said that he is confident that the new Village Hall Committee will be able to source some funding.
- 11.8 CiL money for equipment on Carlton Green:** covered in 11303.
- 11.9 Quiet Lanes:** Cllr Galloway had circulated the proposed list of Quiet Lanes to all the Councillors. Hopefully this list will be accepted for the first phase by SCC. There will need to be a public meeting held by Zoom in January, and a leaflet drop with information about the Quiet Lanes on to the residents. The cost for printing the leaflets is under £100, there may be additional printing required later. The cost of the signage may have to be taken from the reserves. Most of the funding will be taken from ESC and SCC, but as there are many more parishes interested in the Quiet Lanes, there may be less amounts of funding.  
Cllr Galloway proposed that the PC spends under £100 on printing for the Quiet Lanes, this was seconded by Cllr Roberts and agreed by all.  
ACTION: Place Quiet Lanes on the agenda for January.

### **11305 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/20/4802/VOC – Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton, IP17 2QP**

Variation of condition No.4 DC/19/0133/FUL (Appeal decision APP/J3530/W/19/3228198) – use of land for the stationing of static holiday caravans for holiday occupation between 1<sup>st</sup> March any year and 14<sup>th</sup> February in the next.

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

Both proposals were discussed as one item.

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

**AP/20/0103/REFUSE – Carlton Meres Country Park, Carlton Road, Kelsale-cum-Carlton, IP17 2QP**

An appeal has been made to the Secretary of State by Park Holidays UK Ltd against the decision of ESC to refuse planning permission for the Use of Land for the stationing of 50 static holiday caravans, children's play area, recreation space and associated facilities.

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

Cllr Revell commented that a letter had been received from a member of the public about these proposals. Park Holidays said that they were going to undertake work in the local area, but this has not happened, false promises. The residents are in a difficult position.

Cllr Roberts said that this is a creeping development, people wanting to leave the towns move into the static caravans.

Cllr Galloway said that there are already 80 full time residents on the site. We should support the residents surrounding the Carlton Meres Country Park by objecting to the proposal.

Cllr Ellis reported that the Country Park is already very full of static caravans.

It was agreed by all the Councillors to object to both the proposals.

ACTION: Councillors to send a comment to the Clerk for submission to the Planning Inspectorate. Clerk to advise ESC accordingly of the decision of the Councillors.

**11306 Financial Matters**

**13.1 Financial Statement since the November meeting. See Updated Finance Report of 9<sup>th</sup> December 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 30<sup>th</sup> November 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 To discuss and revise the draft budget for the financial year 2021/22.**

Cllr Revell commented, as previously mentioned, that the surplus from this financial year could go to the Village Hall as a one-off contribution.

Cllr Burslem asked if the PC should increase the precept amount as SCC are increasing the Council Tax request.

Cllr Galloway said that there was a large increase in the precept last year, £2,000.

Cllr Revell said that a lot of work goes into the budget. The amount of precept requested means that the PC can get through the year, paying its responsibilities.

Cllr Ransome said that the precept amount is a fair figure.

Cllr Buttle proposed that the PC accepts the budget for 2021/22, this was seconded by Cllr Ransome, 2 Cllrs abstained, 1 against the proposal and 4 agreed with the proposal.

**13.4 Precept request for 2021/22**

Cllr Roberts proposed that the PC requests a precept of £21,500, this was seconded Holden, with 1 abstention, 1 objection and 5 agreed.

**11307 To Receive Reports from Portfolio Holders and Liaison Representative**

**B1 – Sizewell**

Cllr Galloway circulated a draft response from the PC to the Sizewell proposal to all Councillors. Cllr Galloway proposed that the PC submits the response, this was seconded by Cllr Buttle and agreed by all.

Cllr Revell thanked Cllr Galloway and Mr Galloway for all their hard work on this response

**B6 – Good Neighbour Scheme (GNS)**

Cllr Roberts reported that the GNS is organising various Christmas events. If anyone knows

someone who would benefit from a Christmas Lunch, could they please contact the GNS.

**C2 – Christmas Lunch**

Cllr Buttle reported that the people who would have normally attended the Christmas Lunch have received a Christmas Card.

**11308 Items for consideration for Inclusion on the next agenda**

Safeguarding policy, allotments, Quiet Lanes, Protocol for Pre-planning application developments, Portfolio holder's vacancies.

**11309 Correspondence**

Cllr resignation – Cllr Revell reported that a letter of resignation had been received from Cllr Roberts. Thanks to Cllr Roberts for all his work over the past 10 years, he will be missed.

Cllr Roberts thanked the Councillors for his gift and cards.

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

Carlton Meres Traffic – Cllr Revell reported that a letter had been received from residents near to Carlton Meres.

ACTION: Clerk to write to the residents stating that the PC support them in the comments they have made in relation to Carlton Meres.

**11310 To consider excluding the public and press**

No considerations were necessary.

**11311 Excluded items**

There were none

**11312 Date of the next meeting**

The next meeting to be held on Wednesday, 27<sup>th</sup> January 2021 at 7.00pm virtual/hybrid.

Councillors to be informed of arrangements re meeting by the 20<sup>th</sup> January 2021.

Clerk to clarify the rules re meetings with SALC.

The Chair closed the meeting at 9.14pm.

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