

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 27<sup>th</sup> JANUARY 2021  
AT 7:00PM VIA ZOOM**

**Present at the meeting:**

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

**In attendance:** 2 members of the public.

**Welcome by the Chairman.**

**11313 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.***

The first member of the public mentioned the correspondence between East Suffolk Council (ESC) and Suffolk County Council (SCC) regarding the signage around East View and Low Road.

The Clerk reported that she had spoken with the Gazetteer at ESC regarding the issue of the East View and Low Road. The Gazetteer suggested that she talks with Royal Mail to add an extra line in the address of the properties of East View, so that it becomes East View, Low Road. This could take some time to sort, but the PC would be informed on the progress of this.

Cllr Revell suggested that the PC arranges for an additional sign to be added to the Low Road sign saying East View. This would assist the delivery drivers also the emergency services. The PC will investigate the cost of this.

The member of the public mentioned that he had spoken to ESC and was told that he could not change the road to East View as there are properties there which are Low Road, this is not true as some of the houses were East View. At the moment the speed limit is 30mph, this should also be considered being reduced to 20mph. There are railings opposite my property that are designed to slow the traffic and aid people to walk along the road safely, in the 20 years I have lived here, they have caused 4 traffic accidents. The hedge alongside the railings also needs cutting back, so that pedestrians may walk along safely.

Cllr Revell reported that the speed limit on this stretch of road has been discussed several times and will be continued to be monitored. The PC will look into the placing of an additional sign stating East View and the overgrown hedge near the railings.

Cllr Burslem said that due to the road works on Bridge Street, vehicles are using Low Road as a way of avoiding the traffic lights.

Cllr Revell thanked the first member of the public for his comments and attending the meeting. The second member of the public commented that he was interested in the Quiet Lanes scheme for the village. He also agreed with the other member of the public regarding the speed limits within the village.

## **11314 Reports**

### **Report by County Councillor Richard Smith**

Richard Smith said that he had a few items to mention, the first was Covid, the news is not good and look like the lockdown will continue until the first week in March. Everyone should continue to follow the government guidance and stay safe. Saxmundham surgery are progressing well with the vaccinations. Sizewell C – many of the local PC's have been requested to meet with representatives from the EDF. What are EDF hoping to gain out of this, I think the PC's should be cautious. The planning inspectorate would have told EDF that they need to talk to the PC's and consider their comments. SCC have suggested a 4% increase on the Council Tax, which is very high. There was a small group of Councillors, including myself, that objected to this increase. The Police are going to increase their percentage, but ESC is keeping their percentage the same. Elections are to take place on the 6<sup>th</sup> May, there is no indication at the moment that this date may be changed. 6 weeks before this the Councillors will enter a period of purdah, if the planning inspectorate starts the hearings in this time, this would cause constraints for the Councillors.

**Report by District Councillor Burroughes submitted by email and circulated to all.**  
Stephen Burroughes sent his apologies.

**The Chair formally opened the meeting at 7.30pm.**

**11315 To receive apologies for absence** – Cllr Major, Cllr Stewart, and District Cllr Burroughes.

**11316 To accept apologies for absence** – Accepted

**11317 To record absence without apologies** – None

**11318 Declarations of Interest** – None

**11319 To consider any dispensations** – None.

**11320 To consider the Approval of the draft minutes of the Parish Council meeting held on 16<sup>th</sup> December 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.

### **11321 Parish Clerk's Report**

SID – Badger Homes has kindly paid a donation of £190 for the new SID. I have contacted our Speed Sign person and there has been no further communication from the SCC Highways regarding the positioning of a new post. Apparently they are working a bit behind due to the Covid restrictions. Updates will follow when they are available. Footpath – a follow up email has been sent to the landowner near the footpath on main road, but no response has been sent. Signatories – Cllr Harker's application to become a signatory has been successfully completed. Cllr Holden's application will be completed shortly. Playspace fund – the application has been posted for this funding, thank you Cllr Buttle & Cllr Holden for completing the forms. Communities Officer – the new officer has been in contact and would like to attend our next meeting to introduce herself and to improve the link between the PC and the Communities Team at ESC. Leiston Press – there was some confusion regarding the payments scheduled for Leiston Press, this has now been rectified.

**11322 Clerk's Report on urgent decisions**

None

**11323 Matters arising from the Clerk's report**

Cllr Revell thanked Cllr Harker and Cllr Holden for agreeing to become signatories. A letter should be sent recorded delivery to the landowner near the footpath. It is important to have an onsite socially distanced meeting.

#### **11324 Matters arising from the Parish Council meeting held on Wednesday 16 December 2020.**

**10.1 Spinney Pocket** – Cllr Galloway commented that County Councillor Richard Smith is to talk with the Head Teacher, but this has been delayed due to the Covid situation.

ACTION: Visit of County Councillor Richard Smith to be reviewed at the March meeting.

**10.2 Community News** – Cllr Burslem had circulated the proposal to all the Councillors. Cllr Galloway asked for one amendment could 'social' be added in front of media.

Cllr Galloway proposed that the terms and conditions be adopted by the PC, this was seconded by Cllr Burslem and agreed by all.

**10.3 Post Box** – Cllr Buttle said that the post box is now in place.

**10.4 Main Road Footpath** – Covered in 11321 & 11323.

**10.5 Badger Homes Invoice** – The Clerk reported that the invoice was sent, and the payment has been received.

**10.6 Playspace fund** – The Clerk reported that the form has been submitted to ESC.

#### **11325 Parish Council Matters**

**11.1 Allotments:** Cllr Galloway reported that she had circulated an email regarding the Glebe Land. Cllr Burslem commented that many of the allotments are being used at the moment, but this may lapse in the future.

Cllr Galloway reported that the Glebe Land is not referred to as allotments, but commercial lettings for the use of growing fruit and veg.

Cllr Revell commented that it is a long walk to the plots as the lane is very muddy and wet.

**11.2 Safeguarding Policy:** Cllr Harker has written a Safeguarding policy with the assistance of CAS, this has been circulated to all.

Cllr Harker proposed that the Safeguarding Policy is adopted by the PC, this was seconded by Cllr Holden and agreed by all.

**11.3 Co-option of a Councillor:** Cllr Revell reported that there are now 2 vacancies on the PC, a note was placed in the Newsletter.

**11.4 Portfolio Holder:** Cllr Revell reported that there are several vacancies in the list. It was suggested that the list be reviewed and some of the vacancies that already had one Cllr not two be left at the moment.

Cllr Harker agreed to join the Bonfire Party Team, Cllr Stewart is to join the Planning group, and Cllr Ransome is to be the representative for the Village Hall.

Cllr Revell commented that the Planning Group does the groundwork for the planning application ahead of the meeting, then all the Councillors vote on the application at the meeting.

ACTION; to consider a representative for the Emergency Planning.

**11.5 Re-adoption of the Social Media Protocol for Members, General Privacy Notice, Suffolk Local Code of Conduct, and the Grievance and Disciplinary Procedures.**

Cllr Ransome proposed that the PC adopts the above policies, this was seconded by Cllr Galloway and agreed by all.

**11.6 Protocol for Pre-planning application developments:** Cllr Buttle proposed that this document is adopted by the PC, this was seconded by Cllr Ransome and agreed by all.

**11.7 Kelsale Village Hall:** Cllr Revell said that a report from the Village Hall Chairman had been received and circulated to all.

**11.8 Quiet Lanes:** Cllr Galloway shared a power point presentation relating to the Quiet Lanes Scheme, there is to be a network of lanes and some funding is available. This funding may not be offered again, so it is important that the PC joins the scheme in this round. Some residents have expressed an interest, and SCC will provide a formal consultation on 22<sup>nd</sup> February. Expect and respect is the code of conduct for the Quiet Lanes. Many other parishes are to join the scheme. It has been agreed to use smaller signs, so that they may be placed on some of the existing posts.

Cllr Galloway asked the PC to vote on 3 items; firstly, vote to cover the shortfall of the cost,

should there be any; secondly, vote to proceed with the scheme; and thirdly, vote to spend the cost of the leaflets, up to £100. The leaflets are to be distributed to all the residents of the proposed Quiet Lanes. There has been a proposal to join a network of villages with the adoption of Hawthorn Lane.

Cllr Dickerson asked how much the cost of the shortfall may be.

Cllr Galloway said that at the moment the cost is £0, but it may be as much as £600. CIL money may be used to fund this.

Cllr Revell asked that the Councillors vote to agree the 3 items proposed by Cllr Galloway. There was a unanimous show of hands in support.

Cllr Revell thanked Cllr Galloway for her work on the Quiet Lanes Scheme.

- 11.9 Sizewell:** Cllr Galloway reported that the Energy Alliance group had sent a request for a joint letter to be co-signed by the PC.

It was agreed by all that the PC adds their name to the joint letter.

An invitation has been received requesting a meeting with the Chair of the PC and EDF. The invitation has been accepted but with some conditions; the Vice-Chair will be attending with the Clerk; there is to be a complete list of the people attending; there is to be an agenda and the meeting is not to be recorded.

- 11.10 Community Help Scheme:** Cllr Galloway reported that having investigated this scheme further in relation to specifically Quiet Lanes, it would not assist the PC to register at this time.

- 11.11 Landfast – Carlton Road Site:** Cllr Galloway commented that an email had been circulated to all, this was regarding a lady concerned about the flooding of her property due to a neighbouring development.

- 11.12 Sandy Stiltball Fungus:** Cllr Buttle said that an email had been received about the hedgerow not being managed correctly to allow the fungus to grow. The Biodiversity Group has agreed to manage the hedgerow to allow the right growing conditions. A maintenance plan will need to be put into place.

Cllr Dickerson commented that the hedge has been cut too close to the ground.

Cllr Buttle suggested that it needs to be a plan that would suit the footpath users and the fungus.

ACTION: Cllr Dickerson to present a maintenance plan and review it in 2 years.

- 11.13 Councillor Identity Lanyards:** Cllr Buttle suggested that the Councillors wear identity lanyards when moving around the village or visiting sites. The cost will be £7 each, for identity cards with a photo on. All the Councillors agreed to pay the cost of £7 each.

ACTION: Councillors to send a passport style photo to Cllr Buttle or Cllr Burslem.

- 11.14 Recreation Ground Fence:** Cllr Burslem said that he was not sure of the progress on this, does the fence belong to the PC or the adjoining landowner. A company has been asked to quote for the fence, but the quote has not arrived yet.

Cllr Buttle asked if the fence is the responsibility of the PC?

Cllr Revell said that ownership of this fence has always been an issue, the fence has been in place several years.

Cllr Ellis suggested that the fence is replaced with a wire netting fence, and should the adjoining landowner wish anything else, they could contribute to the cost.

Cllr Revell said that a like for like fence would look better.

Cllr Ransome said that the land registry deeds may show the ownership of the fence.

ACTION: Wait for the quote and information, place on the agenda for next month.

## **11326 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/21/0100/PN3 – Land North of Brabbins Farm, Kelsale Road, Kelsale-cum-Carlton.**

Prior Notification – Conversion of agricultural building into dwelling including the provision of new windows, as necessary. Please refer to the drawings on the ESC website.

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

Cllr Holden reported that a letter had been received from a neighbour, this is an area of 2

acres, and could allow for more dwellings to be placed on there, Cllr Galloway said that it is a new build not a conversion. The Councillors all objected to the application.

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

**11327 Financial Matters**

**13.1 Financial Statement since the November meeting. See Updated Finance Report of 25<sup>th</sup> January 2021.**

**All requests for payment were approved.**

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> December 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 note the quarterly accounts to December 2020.**

ACTION: to resend to the Councillors for approval at the meeting in February 2021.

**11328 To Receive Reports from Portfolio Holders and Liaison Representative**

Cllr Buttle commented that there was some flooding on the main road near to the pedestrian gates onto the Recreation Ground. The ditch that runs alongside Kelsale Court needs to be cleared and this would allow the water to run into the River Fromus.

Cllr Ransome suggested that it is the gullies that run under the path that are blocked.

ACTION: Clerk to report the issue to the Highways department.

**E1 – Biodiversity Group**

Cllr Dickerson said that the Biodiversity Group would be reactivated this month. There is to be a report for the APM, but unsure if this will go ahead.

**11329 Items for consideration for Inclusion on the next agenda**

Recreation ground fence, quarterly accounts for December 2020,

**11330 Correspondence**

Sizewell C – potential meeting regarding the PC concerns – covered in item 11325/11.9

Resident – naming of Low Road and East View – covered in 11313.

**11331 To consider excluding the public and press**

No considerations were necessary.

**11332 Excluded items**

There were none

**11333 Date of the next meeting**

The next meeting to be held on Wednesday, 24<sup>th</sup> February 2021 at 7.00pm virtual/hybrid.

Councillors to be informed of arrangements re meeting by the 17<sup>th</sup> February 2021.

The Chair closed the meeting at 9.05pm.

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