

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 25th NOVEMBER 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 Keith Dickerson

In attendance: 2 members of the public.

Welcome by the Vice-Chairman.

11271 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.

A member of the public wished to comment about the planning application for Land South of Carlton Road. When planning permission was applied for before it mentioned that it would be 2 single storey dwellings, this time it just says dwelling. The objections to plot 3 are the same as to plot 1 and 2. When there was a proposal for the 2nd property the developers made some strong promises on how to protect plot 3. There was mention of plot 3 being donated to the PC, one year later this has all been forgotten. Now we have an application for plot 3. The line of lime trees down the lane, what may happen to them, if they are left it will make the plts narrow. An appeal decision on plot 1 states that any trees that do not survive 5 years would need to be reinstated with the same size and nature. The driveway for the plot comes out onto the track, do they have permission to do this?

A second member of the public also wished to comment about this planning application, stating that the tree avenue is very special, and there was a comment about not developing plot 3, possibly 8 trees would need to be removed. Could there be an access road from the main road? They could amend the application, and this may reduce the impact.

Cllr Roberts commented that there are several issues here, you could develop a collective legal challenge if they clearly stated that plot 3 was not to be developed; the right of access off the track; and talk to the Tree Officer at ESC regarding the trees to find out if there is a tree preservation order on them. If the trees are over 20 years old there may be a preservation order on them.

Cllr Galloway thanked them for their comments.

11272 Reports

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

Report by County Councillor Richard Smith

Richard Smith commented that he had been looking at the parking issues at the School with the Headteacher. There had been a detailed discussion on the phone, and they are to revisit this in the New Year. At the moment there are staggered start and finish times for the children, and they will meet when these times become more normal and fixed. This issue will continue to be monitored. There are 600 schools in Suffolk and almost all of them have an issue with parking. It takes approximately 18 months to get a legal order for the yellow lines. There is an award initiative for some Primary Schools re parents parking. Sizewell C – the consultation is underway and closes on the 18th December. There is some sessions tomorrow with PC's, ESC and SCC. These are useful to gain the views of the PC's. There is a Coastal Workshop meeting to be held on the 1st December, this will look at the proposals for the fragile coastline. There are some good experts working for ESC who are looking into the problems the development may have on the coastline at Thorpeness. The issue of transporting materials by road, is being considered and they are trying to use alternatives like sea and rail. Will this sort the problem? They are able to mitigate the noise issue from the rails but not the rumbling as large freight trains go by. The idea of a passing loop for the railway at Wickham Market is a good idea but is not being considered. Central government wants Sizewell C to go ahead. Therese Coffey is backing this. There is also talk that the Council Tax will be increased by 5% next year, which is remarkably high.

The Vice-Chair formally opened the meeting at 7.30pm.

11273 To receive apologies for absence – Cllr Harker, Cllr Major, Cllr Stewart, Cllr Revell and District Councillor Stephen Burroughes.

11274 To accept apologies for absence – Accepted

11275 To record absence without apologies – None

11276 Declarations of Interest – None

11277 To consider any dispensations – None.

11278 To consider the Approval of the draft minutes of the Parish Council meeting held on 38th October 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 Burslem and agreed by all.

11279 Parish Clerk's Report

SID – the speed device has now been repaired, this was returned, and it appears to be working well. The invoice for payment is on the authorisation sheet. The positioning of the speed sign is a problem and appears on the agenda for discussion. Software update – the Adobe Acrobat has been purchased and installed on the PC computer. Budget – this has been updated for next financial year and appears on the agenda for discussion. Burglaries -there are reports of burglaries in the local area, mainly sheds and garages are being targeted. Footpath – a resident contacted the PC regarding the footpath beside the Main Road, this is on the agenda for discussion. Documents – if a document is for the website, could this please be passed to the Clerk so that it may be made accessible to all before being placed on the website. Allotments – this should have been an item on the agenda, but Cllr Galloway is currently working on it. Signatory – another Councillor is required to become a signatory to the PC bank account. Co-option – the PC has been given the go-ahead to co-opt another Councillor following on from a resignation.

11280 Clerk's Report on urgent decisions

None

11281 Matters arising from the Clerk's report

Allotments - to be added to the December agenda.

11282 Matters arising from the Parish Council meeting held on Wednesday 28 October 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: Agreed to remove this item for this year and work towards a APM next April 2021.

10.2 Spinney Pocket – Cllr Roberts reported that he had not taken the footpath plans to the industrial site owner.

ACTION: Place on next agenda for December.

10.3 Community News – Cllr Burslem circulated a proposal for placing the newsletter on the website. Cllr Burslem said that when a document is published it becomes in the public domain. On the website would expand the interest in the community. A disclaimer could be agreed and signed to give permission.

Cllr Galloway commented that any personal details would need approval before placing them on the website/Facebook.

Cllr Roberts said that any photos taken the people would be asked if they minded having this on the website.

Cllr Galloway said that there is concern that a procedure if followed correctly or the PC would be liable if it was done incorrectly. Could the proposal be amended to include the people's permission for photographs.

Cllr Burslem said that he thought the proposal would cover photographs. The newsletter should be on the website, it provides a greater coverage.

ACTION: Clerk to check with SALC for advice, PC to adopt a standard procedure.

Cllr Burslem proposed that the PC adopts the proposal for the newsletter to be placed on the website/Facebook using the wording from SALC, this was seconded by Cllr Roberts and agreed by all.

11283 Parish Council Matters

11.1 Post box: Cllr Galloway reported that the post box had been removed from the fence at the School as the CiL questionnaires had been completed. It was suggested that the post box could be placed next to the Noticeboard on Carlton Green, this could be used for residents to communicate with the Council. The Clerk will then check it on a regular basis.

It was agreed by all the Councillors to move the post box.

ACTION: Cllr Buttle and Cllr Holden to move the post box.

11.2 Main Road Footpath: Cllr Buttle reported that she had received comments about the overgrown footpath that runs alongside the Main Road, from Tiggins Lane towards the recreation ground. County Councillor Richard Smith informed Cllr Buttle that the issue of the overgrown hedge would be the responsibility of the land owner. This land belongs to Kelsale Manor, the owners should be invited to a site meeting. This is a considerable clearing job.

Cllr Roberts commented that if Kelsale Manor cut the hedge then SCC Highways would do the skirting of the footpath.

Cllr Buttle said that this is a complete hedge renovation, quite a big job, as the footpath should be wide enough for two people to walk along side by side.

ACTION: The Clerk to write to the owners of Kelsale Manor to arrange a site visit.

11.3 Questionnaire on CiL money results: Cllr Galloway commented that the results from the questionnaires are on the website. The PC has about £21,000 to spend on these projects. The first few on the list will be approached, and the decision will be made who to support.

Cllr Dickerson asked what the relationship between the results and the questionnaires is.

Cllr Galloway reported that the relies are grouped to show the bulk of support. This was a challenging operation as there was an awfully long list.

Cllr Ransome commented that there was a lot of support for the Village Hall and a plan for the necessary work needed has already started.

Cllr Roberts said there seemed to be three main responses, the Village Hall, the Recreation ground (equipment for kids), and the other was the accessibility to the parish, dropped kerbs etc.

Cllr Galloway commented that some of the money would be reclaimed if no spent, but we

need to ensure it is spent correctly. The key items on the replies would be contacted. Other funding may be sought for some of the projects, and match funding may be a solution to raising more money.

11.4 Community News: Cllr Galloway said that the Editor is in the process of collating an edition for December. This will hopefully be printed for the week before Christmas. There is a revised distribution list, thanks to Cllr Buttle and Cllr Holden for completing this. The price for the copies next year is estimated to be £1,100.

11.5 SID (Speed sign): Cllr Roberts reported that one of the points in the village for the speed sign has become redundant due to the development works. SCC Highways have been consulted as to where we can move the post to. The cost of this is £190 for a new post. When relocating a post there are certain rules to abide by. The cost covers the admin etc, as well as the post itself. The new site must be sustainable.

Cllr Burslem asked if the developers could fund the cost of repositioning the SID.

Cllr Galloways said that it is important to have the SID working.

Cllr Roberts proposed that the PC spend the money from reserves to relocate the SID sign, this was seconded by Cllr Dickerson and agreed by all.

ACTION: Clerk to contact Badger Homes re the cost of relocating the post.

11284 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/20/4438/FUL – Rookery Farm, Kelsale Road, Kelsale-cum-Carlton, IP17 2QP

Alterations and conversion of existing barns to form two dwellings houses, formation of a residential annexe, erection of new ancillary residential building and associated infrastructure and works.

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

After some discussion it was agreed that all the Councillors are in support of this application.

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

DC/20/4380/OUT – Land South of Carlton Road, Kelsale-cum-Carlton, IP17 2NP

Outline application (All matters reserved) – construction of dwelling with garage.

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

After some discussion it was agreed that all the Councillors strongly objected to this application.

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

DC/20/4616/FUL – 1 New Hall, Carlton Park, Kelsale-cum-Carlton, IP17 2NJ

Installation of photo voltaic solar panels on the roof.

After a brief discussion it was agreed that all the Councillors support this application.

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

DC/20/4646/FUL – Sizewell B, Sizewell Power Station Complex and Adjoining Land, Sizewell Power Station Road, Sizewell, IP16 4UR

Hybrid application seeking outline planning permission, with all matters reserved, for up to 9,500 square metres Gross External Area (GEA) to provide administration, storage, welfare and canteen facilities and a visitor centre of up to 1,000 square metres GEA. Detailed planning permission is sought for demolition of some existing structures and redevelopment to include a training centre and interim visitor centre, an outage store, lay down area, car and cycle parking, landscaping, associated infrastructure (including utilities, plant and highway works), tree felling and other relevant works.

After some discussion it was agreed by all the Councillors to object to this application.

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

11285 Financial Matters

13.1 Financial Statement since the September meeting. See Updated Finance Report of 20th November 2020.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st October 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 Galloway commented that she had spoken with the Clerk and the Chairman, it was agreed to propose no increase in the precept request this year. This item will be rolled over to the December meeting, and hopefully in the meantime a meeting between Cllr Revell, Cllr Galloway and the Clerk would take place to look through the budget. Some of the things are fixed but some may be movable.

Should we continue with these items;

Half of the village hall insurance cost – yes

River Fromus bank clearance – no, put some money in the contingency fund

External printing of flyers – cut the amount

Signage – could have a maintenance pot to cover all these items

Plants for the village hall – yes

Remembrance wreath – yes, thanks to Cllr Revell for donating the money for the wreaths this year.

Churchyard maintenance – yes

Lychgate area – this work should take place this year so no money will be needed next year.

Heritage Exhibition – yes

Fingerpost award – no

Cllr Roberts commented that the GNS could use a network of volunteers to go to the Church and tidy it up at no cost. This will be mentioned at a GNS committee meeting.

Cllr Roberts said that the GNS was to be given a sum of money from Saxmundham Town Council for the funding next year. At the moment no one knows what will be needed next year in the way of support for the community. An amount of £1,400 - £2,000 from the PC would be a reasonable donation. Most of the funding that has been given to the GNS has been sought and applied for by the PC.

Cllr Galloway said that the PC has a donation policy that they must adhere to when donating money.

ACTION: Cllr Roberts to write a formal proposal for the PC to discuss re funding for the GNS.

Clerk to amend the figures on the draft budget and re-circulate.

11286 To Receive Reports from Portfolio Holders and Liaison Representative

C2 – Christmas

Cllr Buttler commented that the Christmas Tree would be delivered on the 4th December and would be erected with the help of Cllr Holden and Cllr Ransome.

A14 – Kelsale Village Hall and Centre

Cllr Burslem commented that he has circulated a report to all, on receipt of the 'plates' from a family in the village, the Committee would like to unveil a presentation case to the family with the 'plates' inside. This is hoping to take place on the VE day celebration next year.

B6 – Good Neighbour Scheme (GNS)

Cllr Roberts reported that the GNS is organising a Christmas Goody Bag, the campaign is called Donate a Dinner. Help is needed to identify individuals in the community who would benefit from this. It is not just food, there will be a Christmas Card too. There is to be a Community Fridge in Saxmundham Town Hall, this has been partly funded by District

Councillor Stephen Burroughes.

11287 Items for consideration for inclusion on the next agenda

Safeguarding policy, draft budget, Kelsale Village Hall, GNS, allotments

11288 Correspondence

There were two comments received from residents re Highways issues, this are to be passed To SCC Highways for consideration.

11289 To consider excluding the public and press

No considerations were necessary.

11290 Excluded items

There were none

11291 Date of the next meeting

The next meeting to be held on Wednesday, 16th December 2020 at 7.00pm virtual/hybrid. Councillors to be informed of arrangements re meeting by the 9th December 2020. Clerk to clarify the rules re meetings with SALC.

The Vice-Chair closed the meeting at 8.50pm.

Signed: Chairman Dated: